



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
AGENDA: Season 2007-08 Meeting 4  
September 18, 2007 7:00pm**

**Board Members Present:**

Susan Armiger  
Dominique Banville  
Ann Drummie  
Brian Galebach  
Emily Morris  
Barry Nichols  
Bob Pursell  
Rachel Sethi  
Rich Warner  
Benjamin Yeung

**Board Members Absent:**

Michael Fry  
Scott Walters

**Members Present:**

Neil Christenson  
Charlie Jennings  
John Snyder

1) **Call to order**

7:07pm

*Warner*

2) **Approve minutes of August 21, 2007 Meeting**

Motion – Nichols

Second – Pursell

Vote – Passed

*Drummie*

3) **Special Issues**

**a) PG County rep on the Board**

Dominique Banville has offered her resignation.

Emily Morris has volunteered to serve to fill the opening.

By majority vote, Emily Morris was elected to serve until the next Annual Meeting.

*Warner*

The method used for ensuring a PG County director last June, in hindsight, created a bias in the election results. Benjamin Yeung offered to resubmit for candidacy at the next June election. This was accepted by the Board.

**b) Plans for updating Goals and Objectives**

Upon review, there is nothing major to change. Rich Warner will circulate a revised version.

**c) Hosting a USCA event in 2008-09 or GNCC event in 2008-09/10**

Rich Warner received some example contracts. Rich's main concern is about a guarantee of having volunteers now for an event a year and a half from now. Ann Drummie highlighted that there was no 'if you only have 4 sheets you're not big enough' note for any of the events. (fyi the Club Nationals are being hosted at a 5 sheet club this year.)

Preferences after discussion:

- GNCC playdown for club nationals (have to be sure it wouldn't be MLK Jr. weekend; likely be back-to-back with Junior Bonspiel; haven't hosted it before). Neil Christenson to make the request.
- GNCC mixed (if club nationals doesn't work)

Thoughts on other events:

- World University Games Dec. 4-7, 2008 (no reqts for timers, drivers, banquet, etc.; legal drinking age monitoring? Increase our exposure in the university area? Not as strong an opportunity if we don't have our universities connected with the game yet?)
- GNCC juniors (able to coordinate volunteers over the winter holidays?)
- It is in the vision with Clai Carr to use the full facility for large events. The staffing is the issue right now.
- Kayser is coming in 2010.

4) **Committee Reports:**

a) **Ice Committee:**

*Nichols*

**i) General update**

Ice is on schedule to be ready by October 10, 2007.

There has been discussion of various lines (courtesy at hog, stick release lines, mixed doubles rock placement markers). We will have: courtesy lines at the hog lines and will have a 1' blue line at the mixed doubles location.

b) **Treasurer's Report and Finance Committee:**

*Nichols, Armiger*

**i) monthly report ending August 31, 2007**

We had no unexpected summer expenses. We will have \$20k in the bank above and beyond the CD.

**ii) pay \$10,000 of mortgage now**

We can pay down up to \$10k without a penalty.

Motion – Nichols– to make a payment of \$10,000 to the mortgage, out of current cash.

Second – Sethi

Vote – Passed

**iii) Engagement Letter of Roberts & Associates for review of financials through June 06**

We require a review. They are ready to do this now. Treasurer will sign the engagement letter. Note, a member has made a request to see a copy of our latest tax return (2004, 2005, 2006).

**iv) plans for CD maturing in October**

Rich Warner confirmed that we should roll it to coordinate with date of our mortgage refinancing.

**v) liquor liability and general liability insurance**

Barry Nichols turned it back over to Diversified to review for 5 events scheduled this season.

**vi) sales tax**

We are required by law to collect taxes on sales from the bar, from food, from pro shop, and other sales; even if the item has been donated or sold at or below cost. We have a "sales and use tax" license. Finance Committee will investigate further. Talk with the other clubs to learn what they are doing?

**vii) fundraising planning (Scratch n Help campaign, Inaugural)**

Scratch n Help did not get a strong poll result. We will not be pursuing it.  
There will be fundraising at the Inaugural.

**viii) Funding support for competitive athletes**

Drummie noted that this is an ongoing topic of the Board that it has not found a solution/policy for yet. i.e. supporting competitive level athletes with their expenses. The Finance Committee is working on some proposals.

- a) Sandra McMakin wants to run teambuilding exercises at the club during the day to generate funds for a particular competitive women's team
- b) Patron donors covering specific curler's expenses? Need to think more about the mechanics of the idea. Set up a standardized plan? Ex. early career golfers.
  - o sensitive to not impacting donations to general fund
  - o sensitive to 501(c)3 status

**ix) Donor relations program**

Barry Nichols will be recrafting the annual letter to address accomplishments with past donations and to highlight proposed future activities.

