



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2009-10 Meeting 7
December 17, 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: Jay Davies, Bob Pelletier, Benjamin Yeung

1) Call to order

7:30 p.m.

Drummie

2) Minutes

Beyerle

Amendments:

Item 3: Change October 1 to October 30

Item 4a: Change \$51,000 to \$5,000

Motion - George Shirk

Second - Jeff Erickson

Vote – Approved as amended

Agenda items were taken out of order at this point.

4a) USCA Men's Qualifier

Drummie

Ann Drummie reported that the qualifier will take place Wednesday, January 6 – Sunday, January 10, 2010. 13 teams will compete at Potomac for one direct berth at Nationals and five berths at a challenge round.

Drummie stated that the club will receive \$1,000 to host the USCA event. The club has applied for a liquor license for the event. An email will go out with details, and the event is open to the public.

4b) Maryland Senior Olympics

Drummie

Bob Pelletier is coordinating on behalf of the Potomac Club. The Maryland Senior Olympics Web site has details.

4c) Rentals

Shirk

George Shirk reported that there are still some 7:30 – 11:30 p.m. time slots available. The next rental will take place December 19. An all-day rental will be held January 29.

4d) Schools/University Curling

Chin

Richard Chin reported that the University of Maryland winter session curling course did not run since only 3 students enrolled. Chin is talking with Prince George's County about the potential to offer a course for people with intellectual disabilities.

4e) Leagues

Morris, Erickson

Emily Morris reported that the winter session will start January 25. Jeff Erickson raised the issue that Friday curlers will not curl the entire half season due to the Friday Olympic session. Board members suggested that a credit for next season could be offered. League chairs will determine how to address Friday league charges for the partial second-half and provide a final recommendation to the Board.

4f) Internal and Social Events

Beyerle

Rachel Beyerle reported that the holiday dinner was held on December 5. Approximately 50 people attended the meal and party. Jeff Erickson reported that 33 curlers have signed up for the Hangover Spiel. Beyerle suggested holding an event in the second half of the season that incorporates a visit to club sponsor Red Hot & Blue.

4k) Kitchen

Benjamin Yeung reported that Board members have discussed starting a kitchen initiative that would bolster the knowledge and depth of the kitchen volunteer staff. Yeung stated that he would like dietary considerations to be included and for the club to have a pool of members available who can run the kitchen. Yeung would like Potomac to build an excellent food reputation in the GNCC and use Potomac meals as a marketing tool. The initiative may include the expectation that events are co-chaired with one person having the primary kitchen skills and another person being in charge of logistics. The club will also benefit from an on-going kitchen inventory. Approximately four people per meal should be considered as part of the standing volunteer needs.

Yeung suggested having 5 to 6 members who can run an event kitchen. Drummie suggested thinking about identifying club members who can fill the coordinator roles. Richard Warner noted that some clubs have schedules developed at the beginning of the year that identify volunteers for the coming season's events. [Warner later provided another club's sample schedule to the Board.]

Board members stated that a kitchen supply inventory and process for maintaining supplies should be incorporated into kitchen planning.

4i) Rotary World Curling Championships

Davies, Pelletier, McMakin

Jay Davies provided background on the Rotary World Championships (see December 17, 2009 minutes) and submitted draft financial estimates for a potential Potomac bid on the event. Board members reviewed the estimated expenses and projected revenue.

- The club would be responsible for ice rental at the Gardens Ice House.
- The Sheraton Hotel will provide the club an approximate \$4 – 5,000 in donation based on the lodging contract.
- Food can be catered or members can provide meals. Approximate revenue could be \$1,500 depending on option.
- Dinner expense is estimated at \$15,200
- Bar expenses include license, insurance, and beverages. Approximate revenue is \$4,000.
- Day tours (3) would be scheduled for guests. Approximate revenue is \$1,000.
- Sponsors: There is potential for \$20,000 in advertising revenue.
- Pamphlet expenses: Approximate cost of \$2,000
- Program expenses: Approximate cost of \$1,500 for printing
- Web site: Set-up and registration process. Approximate cost: \$1,500

Richard Chin asked if there will be a PowerPoint or video presentation for the bid. Drummie stated that she would like for the Board to see a sample proposal and brochure. In addition, the Board should see a staffing projection with person hours by activity.

