



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
AGENDA: Season 2008-09 Meeting 1
June 17, 2008 7:00pm**

Board Members Present:

Susan Armiger
Bruce Black
Ann Drummie
Michael Fry
Brian Galebach
George Shirk
Sandra McMakin
Emily Morris
Barry Nichols
Rachel Sethi
Rich Warner

1) **Call to order**

7:06pm

Warner

2) **Approve minutes of May 8, 2008 Meeting**

Motion – Armiger

Second – Sethi

Vote – Passed

Drummie

3) **Financial Reports ending May 31, 2008**

Barry Nichols distributed some documents:

- Balance \$39,614.21 in checking account.
- complete copy of financials at the end of April (activity since then has been primarily utility bills)
- copy of the report given at the AGM
- summary of club debt and schedule of payment

We do not have an accounting of the receipts/expenses associated with the annual banquet yet.

We have a CD of \$50,000 which is interest bearing. We don't have the current value with accrued interest, but it is assumed to be in the range of \$55,000.

He will update the entire detail as of June 30 to close out the fiscal year.

Nichols

A member has asked if our finances need to be acknowledged in some way by the membership, more formally than the report given this year at the annual meeting. It sounds like a lack of such acknowledgement could open our financials to future challenge. The Committee will look into any specific requirements (likely per 501(c)3 for such disclosure and acknowledgement). Historically it has only been a cultural choice to summarize the information. We will adapt as any requirements are identified.

Through this season, some Committee initiatives have not progressed. Ex. Implementing a plan accommodating sales tax, and filing our tax forms without need for an extension. Changes discussed to further develop the financial reporting for the club included:

- setting up an audit committee
- setting up more procedures for transactions beyond paying bills and reimbursables
- defining a job description for a comptroller working for the Treasurer
- drafting a guideline book for the comptroller signed off by the Treasurer
- fully imposing the two person rule re handling revenue
- considering who the two people should be

- defining the responsibilities of the Treasurer (ex. fundraising and debt payment initiatives)

The Finance Committee will develop a list of procedures that are lacking that should be developed over the summer, with the help of various others who interact with revenues. Bruce Black will ask his wife for advice on procedures and controls that we should think about.

4) **Special Issues**

Warner

a) **Review of Goals and Objectives**

All to review and we will set up a plan to discuss, update, and revise.

b) **Review of Organization Chart**

All reviewed briefly.

c) **Election of Officers**

President:

Fry nominated Richard Warner. Seconded by Galebach. Accepted.
Rich Warner elected.

Vice President:

Warner nominated Michael Fry. Seconded by Shirk. Accepted.
Michael Fry elected.

Secretary:

Shirk nominated Ann Drummie. Seconded by Nichols. Accepted.
Ann Drummie elected.

Treasurer:

Sethi nominated Barry Nichols. Seconded by Morris. Accepted.
Barry Nichols elected.

d) **Distribution of Responsibilities**

See attached.

e) **Calendar - 2008-2009**

Distributed.

5) **Committee Reports**

TBD

a) **Finance Committee:**

i) **Planning for 2008-09 budget**

The Committee will provide a draft for next meeting.

b) **By-laws Committee:**

The Committee reserved the right to recommend that a requested topic is not truly for further committee consideration at this time. The Committee also received no objection from the Board about having the current PG county rep serving on the committee. Topics recently raised include:

- Review of protocols of publishing election results and resolving ties
- Review of protocols of voting on items such as the Treasurer's report at the AGM
- Review of how to elect the PG County rep

c) **Ice Committee:**

i) **Summer meeting topics**

The Committee has identified the location of the leak, and will be fixing shortly.

ii) **Ice technician clinic**

Sandra McMakin happened to have more information. It would be in September, as an effort to get the ice in early at Nutmeg. We gave Sandra our RSVP that we are interested.

d) **Operations Committee:**

i) **Work Day Plans**

Saturday, July 26, 2008

Sunday, August 17, 2008

Doug Andrew will be coordinating.

e) **Events Committee:**

i) **Golf Outing Update:**

It's happening Saturday, June 21. Bob Pursell is coordinating.

ii) **Summer initiatives**

The focus will be on finding chairs for all events.

iii) **Ad hoc committee re age in bonspiels:**

The committee has yet to meet, but will possibly do so in early July.

iv) **Business cards**

Business cards have been ordered and will be available before the Pittsburgh event.

f) **Outreach Committee:**

i) **Summer meeting topics**

Are rentals worth the volunteer burnout? The Committee will discuss with the Finance Committee, and will compare our rates with what other clubs do for rentals.

ii) **Arena curling in Reston**

Richard Maskell, well intentioned in making arena-curling club connections, sent us an email after having met someone from SkateQuest in Reston. We will wait for SkateQuest to call us if there is interest.

g) **Membership Committee:**

i) **Summer meeting topics**

- Review the line on the membership form about other skills that can be offered; perhaps prompt specific needs like legal and CPA.
- Dues structure
- Volunteerism
- Mentoring/New Members handbook

h) **Leagues Committee:**

i) **Summer meeting topics**

Brian Galebach is working on a survey and a list of topics for Board review later this month. He'll be looking for feedback from members in July, and then have a league meeting, for recommendations to the Board in early August.

i) **Communications Committee:**

i) **Summer meeting topics**

- Means of circulating information more regularly, such as on sportsmanship and etiquette.
- Aim for more communications from the President.
- Put recent minutes on the web.
- Create a newsletter to a broader interest community.

j) **Training Committee:**

i) **Summer meeting topics**

- Coordinate network of instructors.
- Look at another way to deliver seminar training.

k) **Vision Committee:**

i) **Summer meeting topics**

Ann Drummie, Sandra McMakin, and Bruce Black will have dinner to discuss how to proceed.

6) **Other Business**

Annual Meeting Thoughts

There was general disappointment that there wasn't a write up read aloud for the Curler of the Year award. This process will be reviewed for improvement next year on roles and responsibilities. To remedy this year, thoughts were considered such as sending out the info in a newsletter, and putting it on the website.

We acknowledged the folks who won on our ice this season. We could do more acknowledging out of town success as well. Ex. "Anyone who's played at an out of town bonspiel stand up".

7) **Next Meeting**

Wednesday, July 9, 2008 7pm.

FYI: Richard Warner is out of town July 8 to August 1; Sandra McMakin is out of town July 12 to 23; Rachel Sethi's due date is July 16.

9:35pm