**c) Membership Committee:**

*Sethi, Yeung*

**i) membership meeting agenda and coordination (set-up, beverages, etc.)**

- o President: presented the Board and their roles.
- o Membership: pay dues, handbooks
- o Leagues:
- o Training Ops: Open House, LTC
- o Events: Inaugural, Goldline coming
- o Outreach and Rentals:
- o Facilities: summer work
- o Ice:
- o Reserving Ice:
- o Apparel:
- o Development Initiatives:
- o USCA pins:
- o President: closing comments

Handouts: new member handbook, membership forms, league forms, open house fliers, insurance waivers

Lisa Andrew is taking RSVPs.

Rachel Sethi will coordinate for vacuum, get chairs, setup chairs, stocking beverages.

**ii) member handbook**

Rachel looking at logistics of getting it copied, cut, punched, etc. She is working on finalizing some of the info by the start of the season. We will find a way to post it on the website too (sensitive to emails and contact info.)

**iii) Open House planning**

Membership Committee is starting to coordinate volunteers.

Training Committee is looking for someone to run the ice component for Open House.

**iv) Waivers**

We have accordion, alphabetized, folders for new waivers; one for adults and one for minors with notes for when they can be thrown out.

**v) Phone calls**

The committee is making calls this week to check-in with members.

**d) Training Committee:**

*Walters, Banville*

**i) 5 point poster**

The committee is working on editing it, logistics for printing it, and hanging it.

**ii) other member clinics**

Four clinics are scheduled:

Wednesday October 10 - 7:30 pm "Single Practice Drills" with Scott Edie

Monday October 15 - 8:30 pm "Refresher Clinic on Delivery" with Ann Drummie

Tuesday October 16 - 7:30 pm "Team Work" with Findlay's Rink (Findlay, Twigg, Armiger, Freedman)

Wednesday October 17 - 7:30 pm "Strategy Clinic" with Scott Edie

Working on a clinic of video analysis in November.

**iii) recent rule changes, including the stick rule**

Per GNCC letter, we will encourage curlers to try the rule (and the variations under consideration) and/or practice.

**iv) Learn to Curl**

Dominique Banville has received payment already from two people already for the first learn to curl.

**v) Level I**

Committee will need to send out a message about how to sign-up.

**vi) Wheelchair clinic**

Training committee will follow-up on this to identify any interest.

**e) Outreach Committee:**

*Purcell, Warner*

**i) General update (Scottish festivals)**

We have a decent slate of volunteers for Anne Arundel.

We need some more help on the Alexandria event, October 7.

**f) Leagues Committee:**

*Galebach*

**i) league coordinators**

P: Jeff Erickson, Lisa Andrew

M: David Baxter, Jeremy Singer

T: Dawn Findlay, Mary McHugh

W: Scott Edie, Tim Harwood

Th: Charlie Jennings, Howard Griffin

F: Scott Fairley

Daytime: Charlene Macedo

Sat. Morning: Brian Galebach, Charlene Macedo

Sat. Afternoon: Jason Sethi

Middle Rockers: John Warshawsky

Juniors: Virginia and Harvey Chalmers

Ladders: Brian Galebach

Leagues all starting on week of October 22

There will be a Breakfast league on October 13.

g) **Events Committee:**

*Fry*

**i) Compete-At online event management**

No presentation yet, so no report yet.

**ii) Inaugural planning**

10 teams so far.

h) **Communications Committee:**

*Drummie*

**i) overall calendar**

Targeted rental spots are now shown on the calendar. We will look at color coding them differently if they are truly booked.

**ii) announcements vs. Secretary's distribution list**

Reminder that there are two methods for reaching members with differing levels of reach. Current topics include: Membership meeting email, Open House, member clinics, festival volunteering, wheelchair clinic op

**iii) ice sign-up system**

Ann Drummie and Brian Galebach will coordinate.

**iv) Phone number distribution**

Yes, distribute a list of phone numbers at the start of the season.

i) **Operations Committee:**

*Sethi, Armiger*

**i) General update**

We have mailboxes! 15 slots.

9 for people or committees

1 for general pick-up

5 for forms: membership form, both waivers, league sign-up form, reimbursement forms

New lampshades, and new bookcase with games and cards are by the television.

AV is nearly complete.

Work day went fine.

j) **Vision Committee:**

*Warner*

Rich Warner had lunch today with Clai Carr. Both parties want the two facilities to work and grow together. We will check on some joint marketing. They talked about signage in their shed, liasons through UMD hockey, etc.. Generally Clai is pleased with our association.

Things are going well for him; continues to learn the efficiencies in the operations. Consider sharing services related to ice and maintenance.

5) **Other Business**

USCA: The meeting was this past weekend. We haven't heard a report yet. Membership fees are not going up.

GNCC: scheduler position is open (Paul Mort is resigning).

6) **Next Meeting.**

Sunday, October 21, 2007 3pm

9:46 pm