Sandra McMakin agreed to develop a draft brochure. Jay Davies will work on volunteer hour estimates.

3) Financial Report

Armiger

Susan Armiger provided the November 30 financial report. The report does not include USCA and GNCC dues expenses and the final dehumidifier bill.

Ann Drummie stated that she has prepared a year-end financial donation letter.

Richard Warner reported that the 2006 audit has been completed at the approximate cost of \$1,000. Warner received a bid of \$3,000 from the same accountant for the 2007-2009 financial reviews. Warner requested Board approval for Roberts & Associates to conduct the 2007-09 financial reviews at a cost of \$3,000. There was a motion by Sandra McMakin with a second by George Shirk. The Board approved contracting with Roberts & Assoc. for the reviews.

Warner stated that the extension for the Maryland state certification form is complete. The federal tax form will be completed in January. Warner will also prepare insurance forms based on December 2009 roster figures.

Susan Armiger stated that she and Rachel Beyerle will follow up with curlers on getting remaining dues payments from club members paying through installments.

4j) Nominating Committee

Drummie

Ann Drummie distributed a statement of responses to nominating committee recommendations. The responses will be kept with Board files.

Bob Pelletier and Dawn Findlay are interested in serving on the nominating committee. George Shirk was nominated by the Board to serve as Board liaison to the nominating committee.

Drummie asked the Board members to consider award category definitions and eligibility before the January 10th meeting.

4g) Bonspiels

Warner

Richard Warner reported that he has been in contact with a club member about chairing the Cherry Blossom.

Potomac is hosting the CP Invitational (Meltdown) and will need a liquor license for the event.

4h) Membership

Beyerle

Rachel Beyerle reported that for the Fall 2009 season there are 187 members. The Introductory category was the highest area of growth. Other categories are comparable to Fall 2008.

4i) Ice

Wray

Ken Wray reported that the dehumidifier repairs are complete, but the dehumidifier doesn't seem to be cycling as appropriate. The compressor has been running continuously. The technicians will visit the club for follow-up tests the week of December 14th. The club will be able to support USCA qualifier ice. So far, the dehumidifier bill is \$5,388 for parts and \$7,800 for labor.

Wray requested a cost estimate on complete unit replacement. The estimate is \$17,500 excluding installation and removal.

For USCA qualifier preparation, Wray wants to perform ice maintenance December 28-31. January 3 will be used to fine-tune the ice. Barry Nichols will spot clean the warm room carpeting before the event.

4m) Facility Update

Wray

There was nothing new to report under facility maintenance.

4n) Open Houses/Learn to Curls

Shirk

George Shirk recommended holding a Learn-to-Curl session on a weekend in January. Open House dates for the winter are: January 14th 6:30 – 8:30 p.m. and February 19-21 (times TBA). Learn-to-Curl dates for January are: January 21st 6:30-9:30 p.m. and January 23rd from 1:00-4:00 p.m.

4o) Spanner Banner

Morris

Emily Morris will include an article on the Hangover Spiel. Other articles and ideas are welcome.

4p) Merchandise

Warner

Richard Warner has stored merchandise in green bins in the rear of the club. Items are inventoried and marked. A price list will be placed on the side bulletin board. Ann will send out a holiday gift idea email.

5) Other Business

George Shirk has prepared a congratulations letter for Kay Sugahara on his USCA Hall of Fame nomination.

Sandra McMakin noted that Junior Playdowns will include Potomac curlers: the Stephen Ours rink and Ryan McMakin

Ken Wray mentioned that a thank you recognition should go out to Sarah Jo Pelletier for the warm room Christmas decorations.

6) Next Meeting

Sunday, January 10, 2010 at 4:00 p.m.

9:35 p.m.