



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2009-10 Meeting 3
August 13, 2009 7:15 p.m. Warm Room**

Board Members Present:

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

Board Members Not Present: Jeff Erickson

PCC Members Attending: John Hale, Howard Griffin

1) Call to order

7:20 p.m.

Drummie

2) Approve minutes of July 9, 2009 Meeting

Beyerle

Motion – Richard Warner
Second – Sandra McMakin
Vote – Approved

3) Financial Report

Armiger, Warner

Susan Armiger confirmed a net loss of \$3,863 in FY 2009, and is only awaiting final inventories from Charlie Jennings and Harvey Chalmers to close the fiscal year. Richard Warner has contacted an attorney for advice on proceeding with tax issues, and related documentation of inventories.

Richard Warner reported that the club's former auditor has been contacted about doing an audit of the books for the three years prior to the 2008-09 seasons for a \$1,000 fee. Sandra McMakin asked if an inventory is taken at the end of an event. Susan Armiger reported that food and liquor for a particular event are closed out at the end of the event. Susan Armiger presented the latest figures for the FY 2010 budget. Ann Drummie asked if the Board had an opinion on the new format of the interim financial report. Susan Armiger said that QuickBooks is not ideally set-up to align with our new budget format. Ann Drummie volunteered to create an Excel macro to translate a QuickBooks report into the new format for interim reporting.

4) Updates

a) Budget

Erickson

Rachel Beyerle presented the Membership Committee's recommendation for 2009-2010 dues and related fees. Discussion led to the following:

Adult Rate	\$480
Introductory (Rookie)	\$120
Introductory 2 nd Half	\$180
FT Student	\$350
Reciprocal	\$200
Junior in Leagues w/o Parent Member	\$200 (by subsequent email vote)
Junior in Leagues w/ Parent Member	\$160 (by subsequent email vote)
Junior Program Only	\$80 (by subsequent email vote)
Middle Rocks	\$60 (by subsequent email vote)
Partner (w/daytime privileges)	\$200
Social	\$50
Life	\$50 discount
Spare fee	\$20 per game
Drop-in	\$20 per game
Olympic	minimum \$50 per post-Olympic session

Sandra McMakin asked if dues are being collected at half season. Susan Armiger reported that the club forms are set for full season payment in the Fall.

Sandra McMakin stated that she likes the \$20 drop-in fee, and the club needs to look at how to collect the fees.

George Shirk recommended amending the Learn to Curl revenue projection in the budget to \$1,700. The resulting budget is balanced.

Approval of the Budget

Motion – Richard Warner

Second – Sandra McMakin

Vote – Approved, with amendments from discussion.

Email Amendment for the Junior Dues

Motion – Sandra McMakin

Second – Jeff Erickson

Vote – Approved.

b) Advertising

Hale

John Hale reported that 2 or 3 businesses are considering advertising at the club at the wall banner level. These are Ledo Pizza, Red Hot & Blue, and Hooters.

Goldline wants to give the club \$500 in merchandise rather than an advertising sponsorship. George Shirk confirmed that the Training Committee could use some of this credit for items like step-on sliders.

John Hale asked if the club has 2 to 3 years of 501(c)3 paperwork to have in-hand to potentially get the attention of a Discovery Channel executive who may find the club interesting to support.

c) **Membership Committee** *Beyerle*

Rachel Beyerle reported on the remaining membership committee recommendations.

- Dues category privileges will be distributed to the membership.
- The membership form will include an emergency contact number, adjusted locker rates, and a \$10 facility maintenance donation.
- Membership Committee members will place courtesy calls to existing members in September.
- The membership handbook will become a club handbook with an electronic copy available on the Web site and a hard copy will be available in the Warm Room. Shirk said that he would get back to the Board with the January Open House dates.

A discussion about dates resulted in the following:

- Open Houses during October 8-11
- Two dates for Learn to Curls during the October 22 – 25th time period.
- League and membership deadlines are set at October 5th for both.

Warner provided a clarification on Life members and donations.

Richard Warner confirmed that Life membership was based on a \$5,000 minimum donation at the time of the NCCC building fund. He has records from that time.

