



**The Annual Meeting of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2005-06
June 3, 2006 5:00pm Lundin Room**

- 1) **Distribution of Ballots and Collection of Ballots for Board of Directors** *Nominating Committee*
- 2) **Call to order** *Banville*
5:20pm
Approximately 48 member plus the Board
- 3) **Approve minutes of June 4, 2005 Meeting** *Drummie*
Motion - Charrissa Lin
Second - Lisa Andrew
Vote - Passed

- 4) **Financial Report ending April, 2006 and Budget Overview** *Hartz*
Report:
First a thank you to all who served on the finance related committees for the club this year. John Bittner and his Development Committee, Roman Novak and the Audit Committee and the members of the Finance committee itself; Barry Nichols, John Warshawsky and Charlie Jennings who also served as the club's controller which involves a great deal of behind the scenes work.

I am pleased to report the club has been able to meet all of its financial obligations during the current budget year and I would like to point out some of the items of note from the current fiscal year. Please understand that the current fiscal year does not end until September 30 and no final budget numbers will be available until then.

When I became the Treasurer there were some issues that needed to be resolved regarding budgets and reports and due to a lengthy transition process they were not resolved in a timely manner.

- First of all it was discovered that the club had no liquor liability protection and we are rectifying that situation. It involves the purchase of a policy that provides coverage during those events that we sell alcohol.
- Special projects such as the scraper fund were very successful and we have the bar and kitchen nearly complete.
- The club has had issues this year and in the past with bounced checks. The board has adopted a policy that was developed by the finance committee where all instances of bad checks would be handled the same way and the club limits its economic loss.
- The Board is considering a proposed a change in the club's fiscal year to allow for a better representative accounting and budget structure.
- The finance committee is currently looking at ways to best apply funds in the club's accounts including making accelerated mortgage payments if possible.
- I am saddened to report that during the season someone apparently absconded with approximately \$800.00 in club funds from one of the Olympic Open House Events.

- Because of stable fiscal situation and prompt payment history we were able to remove the guarantors from our Sandy Springs Bank mortgage, these were individuals who had pledged to be held responsible for the mortgage payments if the club missed payments. These folks are now off the hook.

While I would like to stand up and say that the club was so well situated we would be able to lower dues rates next season that is a statement I can not make. The costs associated with operating the club will continue to rise in the form of increased insurance, and utility bills as well as the debts associated with building the club which still must be retired.

Discussion:

Tim Harwood – what kind of surplus are we looking at? Hartz - \$10-15k, which should be considered a one time windfall from the Olympic Open House.

5) **Close of Voting**

Nominating Committee

Dominique Banville – thank you to the committee Bob Pelletier (chair), Denis Avdic, Dawn Findlay, Mark Hartz, and Natasha Prather.

6) **Forum**

a) **PCC Structure** (overview of the Board organization, objectives)

Banville

The structure continues to be a work in progress.

It includes an executive and various committees. It is still adjusting to respond to our changing priorities and efforts. Ex. Coordinating rentals with leagues and with ice maintenance.

Discussion:

Do we need to do more/less to inform the membership?

Charrissa Lin – We didn't know what the Board was talking about because the minutes were not readily available, though not sure if we would have read them.

Jan Little – Perhaps this is a reason to use the newsletter more again.

Barry Bass - The website is a much more dynamic medium. We're relying much more on that.

Jan – We need to find a place to put articles about what the Board is doing.

b) **Membership** (overview of membership counts and trends)

Bass

Generally our turnover is in the 40-50 person range, for moving out of the area or redirecting interests, and this year was the same. 41 did not return but we picked up 20 (in adult leagues).

We had over 1,200 visitors come through Olympic Open House; about 170 did Learn to Curl; 84 new Olympic members; and 24 rookies in January.

Of the 16 rookies in Fall, 15 continued.

Youth program almost doubled in March.

Of the 251 members who curled in adult leagues, 120 joined this season.

We will focus more on how to assimilate and expect more new people (LTC and OH who didn't sign up all of whom we have emails for).

There is plenty of room on the membership committee.

Discussion:

Lisa Andrew – Do we have an optimal number with respect to serving members? Barry Bass – nothing definitive but defining capacity is on our minds.

Charrissa Lin – There will be a need to bring the membership committee and league committee together over the summer.

Dominique Banville – We need to maximize the utilization of the facility.

Ed White – Should we put another effort into the retirement community to engage them?
Dominique Banville – This will be an ongoing effort.

c) **i) By-laws** (forecast of changes being developed) *Bass*

The by-laws are in great shape thanks to past committees. As we evolve, some issues are being discussed:

- Reviewing the nominating process for the Board; voting by proxy
- setting a term limit ex. no more than 6 years in the same office
- bringing the by-laws into the electronic age re use of email as official communication
- considering if the membership should directly elect officers of the board

Sometime during the curling season we will get recommendations to the membership to consider.

Discussion:

Ed White – gave an example of a succession plan including a president-elect for 1 year before becoming president.

ii) Vision Committee – A committee will be meeting to develop how PCC/NCCC fits in with the Gardens and fits into the local and curling Community. What do we want to be?

d) **Gardens Ice House** (overview of our history and relationship with partner and neighbor) *Drummie*

The Gardens' belief in our vision for building was critical to our actually becoming what we are today.

