



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
MINUTES: Season 2009-10 Meeting 11  
April 11, 2010 4:30 p.m. Warm Room**

**Board Members Present:**

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

**Board Members Not Present:** Bruce Black, Jeff Erickson

**Club Members Present:** Mike Cherlow, Howard Griffin

1) **Call to order** *Drummie*

2) **Approve minutes of March 21, 2010 Meeting** *Beyerle*  
Motion to Approve: Richard Warner  
Second: Ken Wray

Minutes approved.

3) **Financial Report** *Armiger, Warner*  
Susan Armiger handed out the financial report through April 9. For comparison purposes, the club is \$37,000 ahead from the same time last year. The difference reflects Olympics membership, dues increase, open house income, rentals, and hotel commission. The figure includes revenue from the Cherry Blossom but not Cherry Blossom costs. In general, dues revenue is up \$6,000.

Richard Warner reported that the club insurance has been paid and income taxes have been submitted. Warner has not yet completed forms for state sales tax. Warner will do income taxes next year if the paperwork is received by September 2010.

4) **Working Session**  
a) **Slate of Candidates for Board of Directors** *Shirk*

George Shirk reported that all potential candidates have agreed to run for the board. Two candidates need to submit a statement. There have been a number of nominations for all awards. Award nominations are due May 1.

b) Guidance for 2010 Leagues Committee

*Drummie, Morris*

Emily Morris reported that leagues meetings are scheduled for Wednesday, April 14 at 7:30 pm and May 5 at 7:30 pm. Jeff and Emily have asked for guidance from the Board and would like to provide a statement from the Board to the leagues committee. Board members discussed their thoughts on league goals. Included in discussion:

- designing leagues to retain membership and leagues that fit make-up of the club today
- to retain experienced, 5 & under, and beginning curlers

The Board is comfortable with a statement to leagues on retaining members. George Shirk mentioned there have been thoughts on Men's league about participants from last year getting first shot at league entry. Ann Drummie commented that that concept assists the 3 to 5 year curler. Sandra McMakin commented that draft leagues may be considered intermediate leagues and capital would be considered advanced in the hierarchy of leagues.

Rachel Beyerle will prepare a list of members by date of entry for Erickson and Morris prior to the leagues meeting.

Final Board statement: *The purpose of Potomac leagues is to provide a supportive environment for advanced, intermediate, and beginner curlers to improve their skills and provide opportunity for individual and team development.*

c) 2010-11 Calendar Setting

*Drummie*

Ann Drummie kicked off discussion on the calendar. Shirk stated that the golf outing is June 19. Workdays are scheduled for June 12, July 17 and August 15. The Inaugural is scheduled for October 14.

Warner suggested using the first week as a refresher for new curlers. Morris suggested leagues start October 18. Warner suggested holding all league drafts the week of October 11. Morris said that both Learn to Curls and refresher training will be needed.

A refresher on October 8<sup>th</sup> for Olympic members was recommended. McMakin said that she would like to host a mini-skills camp for Olympic members on October 8 that focuses on technical skills. Howard Griffin commented that some new curlers want to come out first to get used to ice again, and then have a refresher. McMakin said that instructors need a refresher clinic too and supervised open-ice warm up period for existing Olympic members (not drop-ins) and refresher clinic and intermediate clinic

Suggested dates:

September 12 and 26 – Instructor off-ice training

October 3 – open ice week (get instructors together by the 3<sup>rd</sup>)

October 6 – intermediate clinic

October 8 – refresher clinic

November 8 – start of clinic rotation

November 13 – Beginner clinic

Griffin suggested spreading out instruction over every night of the week at certain times. All leagues will be affected at some point. Some training should be for intermediate curlers.

Drummie requested that McMakin develop a back end training program idea.

