



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2009-10 Meeting 1
June 9, 2009 7:00 p.m. Warm Room**

Board Members Present:

Susan Armiger
Rachel Beyerle
Bruce Black
Richard Chin
Ann Drummie
Jeff Erickson
Sandra McMakin
Emily Morris
George Shirk
Richard Warner
Ken Wray

Board Members Not Present:

1) Call to order

7:15 p.m.

Warner

2) Approve minutes of May 5, 2009 Meeting

Motion - Susan?

Second - George?

Vote – Approved

3) Special Issues

Drummie

a) Election of Officers

President – Ann Drummie

Vice-President – Sandra McMakin

George Shirk and Sandra McMakin were nominated for Vice-President.
McMakin won the election through a Board vote.

Treasurer – Richard Warner

Secretary – Rachel Beyerle

GNCC Representative – Ann Drummie

USCA (Pin) Representative - ?

Prince George's County Representative – Emily Morris

**b) Creation of Organization Chart
and Distribution of Responsibilities**

All Members

Ann Drummie shared a proposed organization chart for the 2009-10 season. The proposed chart includes seven oversight areas: Physical Assets (Operations); Business Affairs

(Finance); Direct Revenue; Education/Fundraising; Recruitment; Club Development; and Member Services.

For the 2009-10 season, there is a plan for Monday and Tuesday night leagues to focus on training and development for back end curlers (Vice, Skip).

The Board held a discussion of the proposed organization chart and volunteered for committees.

Ken Wray and Bruce Black will coordinate Physical Operations including Ice, Building Maintenance, and Lockers.

Susan Armiger, Jeff Erickson, and Ann Drummie will coordinate Business Affairs/Finance including Comptroller (Armiger), Budget (Erickson), Audit, BOD Nominations, By-laws and Policies/Procedures (Drummie).

Rich Warner will coordinate Direct Revenue including Advertising/Sponsorships, Donor Relations, and Bonspiels.

George Shirk will coordinate Education/Fundraising including Volunteer Staffing, Open Houses, Learn-to-Curls, Drop-ins/Instruction, Rentals (Pursell).

? will coordinate Recruitment including Target Marketing.

Richard Chin and Sandra McMakin will coordinate Club Development including Leagues, Youth Program, and Training. Emily Morris and Jeff Erickson will work on Leagues. George Shirk will work on Training

Rachel Beyerle and Emily Morris will coordinate Members Services including Internal Events, MACA/GNCC/USCA Events, Officiating, Traditions/Archives/50th Anniversary (Bruce Black), Awards, Pro Shop, Food & Beverage, Membership, and Communication.

The Board discussed creation of binders with position descriptions and resources. The Board will also explore use of a cyber office such as SharePoint or Wiki technology for papers, policies, and records.

Sandra McMakin suggested that the Pro Shop revenue could be enhanced if the club explored the possibility of becoming a distributor for a curling product manufacturer such as Asham. The Board will contact Harvey Chalmers for an inventory of current pro shop items.

Priority areas for the coming season include the budget, annual report, leagues, and the Olympics.

Training will focus on existing membership early in the season. There will be a train the trainers for the Olympics.

The Training coordinators will need to determine the type of training needed and the focus for the coming year.

George Shirk will check to see if Bob Pursell is willing to help with rentals in the coming season.

George Shirk encouraged the idea of having volunteers to work in a marketing capacity at open houses or learn to curls who can “sell” memberships, t-shirts. There should be key people who can follow up after a Learn to Curl.

Richard Chin volunteered to coordinate the area of club development.

Rich Warner agreed to coordinate Direct Revenue tasks but asked that someone else take on Bonspiels.

There is a league committee meeting on July 8, 2009.

- c) **Review of Basic Documents** *Drummie*
 - i) **By-laws**
 - ii) **501c3 Requirements**
 - iii) **Insurance**
 - iv) **Debt**

Ann Drummie included the 501c3 documents in the agenda handout. Other items were reviewed verbally with the Board.

4) Updates

- a) **Financial Report** *Armiger*

Susan Armiger reported that John Bittner is working on getting a lower price for gas utilities. The training committee received a \$500 donation to pay for a camera. The club received a \$400 check from the GNCC.

There was a discussion of forms that needed to be re-signed due to new designations on the Board including checking account paperwork to account for new signatures.

The locker combination needs to be changed on the lockbox.

- b) **Annual Meeting and Banquet Follow-up** *Shirk*

The Annual Meeting was a successful event with \$1,200 in net revenue reported barring any outstanding receipts.

The Nominations Committee will conduct a poll on the on-line voting. Future possible suggestions include adding photos to the ballot and an on-line forum.

There were not enough award nominations. The Board should address this in the coming season.

c) Early Ice Proposal

McMakin

Sandra McMakin reported that the USCA is allowing clubs to submit proposals for early ice in the 2009-10 Olympic season. In the GNCC, either Nutmeg or Potomac will submit a proposal. If Nutmeg submits, then Potomac will not. A club that proposes early ice will have to hold at least one additional event to make revenue to pay for additional ice costs. Examples of events include and icemakers clinic; high performance camp; a 3-5 year skills camp. Barry Nichols has received a copy of Nutmeg's proposal.

Board members discussed the possibility of submitting a proposal. Sandra McMakin will talk with Barry Nichols and her contact at Nutmeg to determine if a cost-sharing proposal could be worked out with the other club should Potomac decide to submit a proposal for early ice.

d) GNCC Annual Meeting Follow-up

McMakin

Sandra McMakin submitted a report on the 2009 GNCC Annual Meeting to the club membership via the Announcements list on 5/28/09. The most contentious issue of the meeting is the minimum age allowed for GNCC Seniors Mixed and Senior Men's Bonspiels. The current World Curling Federation minimum age is 50; whereas in GNCC competitions it's 55. The GNCC will query its membership to get club members feedback on this issue. Each GNCC club will email a survey to club members. A decision and vote on the issue will take place at the 2010 GNCC Annual Meeting.

5) Other Business

Shirk, Beyerle, Wray

George Shirk reported that as of 6/9/09 20 people have signed up for the first aid class.

The Board discussed the availability of emergency contact phone numbers for members in case of injury. A decision on this will be made at a future meeting.

Ken Wray (?) will attend a meeting in August concerning a Potomac Club bid for the Rotary World Championships.

6) Next Meeting

Thursday, July 9, 2009 7:15 p.m.

9:00 p.m.

