



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2008-09 Meeting 10
March 22, 2009 3:00 pm Lundin Room**

Board Members Present:

Susan Armiger
Ann Drummie
Michael Fry
Sandra McMakin
Emily Morris
Barry Nichols
George Shirk
Richard Warner

Board Members Not Present:

Lisa Andrew
Bruce Black
Rachel Sethi

Members Present:

Jay Davies
John Hale
Bob Leonard
Bob Pelletier
Ken Wray

- 1) **Call to order** *Warner*
3:07pm

- 2) **Approve minutes of February 15, 2009 Meeting** *Warner*
Motion – Shirk
Second – Nichols
Vote – Approved

- 3) **Special Issues** *Warner*
 - a) **Board of Directors and Awards Nominating Committee** (progress update, B. Leonard ideas)

Barry Nichols verbally gave his request to resign his term effective June 30, 2009 (end of fiscal year). He expects to continue to be involved with the club and curling but with greater flexibility with his time that is not possible with his Board duties.

Bob Leonard has been exploring awards for his photography club:

- 5x7 mirror, printed overhead, frame.
- Hang medals on ribbons.
- Paper on wood with plastic overlay.
- Take a medallion off a key chain and put on a ribbon.

Bob Leonard is offering to assist the Awards Committee if they are interested, but is not offering to be responsible for making them.

The committee is focusing on proceeding 100% electronically with nominations and voting. They are working on confirming anonymity.

Michael Fry asked about thoughts on advertizing the process (shaking the tree), considering that there won't be a presence in the warm room about nominations.

- b) **USCA Pin Donation program**
Information has been distributed.

Warner

- c) **Advertizing Plan**

Hale

John Hale presented his concept to sell basic wall space and ice space. He has done research of other clubs, and rates are all over the board. His proposal is in line with other US clubs. Ann Drummie confirmed that Clai Carr has been supportive in sharing his experience with his current advertisers (pouring rights aside.) Barry Nichols commented that the time is right to relook at this, and pursue it. This would not be a charitable contribution, but would likely be a business expense. If an advertizer gives an extra donation, that would be tax deductible. The income to us would be taxable. A reasonable target is \$2,000 to \$3,000. Regardless of whether the people pitched actually advertized, the discussions will increase more local awareness, and have flyers in their locations. John Hale is not volunteering to beat the pavement, but is willing to coordinate. The Board supported the idea and will create an Advertizing Committee, headed by John Hale, to report to the Board through the Finance Committee. Barry Nichols voiced a preference to include the costs of printing within the pricing structure. Bob Leonard commented that we should treat it as a premium product. If we start with a higher price, we have room to make a deal. Michael Fry commented that the Board will likely support a recommendation of a price structure, versus suggesting higher or lower. Bob Leonard raised that we should go beyond local, to regional distributors.

4) **Committee Reports**

- a) **Finance Committee:**

Nichols, Armiger

- i) **Financial report**

Current cash on hand is \$39,949.
CD balance is \$52,947.
Rental revenue to date is \$7,286.
Membership budget is \$65,000. We're just short at \$62,152.

- ii) **Insurance**

We have liability insurance through USCA/GNCC.
We have not received any confirmation of coverage yet from GNCC though.
We did not participate in property insurance from the GNCC because we've had it locally along with our liquor license insurance. The property insurance has come up for renewal, and we have authorized them to proceed (expecting a \$3,500 invoice). The insurance for the Cherry Blossom is in the range of \$750. If we bundle with the Inaugural, it might be \$1,000 together.
D&O is supposed to be covered through USCA. Barry Nichols has asked Bob Pelletier to also try to get in touch with Steve Gutro (USCA insurance coordinator).
Sandra McMakin suggested calling Gwen Krailo for more background on Steve Gutro's status. Rich Warner will follow-up.

- b) **Events Committee:**

Fry

- i) **CPIB recap**

The Meltdown went very well, with 9 Potomac, and 7 Chesapeake teams.
We need to do a better job of tracking the trophies and their engraving.

ii) Cherry Blossom update

We are full at 32 teams. 22 teams are considered out-of-town. We did have to do the lottery for Potomac teams. 3 teams went on the waiting list. 1 has been called up. Bob Leonard suggested finding a way to help the teams who weren't picked, to be picked next year.

iii) World Rotary update

Every even year, Rotary International hosts a world curling championships. Bob Pelletier and Jay Davies proposed that PCC consider submitting a bid to host in 2012. We would likely be in competition with Chicago. Proposals are due in January 2010.

