



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
MINUTES: Season 2009-10 Meeting 5  
October 7, 2009 7:15 p.m. Warm Room**

**Board Members Present:**

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

**Board Members Not Present:** Bruce Black

**PCC Members Attending:** John Hale, Howard Griffin

**1) Call to order**

7:25 p.m.

*Drummie*

**2) Approve minutes of September 10, 2009 Meeting**

*Beyerle*

Motion – Ann Drummie

Second – Richard Warner

Amendments:

Remove Sheraton reference and change to 10% rebate.

USWCA sliders being given to general club supply for adults.

The 42<sup>nd</sup> weekend of the year and Columbus Day weekend are not mutually exclusive.

League Age Requirements – 16 and under policy should reference that a team needs to accept the curler, not the whole league

League chairs to post 2009-10 conditions of play.

Insert October 10<sup>th</sup> breakfast league change.

Vote – Approved as amended

**3) Financial Report**

*Armiger, Warner*

Richard Warner reported that Jean Kramer has audited through the year end 2006. There are 6 outstanding items that Warner is researching: Schedule of inventory, investment account statement, securities, depreciation schedule, accounts payable, and the 2006 loan statement.

Ann Drummie offered to set up a meeting with Rich Warner and Charlie Jennings to discuss the audit.

Richard Warner said that he will ask for a bid for the next 3 years worth of accounting work. Warner has made phone calls to ask about tax protocols questions.

Susan Armiger provided the financial reports as of September 30, 2009 including a list of checks written this fiscal year.

Sandra McMakin asked about a low number for the electric bill on August 13. It was confirmed that the bill does fluctuate according to season.

Jeff Erickson asked if there is a budget for rink fees. Susan Armiger said that bonspiel revenue can be separated by function for future reports. The rink fees for the September report reflect check received for the Inaugural.

There was discussion about the dues budget. Jeff Erickson will send Drummie and Warner a copy of the Membership Committee dues changes.

#### 4) Updates

##### a) Advertising

*Hale*

John Hale reported that he has a Goldline contract for signature. George Shirk has signed contracts with E-Z Stitches Plus and Red Hot & Blue. From September on, the club is only selling wall space to potential advertisers.

##### b) Bonspiels

*Warner*

Richard Warner reported that to date 22 teams had entered the Inaugural. Chairs are Ben Yeung (kitchen), Rachel Treesh (draw), Rachel Sethi (house), and Bruce Black (bar). George Shirk is coordinating the auction.

Warner suggested doing an on-line entry next year. The Board recommended keeping the Hanging Chad event with updates based on recent political news.

Warner reported that he has nothing new to report on the Men's Qualifier, Meltdown or Cherry Blossom. Warner volunteered to chair the Inaugural in 2010. Shirk asked for League Coordinators to ask leagues to donate auction baskets.

Shirk requested that the Board approve club donation of a broom and gloves as well as a Potomac logo gift pack worth approximately \$40. The Board approved the donation.

##### c) Hotel Contract Renewal

*McMakin*

Sandra McMakin will check on whether the Sheraton could donate a 2-night stay for the auction.

The hotel is offering the club a \$1,300 rebate back from the signed contract. The club has invoiced the hotel for events held last year. The Inaugural group block is full, and the club will invoice immediately following the Inaugural.

##### d) Logo Merchandise

*Shirk*

George Shirk reported that the club has received 51 hats, 500 magnets, and 500 bumper stickers. Ann Drummie will work with the Board to determine a price list.

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

*Shirk*

George Shirk reported that the club is staffed for its Thursday open house but needs volunteers for the weekend dates. Rebecca Baxter will work with the closing team to recruit new members.

Drummie reported that USCA brochures are being mailed.

Sandra McMakin showed a draft youth certificate to hand out. McMakin will send to Drummie to print.

Jeff Erickson asked if it would be possible to get the open house advertised on the Gardens marquee.

