



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2007-08 Meeting 8
January 13, 2008 2:00pm**

Board Members Present:

Susan Armiger
Dominique Banville
Michael Fry
Brian Galebach
Emily Morris
Barry Nichols
Bob Pursell
Rachel Sethi
Benjamin Yeung

Board Members Absent:

Ann Drummie
Rich Warner

- 1) **Call to order** *Fry*
2:00pm

- 2) **Approve minutes of December 9, 2007 Meeting** *Fry*
Motion – Nichols
Second – Armiger
Vote – Passed

- 3) **Special Issues** *Warner*
 - a) **Hosting a GNCC event in 2008-09 or 10**
No report.

 - b) **GNCC consideration of new club in Rutland, VT**
No report.

 - c) **Site security**
The Gardens is looking into the costs for cameras to monitor the parking lot.

- 4) **Committee Reports:**
 - a) **Treasurer's Report and Finance Committee:** *Nichols, Armiger*
 - i) **Treasurer's report**
Barry Nichols presented that we are currently net \$2,800 against budget, essentially not having collected revenue at the same pace as expenses. It is a similar budget to last year, and we ended up \$10,000 positive, so as long as revenues come in as planned, we will be fine.

 - ii) **donor letters**
Letter have been sent out. There is no report as yet on results from the letter.

 - iii) **club fundraising**
No report.

iv) draft guidelines for club support of participation at National events

Susan Armiger presented a draft. During discussion, it was revised.

Motion – Nichols

Second – Yeung

Vote – Passed

v) liquor liability insurance

Coordination with the Events committee will be done as next year's calendar is set, to confirm what kind of liquor license to get for each bonspiel [and be reflected in the insurance policy.]

b) Membership Committee:

Sethi, Yeung

i) Open House update (list serv marketing)

The Open House on Thursday had 9 people. The Open House on Saturday had 25 people.

Rachel Sethi believed more people would come if it was a Saturday. She suggested we think ahead more in terms of keeping a Saturday open for that purpose. The Membership committee will meet to brainstorm about the value of January OH when it isn't an Olympic year vs. formatting efforts to have people sign up ahead of time like they have to do with the Learn-to-Curl.

Rachel Sethi expressed her disappointment about how few people from the Board and the membership committee responded to her call for input regarding dates for the OH and LTC. She emphasized the importance of receiving input from other people in order to make good decisions.

Bob Pursell reiterated the potential effectiveness of viral marketing with listservs.

The committee will consider targeting certain listservs next year.

ii) member handbook

The member handbook is still in progress. ETA is February 1, 2008.

iii) retention planning

No report.

c) Training Committee:

Morris, Banville

i) Learn to Curl update

There were sufficient numbers of instructors for Open Houses and rentals. The LTC on January 17 will be cancelled as no one has signed up for it. The LTC on January 26 already has 12 people expressing interest. The committee will coordinate with Bob Pursell to determine how many instructors are needed for the various rental activities coming up.

ii) 5 point poster

No report.

iii) Officiating Chair

No report.

d) Outreach Committee:

Pursell, Warner

i) Rentals update

January 12th afternoon: 30 people.

January 12th evening: 14 people.

Both went well and generated \$1,000.

January 26th: Jennifer Kungle, 20 people. 2 instructors are needed

January 30th 9 to 11 am: Barrie School; 45 kids. All set on instructors.

February 2nd: Chesapeake Group. Bob will inquire about time slots. He is scheduled to meet with one of the organizer on Tuesday January 15.

February 8th 3pm-7pm: 40 – 50 people. They have already paid. 8 instructors will be needed.

March 8th 3pm-7pm – Bob didn't have info with him.

Barry Nichols reopened the topic of not have as many rentals to allow more time for OH or LTC. Barry Nichols suggested that rentals do not bring that many new members and the revenues generated could be offset by other sources. Bob Pursell discussed that if an effort is made to talk about the Club during those rentals we can convince more people to join. The rentals are however time consuming and a lot of effort needs to be put into them. There are always trade-offs. This discussion will continue this Summer/Fall.

ii) Garden's bulletin board

The flyer for the OH was posted. More needs to be done.

e) Leagues Committee:

Galebach

i) Juniors in an adult league review

Juniors have been playing in the Capital League adhering to the policy. The policy is currently based on age [and parental consent]. Barry Nichols suggested that some older kids may have trouble controlling emotions and may not be ready for a league, and that some younger kids could be. The membership committee will consider reviewing the policy for next year.

ii) league updates

The league registration form has been updated for the second half. Members can simply inform their league coordinator that they are continuing, but if they are starting new in a league, then a form should be completed and submitted.

f) Events Committee:

Fry

i) BIG Spiel report

12 teams was a reasonable number. There were fun activities. Overall it was a good time. Expenses were less than entries by approximately \$300.

ii) Holiday Party report

It went well.

iii) New Year's Day report

24 people and way too much food.

iv) Junior Bonspiel update (photography)

A media photographer has asked to take pictures at the bonspiel. Bob Pursell will let him know that he is responsible for getting permission from parents to publish pictures. The liability is the photographer's.

v) Chesapeake-Potomac Invitation Bonspiel

Michael Fry reported that a chair is almost lined-up. He suggested capping the number of teams to 16 for practical purposes. Barry Nichols highlighted that with four events, with trophies, this may be a small field. Further, capping it may be counter productive to the fundraising effort that benefits both clubs. The event has had fewer than 16 teams in the past few years so this may be moot.

vi) Women's Challenge

Publicity will be ready for distribution soon.

vii) Cherry Blossom

Publicity will be ready for distribution soon.

g) **Ice Committee:**

Nichols

i) General update

A flood was done between Christmas and New Years Day.

In general, the ice committee would like to limit any occasions that would shorten their usual Sunday morning ice maintenance window.

h) **Operations Committee:**

Sethi, Armiger

i) Pro Shop update

Another clothing order will be made on January 17.

ii) Locker update

Rachel Sethi has collected a few more locker keys from people who are not curling this season.

i) **Communications Committee:**

Drummie

No report

j) **Vision Committee:**

Warner

No report

5) **Other Business**

Volunteer Appreciation and Burnout

A member has express concern to a few Board members that not enough is being done to thank members for volunteering for the club. Follow-up emails are important to make sure that volunteers are thanked. Barry Nichols suggested having a member that is in charge of voicing concerns of the membership to the Board. Emily Morris mentioned a possible suggestion/concern box where people can drop a note. Michael Fry pointed out that we are all members of the club (as opposed to being a paid board) and that members should feel that they can come to any of us with concerns they have [and/or leave notes in our mailboxes]. This issue is also linked to retention. The membership committee determine what is the best way for members to pass along their concerns.

6) **Next Meeting.**

Sunday, February 24 at 2pm (not Rachel Sethi or Barry Nichols)
3:35pm