



Tunnel Town Curling Club
1720 - 56 Street
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Tunnel Town Curling Club

Board of Directors Meeting Minutes 2019-09-18

Attendees: Rick Gillis (President), Linda Wilby (Vice-President), Dave MacCulloch (Treasurer) Sandra McKinnon, Linda Gendron, Neil McLennan, Rob Scales, & Clarice Brabbins (Secretary)

Regrets: Phil Savard & Diana Thompson

- July & August Meeting Minutes Approved

Finance

- Update from the Treasurer
 - Registration fees are being processed and current bank balance is \$122K (\$35K in the form of GIC's); Dave discussed setting up a restricted fund for future capital purchases (ie: new rocks) - discussion of such fund deferred to a future meeting
 - Currently the outflow of funds is minimal but will increase as we start the new season; approximately \$11K per month for lease payment and GST payment of approximately \$4,200 due at the end of September
 - Operating budget for 2019/2020 will be reviewed at the next meeting
- Gaming Application - Still awaiting response

Manager's Report

- Website Refresh - current website outdated, ongoing difficulties updating info and back-end is not working properly for registrations; seeking proposals; estimated cost is \$10K **Action:** Clarice will assist Sandra in completion of questionnaire from possible vendor
- Registrations - Continuing to follow up with all members; registrations via website include spam
- ProShop - will open last week of September
- Cameras - instructions & tutorial required
- Mixed Bonspiel - Will be changed to last weekend in November to avoid conflicts with other bonspiels
- Assessing interest for Novice League Bonspiel

Governance

- Shane Todhunter has resigned from the Board due to other commitments
- Central Repository for Documents - Document binders have been requested from past president and when received, Clarice will scan materials and save them to our Google Drive account together with any other relevant information that will need to be referenced by the BOD
- [Board Reference Manual](#) - Motion to Approve, as is, was seconded; noted that this is a living document and changes may be required in the future. Version date has been added as a document footer.

- Individual Contributions - Diana is coordinating Junior Program; Clarice volunteered to handle any “admin” related tasks for events, etc; someone still needed for school program
- Dates for BOD meetings for the remainder of the season - calendar invite will be sent out for 2nd Wednesday of each month with 5:45 pm start time

Membership & Operations

- City’s Improvements - No firm completion date for elevators
- Lease Renewal - Still waiting for lease document from the City
- Sunday Practice Ice - Agreed to open for practice from 11 am - 2 pm on Sundays commencing October 6th with coverage in 2 different shifts; **Action:** Clarice will create a sign-up sheet & Sandra will itemize opening & closing duties; everyone please sign up for a time slot
- Manager’s Contract signed
- Junior Curling Requests
 - Floor Curl Set - May not be necessary; Sandra has a magnetic curling board that was used to teach strategy in the past
 - Line Lasers - need more info on options and pricing

Other

- High School Curling Program - volunteer needed
- Junior Curling Program - additional volunteers needed; starts Wed, October 23
- **Action:** Sandra to put out request for volunteers
- Learn to Curl postcards - noted that dates should be in chronological order
- Sandra is obtaining pricing on a chalkboard to post the bar menu, which will be placed in a location near the bar; it was noted that our drink prices are comparable with other clubs and we serve premium well drinks

Next Meeting: Wednesday, October 9, 2019 at 5:45 pm