Shirk said that the Learn to Curls have spaces for 32 people. To date, 10% of slots are taken. Sign-up sheets are on the bulletin board. The fee is \$35 each. The Open Houses have a \$10 requested donation for adults and \$5 for children. The Washington Post article on the club will be featured in the Friday edition.

**f) Club Development**

*McMakin, Chin*

Sandra McMakin reported that the club's Level I instructor clinic will have as many as 12 curlers. Most are Junior program coached. George Shirk and Howard Griffin are running the course.

McMakin stated that the October 24<sup>th</sup> skills clinic will have 9 coaches. Matt Perushak will be one of the coaches, and Scott Edie will teach ice conditions and strategy. McMakin commented that it costs \$150 to reserve the USCA mobile training unit. Drummie recommended pursuing the kit for the clinic. McMakin recommended a clinic size of 15-20 curlers with Potomac members having first opportunity to sign up.

Grippers will not yet be available for open houses. McMakin would like to have the club budget \$500 for a video camera for training clinics.

Virginia Chalmers will be the 2009-10 Middle Rocks Coordinator along with Eric Clawson and Frank Stachour. The Middle Rocks time needs to be blocked on the annual calendar.

McMakin stated that the club would like to have a Level II Instructor clinic in November. Members from Triangle Curling Club will attend, so the plan is to hold the clinic from 3-10 p.m.

Richard Chin reported that the University of Maryland approached him to come up with a new activity and credit course for the January 4<sup>th</sup> term. If a 22-hour curling course is held, what should the charge be? The university will run a course with fewer than 20 people. The course would require soliciting volunteers for the day time. Winter term students need to attend 4 days a week. Drummie suggested a \$25 club fee but the course needs to occur January 11<sup>th</sup> or later after the USCA Men's Qualifiers.

**g) Leagues**

*Morris, Erickson*

Emily Morris reported that on-line sign-ups are taking place and will be coordinated with dues payments. Rachel Beyerle will send Erickson and Morris a spreadsheet of those who have paid.

All league play is scheduled to begin October 19<sup>th</sup>. David Baxter has asked to start the 26<sup>th</sup> due to a conflict. The Board voiced its support of having the Men's League start October 19<sup>th</sup>.

The Website notification glitch will be fixed before the 2<sup>nd</sup> half sign-ups.

Morris will clarify the Women's League age policy on the league sign-up page. Women's League has 27 entries. Morris will distribute conditions of play for all leagues.

McMakin stated that there will not be a contract with CurlTV this year.

Saturday Afternoon has fewer sign-ups than prior years. McMakin recommended league coordinators following up with curlers who've typically curled in specific leagues. League coordinators agreed to talk with coordinators.

Ken Wray stated that he will be available for Men's and Women's leagues to conduct an ice preparation demonstration to emphasize how to pebble for faster ice. Drummie stated that the goal is to have at least ¼ of the league familiar with pebbling. FL Ettlin will be asked to be a training liaison for Women's league pebbling.

Jeff Erickson recommended getting hand sanitizer bottles for the shelves before leagues begin.

**h) Membership Committee**

*Beyerle*

Rachel Beyerle reported that approximately 100 membership forms have been submitted. Beyerle is currently updating the roster and providing locker rental information to Ken Wray.

**i) President's Reception and Chili Cook-off**

*Beyerle, Drummie*

The club had 8 chili entries for the event. Dominique Banville won the chili contest.

**j) Internal and Social Events Committee**

*Morris, Beyerle*

Emily Morris provided a report from the October 4<sup>th</sup> committee meeting. Courtney Shaw has volunteered to run the Turkey Skins events on November 27<sup>th</sup>. Brian Galebach and David Bykowski will coordinate the BIG Spiel. The BIG Spiel will run through Sunday morning. A donation of \$50 for a piper has been offered to the club.