- o Basics:
 - After the Cherry Blossom but before Easter (April 8).
 - Minimum of 5 sheets (perhaps 6 with growth and interest in DC as a destination). Clai Carr of the Gardens has been open to offering the Resor rink for a rental fee.
 - Two draws in the morning (one competitive, one less so). Two draws in the afternoon. No evening draw.
 - Starts on a Sunday afternoon with a parade and two games. Continues to a Friday night championship.
 - Estimate 140 people including spouses.
- o PCC would:
 - do the ice prep, including scrape and nip before draws
 - provide breakfast (coffee, tea, muffins)
 - provide full lunch (charge \$10)
 - do room clean-up
 - staff a bar (10am open) (\$5-\$8 drinks)
 - provide the Rotary board will need a place to meet twice over the week (25 people)
 - work with the local Rotary on services like shuttle bus to metro and local tours
- o Rotary would:
 - do the draw
 - do the officiating
 - arrange all hotels
 - coordinate 3 banquets off-site (will likely ask for suggestions)
 - coordinate entertainment

Questions

- o How much time would we need to transition the hockey rink to quality curling ice?
- o How much more equipment would we need to maintain the additional sheets? (scraper? Vinyl?)
- o How do we get additional stones and hacks?
- o How do we provide more locker room space? (It's officially a mixed event.)
- o How much do we propose Rotary to pay us? (rental fees, ice prep, etc.)
- o How many volunteers do we think we would need?
- o How much revenue do we think we could generate? (meals, bar, merchandise, sponsors)

Next Steps

- o Jay Davies and Bob Pelletier will get a copy of an income and expense budget from a previous event, as well as a "manpower" budget.
- o Ken Wray will continue discussions with Clai Carr and his staff about the logistics of using the Resor rink.
- o Sandra McMakin offered to join the committee and look at some of the details.

- o The committee (Jay Davies, Bob Pelletier, Ken Wray, Sandra McMakin, and potentially others) will report to the Board monthly on issues solved and complications still at risk.

The Board wants to be confident that it can be a successful event and not negatively impact the club's reputation by taking on more than our resources can handle.

iv) Final Fling

Ann Drummie will delegate tasks for the April 11 event.

c) Outreach Committee:

Warner, Black

i) General update (rentals)

Rentals have been going on. There is lots of interest.

d) Training Committee:

McMakin, Shirk

i) General update (First-Aid)

Bob Pursell has done an awesome job bringing in rentals, and the club membership has been spectacular in staffing them. George Shirk and Sandra McMakin are very appreciative of that.

The committee is looking at setting a date for a First-Aid 4 hour clinic, in May. George Shirk will work with Chuck Skinner to set a date. Bob Leonard asked if it could address what to do if someone falls and hits their head. George believes that the course could be tailored such as less time on drowning, more on head injuries.

e) Membership Committee:

Black, Sethi

i) General update (Olympic open house, senior Olympics)

The Board agreed on participating with the Gardens on Saturday, February 13 with the Senior Olympics, and hosting an Olympic Open House the following Saturday.

Bob Leonard offered to send a personal email to those who gave email addresses on the bottom of their waivers if these emails have been coordinated into a list.

f) Ice Committee:

Nichols

i) General update

Sandra McMakin requested including a house half-way down one of the sheets next year, for the middle rocker program. She will provide pictures of how other clubs have done so (full houses, lighter paint colors, just lines, etc.). The committee will proceed and address the additional cost in the next budget.

The Cherry Blossom ice schedule is out, and support is being solicited.

Ken Wray is continuing to work on sheet A performance.

Barry Nichols found some new batteries for the scraper, at a good local price. The scraper is back doing 8 passes. We have a new scraping pattern too.

Turn off is scheduled for Sunday night April 12. We will start removing materials about 3 days later, Wednesday night.

g) Operations Committee:

Wray, Shirk

i) General update

The back row lights have been fixed, with a 5 year warranty. Future repairs will be done by a licensed repairman.

Ken Wray is trying come up with a solution to change the ballast of one of the front door lights which has some access issues.

The satellite antennae has been realigned. Ken Wray called in a contractor for \$100. We will consider making a base for the satellite dish during a weekday this summer, versus sand bags.

Two of the black chairs are in the back room for repairs.
Ken Wray was encouraged to submit receipts for all costs. We appreciate the free labor;
doesn't have to be materials too.

- h) **Leagues Committee:** *Andrew, Morris*
 - i) **General update**
The committee is looking at April 18 or 19 for a committee meeting. They will be emailing all league coordinators for proposed changes. As it's an Olympic year, we're anticipating ideas for changes.

- i) **Vision Committee:** *Drummie*
 - i) No report.

- j) **Communications Committee:** *Drummie*
 - i) A 2009-2010 preliminary calendar was distributed.

- k) **GNCC:** *Warner, Christenson*
 - i) No report.

- l) **By-laws Committee:** *Fry*
 - i) No report.

5) Other Business
None.

6) Next Meeting
Tuesday, April 21 7:00pm (approve slate of directors) (without Ann Drummie or Barry Nichols)
Tuesday, May 5, 2009 7:30pm (Awards, GNCC issues)
Saturday, May 30, 2009 Annual Meeting

4:58pm