

FERGUS CURLING CLUB
MINUTES OF THE BOARD OF DIRECTOR'S MEETING, 12th August, 2018

Called to order: 7:05 PM.

In Attendance: Avon Giddings (Chair), Steve Graham (Treasurer), Greg Moulton, Bonnie Talbot, Marks Cripps, Bob Hook, Carl Gray, Kevin Curran, Phillip Chester

Regrets: Debbie Burt, Krista Pedersen, Gloria Bancroft (Secretary)

Approval of Agenda: Additions: Smoke Off, Open House Dates, Try Curling plans, to New Business.

Motion Carl, Second Greg. Motion Carried.

Approval of Minutes: Noted that the minutes instructed that we would include 'Correspondence' as a line in all future agendas. Avon to update template.

Motion to accept June 10th Minutes Greg. Second Bob. Motion Carried.

Treasurer's Report: See attached treasurer's "notes" submitted by Steve Graham which is self-explanatory.

Arrangements have been made, if wanted, to arrange for 3 credit cards, to be secured by cash deposit, each with a \$1,000 limit each. To be given to Kevin, Carl and Deb. This would allow us to instruct the bank that we are moving to a two-signature policy for cheques.

Proposed that signing officers be the President, the Vice President and the Treasurer and that we would move to a two signature policy for cheques. Moved: Phil, Second: Mark. Motion carried.

Signing authority needs to be updated, Steve, Bonnie and Avon. Appointments to be arranged by Steve. Steve will prepare a letter authorizing this change.

Motion to accept Treasurers' Report Bonnie. 2nd Bob Motion Carried.

EXECUTIVE REPORT:

- a) VFD Installation(for the Brine Pump) is expected for this week. Kent from Kore Mechanical to confirm.
- b) Have contacted Curl On twice regarding information on Debit machine at an association rate. Steve Chenier has not returned two calls regarding this. Avon to follow up again.
- c) Community Living – have received a request to enroll a new curler. Avon will follow up regarding abilities and will pass on to Membership.
- d) Neil Miller has requested permission. As has Lynda Waterhouse regarding his continued coaching of our Juniors on Sundays. The Board was enthusiastic of this. Avon to confirm with insurance broker that: i) he is covered as a non-member, and: ii) best practices around waivers around personal injury at the Club, per current practice at some clubs.

ELECTRONIC BUSINESS

Request from Guelph Today regarding a Club Ad, was circulated, Decision was not to proceed.

Fall Leisure Show. Decision was made not to host a booth as this practice had not been very successful in the past. Phil has arranged for, and purchased, an ad for the booklet however.

Good feedback on a farewell letter to Lloyd Ross on his move to Kingston.

LIGHTING PROPOSAL

Two separate quotes were presented and discussed. Agreed that the Guillevin quote of ~\$7,800 was the best so far with a further one expected from Rowe Electric.

It was originally proposed that Club Members would do the actual installation of the new lights. After discussion it was agreed that we should explore a professional installation option to minimize risk to members, free up volunteer hours and ensure timely installation.

It was proposed that the President be authorized to get a final price on: a) Material; b) Installation and to go ahead with the order in line with best prices proposed to date.

Moved: Greg, Second Kevin. Carried

DIRECTOR'S REPORTS

a) Rentals/Membership

No report

b) Volunteering

There are two outside events requiring the recruiting of volunteer bartenders. The status is as follows:

- Ball Hockey Tournament on August 17th in support of Big Brothers Big Sisters. The event will be held within the club and outside on St. Patrick St. All the volunteer positions have been filled by a total of 14 different club members. There was a reasonably quick response from two notices; one to all members and one two smart servers only.
- Baseball Tournament in Elora. The event will be held September 21 to 23. A few of the 14 volunteer positions have been filled. The push to fill the remaining spots will be made after the Aug 17th Ball Hockey event. 2. I have been able to sort the membership data to get the list of people with Smart Serve (about 90 people) including their email addresses. The list was used for the focused recruiting for the two events above.

Successful in segmenting membership by Smart Serve registration. Helpful in targeting communications to members based on where they might prefer to volunteer, i.e. Kitchen, ice, house, maintenance, summer/winter etc.... Bonnie to investigate whether the registration form could work for this.

c) Bonspiels

Update on Convenor Meeting scheduled for August 13. Mark, Avon, Steve and Carl to attend. Still looking for a convenor for the Giddy.

d) Leagues

All good. Almost every draw has at least one convenor. Still looking for a few backups. Tuesday Doubles will await registration numbers.

e) Kitchen

Items to be completed this summer:

- 1/ Clean, reorganize and inventory kitchen.
- 2/ Complete procedures documents for operating equipment in kitchen.
- 3/ Create a new reporting document for events to better track menus, meals served, groceries bought, volunteer hours, times meals served.

Items awaiting information.

- 1/ Rule changes coming July 1st for food handling and serving.

In discussion with WDHU they are still not completely up to date on the new rules. They have a webinar provincewide on September 11th.

At this point they are not going to implement the new rules as per Food Handlers Certificates until January 1, 2018~~9~~.

The other major change is tracking of the food source for product used in Kitchen.

Bob will work with Carl re a communication looking for Kitchen inventory helpers for next week. Carl will be looking for upwards of 20 volunteers for Feed Handler certification training. Possible training date of October 20.

End of Year Closing Banquet 27th April, 2019. Carl will select a team of volunteers to manage event, caterers, band, etc...

e) Bar

Ice machine has been ordered. It will take approximately 2 - 3 weeks for it to come in. The machine will be placed beside the back sink in the bar. It has been measured, it is tight but will fit. 2. Orders have been placed for beer and draft. I will be ordering a small pop order for delivery on Thursday. This is in preparation for the Ball Hockey tournament next weekend. 3. CO2 needs to be switched for full canisters, if an one is available to go during the week please let me know. 4. Avon, next time I am at the LCBO I will ask about credit card payment. The rules might have changed. 5. At the next meeting I will be bringing further price increases to be above by the board. 6. Before the start of the regular season I will be removing the liquor dispenser and replacing everything with pre-measured pour spouts.

Agreed that Avon and/or Deb would follow up with the LLBO to ensure credit cards are acceptable.

g) Advertising

Phil presented an updated Sponsorship

h) House/Maintenance

Doors have been ordered for the Main ~~entrance~~entrance and the two emergency exit doors on the ice surface level. No installation date yet.

i) Ice

No report.

NEW BUSINESS

1. Smoke Off proposal. A number of members (4) are proposing a competition ‘Smoke off’ fundraiser to take place during the second Registration day. They will put together a proposal for the Board.
2. Agreed to keep the Open House and registration days as Sept 20 and 22 as planned. Try Curling and Member Practice Ice times to be the week of October 8. Proposal to release nominal funds to pay for advertising Try Curling on Chamber and Sportsplex advertising signs and to investigate an email ‘blast’ to all Chamber Members

Motion: Phil, Second Greg.

3. Carl reported that Lynda Waterhouse had contacted him regarding returning documents to the Club for storage and the arrange with the Museum for archival. She will deliver Aug 13.

Date of Next Meeting: September 9th at 7:00 PM (Changed from the 2nd because of Labour Day weekend.) Agreed that because of vacation schedules that all reports would be submitted prior to September

Adjournment. Motioned by Phil

Second Greg

Motion Carried.