**k) Facility Update**

*Wray*

Ken Wray handed out a 2009 work list. The warm room chairs did not get cleaned as scheduled, and Wray would still like to get them cleaned. To date, only 2 emergency

lights have been installed. Additional advice is needed before installing the other two lights.

**l) Ice Report**

*Wray*

Ken Wray handed out documentation of the 2009 ice-making schedule.

Wray has asked for another deionizer supply to last the rest of the curling season. The cost for the deionizer and filter is \$822.

Wray will document a lessons learned document from the 2009 installation.

McMakin asked if there is a way to the ice in before a weekend rather than on a Monday. Drummie stated that the schedule is dependent on painting which typically takes place on a weekend.

**m) Ice Committee Report**

*Wray*

The ice committee has prepared an ice strategy, and the Board members were given a copy of the ice planning meeting notes to review.

John Hale noted that the USCA is adopting the GNCC program as its ice technician training program. Jim Ridenour has volunteered to come to Potomac to train the club on the USCA ice technician program.

Drummie reported that the committee is pursuing long-term training. According to the committee's strategy, about ¼ of the club should be able to prepare ice. Ice maintenance should have a core of 10 individuals. Dedicated Ice Makers are Ken Wray, Barry Nichols, and Scott Edie.

John Hale reported that he has developed a report card for rocks. Hale showed a sample report card. Curlers can use the cards to report problem stones.

Wray stated that he has identified the type of stones the club has and he has requested a refurbishing estimate for the club's rocks. McMakin stated that club's can imprint a stone's running surface using a carbon imprint.

Barry Nichols is putting together a scope of work for installing a concrete floor which will include a budget figure for a concrete floor.

McMakin commented that stones do not need to be shipped to Canada for refurbishing. The GNCC region has the ability to bring someone into the region who has the expertise to refurbish stones.

Drummie commented that the 50<sup>th</sup> anniversary of the club is a good time to kick-off enhancements to the club's facility.

**n) Rentals**

*Pursell*

George Shirk reported that three rentals have been blocked off so far. From this point forward, only non-member rates will be listed on the club Web site.

- o) GNCC Fall Meeting** *Drummie*  
Ann Drummie attended the fall meeting. The senior age reduction (from 55 to 50) was on the agenda. Potomac did not comment on this issue.

The GNCC is offering a “sponsor a rock” program if anyone is interested in donating to this effort. The GNCC owns rocks and plans to put new handles on for arena clubs.

GNCC merchandise was discussed. Potomac will pursue its own merchandise. Drummie ordered 12 copies of the GNCC handbook.

GNCC is reviewing its Web site to improve its value. A Utica curler has developed two TV pitches for grassroots curling spots. The spots would be available to the GNCC to work with local media and tag for specific clubs. Clubs would be responsible for working with local media outlets.

McMakin commented that the USCA had free commercial space available last year.

- p) Policies/ Procedures/Cyber Office** *Drummie*  
Ann Drummie reported that she has contacted Compete-At to do a test run of their office system.

- q) Nominating Committee Recommendations** *Drummie*  
Ann Drummie asked the Board to read and discuss the Nominating Committee recommendations. This item was tabled for a future meeting.

- r) Calendar** *Drummie*  
The only recorded change from this meeting is that the BIG Spiel will run through Sunday morning, December 6<sup>th</sup>.

**5) Other Business**

Emily Morris asked that Board members consider contributing articles and photos for the Spanner Banner tabletop newsletters.

Rachel Beyerle requested that Board members use the PCC Members mailing list for official club business or announcements that are crucial for the entire membership. Announcements should be used for all other items including weekly league announcements. Ann Drummie and Rachel Beyerle serve as moderators for the all members (PCC Members) mailing list. Ice preparation mailings will go to all members.

Ken Wray reminded the Board that he has installed thermometers in the ice on either end near the catwalks.

- 6) Next Meeting**  
Thursday, November 19, 2009 at 7:15 p.m.

9:55 p.m.