Shirk suggested learn to curls (LTCs) the weekends of October 2 and 9<sup>th</sup>.  
Potential dates and times as follow:

#### FALL LTCs

- October 2<sup>nd</sup> morning would be an open house with LTC in the afternoon.
- October 9<sup>th</sup> and 10<sup>th</sup> - LTC
- October 12<sup>th</sup> – possible LTC
- Weekend LTCs could be 12-3 pm.
- Tuesday and Thursday LTCs at 7-10 pm.

Capital league should be aware that it will have an all-league bye one week for a training session. The week of February 7-11<sup>th</sup>, another league will have a bye for a training clinic. March 5<sup>th</sup> could be an intermediate clinic.

#### WINTER LTCs

- January 8<sup>th</sup> LTC (12 – 3pm)
- Week of January 9<sup>th</sup> - LTCs and/or clinics
- One weeknight LTC in January

#### Open Houses

- October 1<sup>st</sup> - possible Friday night open house (7-9:30 pm)
- October 9<sup>th</sup> – possible short morning open house (9- 11am)

#### League Play

- January 14<sup>th</sup> league sign-up deadline
- January 17<sup>th</sup> drafts and second-half leagues by the 14<sup>th</sup>.

#### RENTALS

Shirk commented that 3-7pm on Saturday is typically first choice slot and second choice is 7 – 10:30 pm. Shirk suggested considering decreasing rentals to 3.5 hours and potentially 3 hours the year after. December 18<sup>th</sup> can accommodate two 32-person rentals back to back. The Board suggested considering rentals from 12 – 3 and from 3:30 – 6:30 pm with a member event at 7pm. Potential rental dates:

October 30<sup>th</sup> – 2 rentals from 12-3 and 3:30 – 6:30 pm.

November 20

December 11 & 18

January 22

February 12

March 12 or 19 12 -3 pm rental

April 19 – Final Fling

With the proposed calendar, playable ice should be ready by October 2.

Ice maintenance is scheduled on the calendar for 8:00 – 11:00 am Sundays. The chiller will be started September 12. The chiller will be run once a month between now and September. Shirk mentioned the logos for ice and asked for the Board's okay with offering advertizing discounts to existing advertisers. The Board okayed the discounts. The President's Reception is scheduled for September 25.

Drummie Email regarding rentals as insert to minutes:

(Email date: 5/4/2010)

Hi Board Members,

Just want to recap where we are so far with the topic of Saturdays.

As a planning driver, I identified the need to maximize rental income while minimizing its impact on volunteers and ice time. So, George Shirk and Bob Pursell were asked to identify the time slots which they believed would be the most likely to be "sold" at full capacity (all 4 sheets included in the rental). If we therefore could target our rental interest there, we could cap the number of times rentals take ice and still have solid revenue.

1. Which day of the week works best for rentals?

It is generally agreed by all that Saturday is the day.

The Saturdays in 2010-11 break down as follows:

Events: 6

Training/LTC: 5

Holidays: 2

Open: 15

2. How many Saturdays do we want to offer for rentals?

It was generally agreed that one a month from Oct-Mar (6) would work, plus an extra at the holidays in December = 7

That would leave 8 Saturdays wide open for other member activity (or perhaps more if we can coordinate windows on the training days).

3. What time on Saturdays would be most likely for "full" and there maximum revenue rentals?

a) In the Board meeting, George answered "midday".

As such, we talked through how a Saturday with rentals would lay out. We wanted to keep Saturday morning pick-up, but we also wanted to allow for evening activity if there was interest. We felt it was worth then squeezing rentals down to a 3 hour window instead of 4 hours, and resulted in this:

Breakfast Pick-up til noon

12-3 rental

3:30-6:30 rental

7pm members

In this scenario, a league could still occur on the 8 open Saturday afternoons (or perhaps more per above). If we're truly at risk for losing members who can only curl during this one slot, then perhaps we can create, as-needed, a fee for this one option of Saturday afternoon only.