We have our three walls, our own ice plant, and our own organization. We are also though benefiting from a great partnership with the Gardens. Examples include:

- Free use of the bathrooms
- Free use of meetings rooms, like the Lundin today, if they are available
- Free use of the parking lot
- Free use of extra tables and chairs for big events
- Free mentions in their regular advertising
- Free mentions on the sign at the road

Clai Carr continues to be supportive, recognizing that as we're each successful we help the other.

e) **Facility** (listing of achieved and planned improvements) *Hamilton*

We have number of accomplishments this season:

- built the bar
- liquor and pro shop storage improvements
- dumped more sand (will do again)
- got a new scraper – could scrape twice a week, and more easily; ice was pretty good this season
- installed removable hacks – faster ice maintenance
- rentals – we put 12 groups through, including the CCC Funspiel. We raised over \$5,000 in revenue.

This summer we are expecting 4 work days: June 17, July 29, August 25, September 8. Watch announcements.

- Finish trim on the bar
- Embed the Ed Ericson memorial
- Hanging mirror, personal broom racks, rebuild the club broom racks
- Looking to add sand
- Looking to purchase a new sofa
- Looking for volunteers for slip covers over the blue chairs

- Clean and paint the warm room wall and ends of the ice shed (put their feet up on the wall, throw the grippers bounce against the wall)

Expect to start making ice on or about September 15.

There is a table with all of the lost and found items on it and old kitchen utensils. Please take anything that you would like. After tonight it will be taken out of the club.

- f) **Volunteerism** (suggestions of how to contribute) *Shirk*
We would like to recognize and thank Natasha Prather as the primary volunteer on the training committee, coordinating the instructors for clinics, LTC, OH, and rentals.

We also recognize and thank Thursday night drop-in people: FL Ettlin, Frank Casabianca, Howard Griffin, and Brian Galebach. On any given week they taught 4 to 14 people, and up to 100 people and it always ran smoothly.

Thanks also to Bob Pelletier, Conor Mulvey, and Dominique Banville who ran the training aspect of the 3 Olympic Open Houses.

170 people signed up for LTC, and thank you to Doug Andrew who ran 3 of the 5 sessions. It seemed like Dave Hamilton was always there before, during, and cleaning up afterwards. Thank you.

The PCC is an all volunteer organization, so members need to give their valuable time to get the job done and keep it running. Please participate in the (work) parties this summer. Put the dates down, put them in your pda. There's lots of ways to pitch in, and we need all of them. Ex. membership committee, ice committee. We couldn't have held this meeting even without the help of many people. If I ask one-on-one, I get a yes. A blank email, no responses. Go ahead and ask people one on one.

Banville - Find your role and bring a friend – get those who aren't here, involved.

- g) **Committee Issues for the Summer** (dues structure, member privileges, league structure) *Banville*
Member retention as well as recruitment
Committees will be asked to meet this summer to develop things to implement next season.

- h) **Youth Program** (overview of its growth and goals) *Chalmers*
Overview

- Thanks to all the parents!
- 2 girls participated in GNCC playdowns again and this year we sent a full boys team too. Ian Munro was great as coach. (FYI from Kama Hamilton that he's getting ready to go to Iraq for 3 months.)
- The Middle Rockers has become a group on their own now.
- The Juniors are planning on having formal drop-in dates as opposed to any Sunday as it's been.
- The Friendly has been just a Saturday one day thing so far. For the older kids, it was extended through the evening this year and we offered housing.
- The Family Spiel has similar participation as before.
- We've been continuing with USCA level program. Curlers are moving up through the levels.
- Now have a scrapbook of this season which will be available in the lounge for viewing.

Future

- Some of the kids going to curling camps this summer in Cape Cod and Canada.
- Lisa Andrew and Harvey Chalmers are co-chairs of the first ever Junior Bonspiel here at Potomac. We are very excited and it's a long time coming. It will be the 3rd weekend in March 9-12. Please consider housing 4 teenage kids that weekend. Many thanks to the Bill and Ed White family for donating the first event trophy, and to Mark Hartz for the 2nd event trophy.
- Dominique Banville – the White's have established a Youth fund. It's available for further donations.

7) **Announcement of Election Results**

Nominating Committee

Thank you to all 8 candidates.

3 year terms:

Ann Drummie
Michael Fry
Brian Galebach
Rachel Sethi

1 year term:

Charrissa Lin

8) **Other Business**

a) **Business Cards**

Banville: We know have business cards, thanks to Charrissa Lin. The cards will be in the warm room; pick them up and give them out at bonspiels.

b) **Injured Member**

Jane Bittner is recovery from a bad fall. A card is available to sign with good wishes.

c) **Golf Outing**

The outing is Saturday June 24 at the Eisenhower GC near Annapolis. The party is at Mark Hartz's house. Email Mark Hartz or Nicole Freedman.

d) **GNCC Information**

Neil Christensen mentioned that the World Championships was one of the best ever held. Thanks from the GNCC to the PCC members who volunteered.

Note that some positions are open. If you are interested, please see Neil:

- in charge of all of the instructors
- in charge of men's curling

e) **Golf Shirts**

Harvey Chalmers confirmed that if you're going to the golf outing, you need a golf shirt. PCC golf shirts are available now in the pro shop.

9) **Next Meeting**

Banville

The Annual Meeting will occur around the same time next year.

We will likely have an informal meeting before the beginning of the ice season.

Adjourned 6:20pm.

Submitted by Ann Drummie