Records have not been kept for those who made donations after the building fund.

d) **Fall Membership Meeting date/format** *Beyerle, Drummie*

The date for the President's Reception is Saturday, September 26, 2009, in the club Warm Room at 6:00 p.m. Season information will be distributed electronically in early September.

e) **Open House dates/Closer training** *Shirk*

Open House dates were discussed during the Membership Committee report.

f) **Club Development** *McMakin, Chin*

Sandra McMakin reported that the Nutmeg Curling Club will not have an ice technician clinic this year on their early ice. Nutmeg will have ice on September 11th, and is planning a bonspiel for the weekend of October 2nd.

A Level II refresher will take place on a weeknight, and McMakin will pick a date. The refresher will be for approximately 10 people for two hours. Level II instructors will help run an in-house skills camp being considered for October 24th.

Other club development suggestions include a "tip of the week" to be read before league announcements and a more structured Friday league per Jeff Erickson's proposal.

Club development will think about January Open Houses and determine dates.

Sandra McMakin asked if the Board is interested in a Level I clinic in January. Shirk and McMakin will look at dates for a Level I course.

g) **Leagues** *Morris, Erickson*

Emily Morris stated that she and Jeff Erickson are working on league documentation.

There was a Board discussion of league start dates which supported leagues starting as early as possible, such as skips' drafts for Men's and Women's leagues the week of October 12th. League forms will be due October 5th.

- h) **Bonspiels** *Warner*
Richard Warner volunteered to chair the Inaugural. He stated that he is trying to set up a time to meet with past Inaugural Bonspiel chairs to talk about the bonspiel. Warner is hoping to invite Men's National Qualifier teams to participate. Ken Wray offered to be the coordinator with Goldline for the shop at the event.
- i) **Hotel Contract Renewal** *McMakin*
Sandra McMakin will confirm the hotel contract with the Sheraton.
- j) **Nominating Committee** *Pelletier, Shirk*
George Shirk reported that the nominating committee survey has a 32 percent response rate and the responses are positive. A more extensive report will be shared at a future meeting.
- k) **Policies, Procedures, Cyber Office** *Drummie*
Ann Drummie reported that no Canadian clubs are pursuing a cyber office at this time. Some places with managers have found it easier to have the manager receive emails and do the scheduling. We will also need to analyze the scale of e-commerce and any highs and lows of sales with various sales and monthly charges.
- l) **Merchandising & logo items** *Shirk*
George Shirk has plans to meet with the Serritella family at EZ Stiches and has talked with Scott Edie about graphic design support. Shirk asked the Board to think about the type of logo items it would like such as t-shirts and coffee mugs.
- m) **Locker Fee Rates** *Wray*
The Board approved a 50% rate increase to locker fees.
The new fees are: Small \$30; Medium \$68; Large \$113
- n) **August Work Day** *Wray*
Ken Wray reported that the August work day is August 16 at 8:30 a.m. Major projects include painting in the kitchen, hall, warm room, and side of ice shed. Wray has completed repairs on the Sheet A catwalk. The HVAC will be inspected, filters changed, washing sock filters, covering catwalks with plastic for ice prep, working on the chiller compressors, trimming weeds, and cleaning gutters.
- o) **Rental Fee Rates** *Pursell*
Bob Pursell has suggested raising rates 20 percent across the board. The Board approved the recommendation.
- p) **Highway Signage** *Warner*
Richard Warner reported that he looked into the idea of advertizing the NCCC on the I-95 attractions sign. The NCCC does not fit the criteria primarily because we are not

open for many months, but he will talk with the Gardens about potentially co-advertizing in their space.

5) Other Business

Ann Drummie will contact Chesapeake Curling Club to confirm dates for the Chesapeake-Potomac Invitational Bonspiel (Meltdown). We will propose February 4-7, 2010 and therefore before the Olympics.

Susan Armiger asked that Board executive officers sign the Sandy Spring bank forms and provide an I.D. copy to Richard Warner.

George Shirk reviewed recommendations for first aid kits. Shirk suggested placing the small kitchen first aid kit in the ice shed and putting a larger kit in the kitchen. Shirk will buy supplies.

Remembering that the ice at the Inaugural last year did not truly meet our standards, there was a request to confirm that lessons learned are being applied to provide the highest quality ice conditions possible for the Inaugural. Ken Wray acknowledged some lessons learned and a commitment to the concern.

6) Next Meetings

Thursday, September 10, 2009 at 7:15 p.m.

Wednesday, October 7, 2009 at 7:15 p.m.

9:45 p.m.