It was briefly reflected that special events like game night, skins, hot shots, glowstick, etc. could occur on targeted, promoted Saturdays, to include a meal, which may enhance the social aspect of the club. That the above schedule would set limitations on the existing Saturday afternoon league was identified but in no way was this league's performance involved in the decision.

b) Since the Board meeting, Bob Leonard and Bill MacDonald have said to me that their answer to the question would be "evening/dinner". They believe that a 4 hour slot is essential to allowing a full event which includes coming on/off the ice and having a meal. They also believe that groups wanting to have a full party are the groups which will be the largest. These folks if given the choice would likely pick a slot around a dinner window. Having rentals in the evenings would reduce the flexibility of when we could have some Saturday night fun nights, but it wouldn't preclude them altogether.

So, until we can get some more data from George and Bob Pursell to better understand which is the best way to go, the ability to support a league on Saturdays for more than 8 weeks during the season is still on hold.

Ann

#### 4) **Brief Updates**

a) Award Nominations

*Shirk*

Shirk reported that the nominating committee is receiving award nominations.

b) Annual Meeting

*Drummie, Beyerle*

Rachel Beyerle will secure a kitchen coordinator, and email Tim Harwood to confirm his participation as master of ceremonies. Ken Wray will arrange for tables and chairs.

c) Internal and Social Events (Final Fling report)

*Morris, Beyerle*

Final Fling was well-attended. A few attendees commented that it would be beneficial to have children's activities earlier in the evening.

d) 50<sup>th</sup> Anniversary pin competition

*Black*

There are 24 entries that the review committee will whittle down to 7-8 designs. Designs will be posted on the Web site. Ballotbin will be used for voting. For now, the club is planning to order 1,500 in the first order. The charge will be \$4 per pin.

e) Bonspiels (Cherry Blossom report, Meltdown update, working session)

*Warner*

Warner reported that the Cherry Blossom went well. The Meltdown has 20 teams registered. A bonspiel committee meeting will take place April 25. An Inaugural flyer is available.

f) Rotary World Curling Championships

*Davies, Pelletier, McMakin*

Potomac is hosting 2012 Rotary Championships. The Rotary committee will continue to report to the Board as needed.

g) Ice

*Wray*

Ken Wray reported that the club has been experiencing some glycol leaks in both pumps. Barry Nichols and Wray will revisit the situation. The club is currently recycling glycol. The chiller will be turned off April 18<sup>th</sup> and vinyl rings will be removed April 21.

Wray stated that he has not yet received another quote to parallel Boland's. PK Mechanical does work for the Gardens Ice House and Wray will meet with PK. PK is based in New York, so Wray is concerned about contractor response time. Drummie asked Wray to go ahead and get another quote. Mike Cherlow said that he will also check with Complete Building Services on a quote.

h) Facility

*Wray, Black*

Wray reported that Arthur Heuer, Chesapeake club member and licensed plumber, has tested the club's backflow valve for the deionized water system, and it's in need of repair. The estimated quote is \$548. The valve needs to be re-tested once a year. The valve is tagged and is subject to license inspection. Drummie requested a list of all club equipment that may need a tag and inspection.

Wray reported that the hot water heater thermostat is rusted out. Wray stated that the hot water heater can be replaced with a tankless unit and grease separator for approximately \$3,500 or can be replaced with a standard heater for \$300. Wray recommends just replacing with a standard water heater. Arthur Heuer recommended that a sump pump is not really needed. The dehumidifier had a part that was installed incorrectly (wrong size) and Boland has been contacted.

**5) Other Business**

Ann Drummie reported that the club received two autographed Olympic posters from the USCA. Judy Gilbert has donated a Vancouver Olympic poster for the warm room. The autographed posters could potentially be auctioned at a future club event.

George Shirk asked that ice conditions be examined prior to the Meltdown. Wray noted that he is working on the ice surface before the tournament.

Drummie commented that next season the club will need to make an effort to enhance club member knowledge of the chiller and ice conditions.

Shirk commented that there is \$250 left in Red Hot & Blue credit, so it may potentially be used for the Meltdown.

**6) Next Meeting**

Saturday, May 8, 2010 4:30 pm (Awards selections, Membership working session)

7:15 p.m.