

# Pittsburgh Curling Club Board Meeting Minutes

10/12/2009

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

|                        |  |
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| <b>MEMBERS PRESENT</b> | Andy Banfield, Dan Bliss, Steve Buffington, Michelle Crown, Amy Hannan, Amanda Marchitelli, Jen Poeschl, Marie Rose, Fiona Shearer, Brian Stuart |
| <b>MEMBERS ABSENT</b>  | Rich Ashford, Keith Scott  |
| <b>OBSERVERS</b>       | Steve Marchitelli  |
| <b>CALLED TO ORDER</b> | 7:35 P.M.  |

## Agenda topics

### APPROVAL OF PREVIOUS MINUTES

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| <b>DISCUSSION</b>  |                           |                 |
| No changes to the previous meeting minutes.  |                           |                 |
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| <b>CONCLUSIONS</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>Motion to approve the public August 2009 Board Meeting minutes; public September 2009 Board Meeting minutes; full version September 2009 Board Meeting minutes: Rose/Buffington – carried unanimously.</li> </ul> |                           |                 |
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| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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### MEMBER COMMENTS

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| <b>DISCUSSION</b>   |                           |                 |
| None.               |                           |                 |
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| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**BOARD ANNOUNCEMENTS**

**BOARD MEMBERS**

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|---|---------------------------|-----------------|
| <b>DISCUSSION</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>• Auditor Recommendation Committee               <ul style="list-style-type: none"> <li>○ Committee has selected an auditing firm.</li> <li>○ Call for references from other agencies using the firm.</li> </ul> </li> <br/> <li>• Tropicurl Hotel Sponsorship               <ul style="list-style-type: none"> <li>○ Sponsorship information was emailed to the Board prior to meeting.</li> <li>○ Review and discuss at November Board meeting.</li> </ul> </li> </ul> |                           |                 |
| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**FINANCIAL**

**KEITH SCOTT**

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| <b>DISCUSSION</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>• Club is solvent.</li> <br/> <li>• Accounts Payable - \$45.74</li> <br/> <li>• End of Year Statements               <ul style="list-style-type: none"> <li>○ Statement for Financial Position, Statement of Income &amp; Expense, and Statement of Cash Flow documents were emailed to the Board prior to meeting.</li> </ul> </li> </ul> |                           |                 |
| <b>CONCLUSIONS</b>  |                           |                 |
| <ul style="list-style-type: none"> <li>• Motion to pay invoices: Marchitelli/Hannan – carried unanimously.</li> </ul>   |                           |                 |
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| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**ICE OPERATIONS & EQUIPMENT****RICH ASHFORD**

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| <b>DISCUSSION</b>   |                           |                 |
| None.               |                           |                 |
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| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**JUNIOR PROGRAM****KEITH SCOTT**

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| <b>DISCUSSION</b>   |                           |                 |
| None.               |                           |                 |
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| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**TRAINING****KEITH SCOTT**

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| <b>DISCUSSION</b>   |                           |                 |
| None.               |                           |                 |
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| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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## FUNDRAISING

**DAN BLISS  
AMANDA MARCHITELLI**

| DISCUSSION  |                    |          |
|---|--------------------|----------|
| <ul style="list-style-type: none"> <li>• Rock Raffle                             <ul style="list-style-type: none"> <li>○ Raffle was drawn on 10/3/09 – Jim Meyer won.</li> </ul> </li> <li>• Donation                             <ul style="list-style-type: none"> <li>○ The company Dan Edmonds works for donated \$250.00 to the club for his volunteer time at Tropicurl.</li> </ul> </li> <li>• Good Search                             <ul style="list-style-type: none"> <li>○ Utica Curling Club inquired about how to set up an account.</li> <li>○ Board Representatives should promote Good Search to his/her team.</li> </ul> </li> <li>• Restaurant Fundraising                             <ul style="list-style-type: none"> <li>○ Max 'n Erma's Night will be on 10/29/2009.</li> </ul> </li> </ul> |                    |          |
| CONCLUSIONS   |                    |          |
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| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
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## OUTREACH

**FIONA SHEARER**

| DISCUSSION  |                    |          |
|---|--------------------|----------|
| <ul style="list-style-type: none"> <li>• Tickets 4 Kids                             <ul style="list-style-type: none"> <li>○ 10 kids to curl on 12/19/2009.</li> <li>○ 13 more spots requested but will have to wait until February 2010.</li> </ul> </li> <li>• Student Group                             <ul style="list-style-type: none"> <li>○ Been trying to schedule a LTC for more than a year due to scheduling conflicts.</li> <li>○ Try to schedule two sheets at 9:15pm draw sometime in November.</li> </ul> </li> <li>• Wheelchair curling clinic to be held at Columbus Curling Club on November 14.</li> <li>• Athletic Director's Letter                             <ul style="list-style-type: none"> <li>○ CCAC North Campus has an ad in their newspaper based on the letter sent soliciting students interested in curling.</li> </ul> </li> <li>• Nike Grant – PCC did not win.</li> </ul> |                    |          |
| CONCLUSIONS   |                    |          |
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| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
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**PRO SHOP****BRIAN STUART**

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| <b>DISCUSSION</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>• Curling orders for Goldline were picked up at the Canada store. <ul style="list-style-type: none"> <li>○ Waiting for invoice.</li> </ul> </li> </ul> |                           |                 |
| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**LOGO SHOP****MICHELLE CROWN**

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| <b>DISCUSSION</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>• Logo Shop is open.</li> <li>• Catalog has been updated and placed in the warm room and on the web.</li> <li>• Prices are the same as last season. Tax is included in the price.</li> <li>• Fundraising <ul style="list-style-type: none"> <li>○ Discuss selling pink shirts with part of the proceeds going to Komen Foundation.</li> <li>○ Researching the costs of shirts.</li> </ul> </li> <li>• Merchant's licenses <ul style="list-style-type: none"> <li>○ State &amp; County</li> </ul> </li> </ul> |                           |                 |
| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**EVENTS****MARIE ROSE**

| DISCUSSION   |                    |          |
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| <ul style="list-style-type: none"> <li>• October               <ul style="list-style-type: none"> <li>○ Costume curling (10/31)</li> </ul> </li> <li>• November               <ul style="list-style-type: none"> <li>○ Goldline visit (11/21)</li> </ul> </li> <li>• December               <ul style="list-style-type: none"> <li>○ Friends &amp; Family Night (12/26)</li> </ul> </li> <li>• February               <ul style="list-style-type: none"> <li>○ Olympic Open Houses (2/20 &amp; 2/27)</li> </ul> </li> <li>• March               <ul style="list-style-type: none"> <li>○ SteelSpiel (3/20)</li> </ul> </li> <li>• April               <ul style="list-style-type: none"> <li>○ Rochester Friendly (4/10)</li> <li>○ Contract for bus transportation needs to be approved at November’s Board meeting.</li> </ul> </li> <li>• Items to be put on the website:               <ul style="list-style-type: none"> <li>○ Good Search, Board minutes, Max ‘n Erma’s Night, Costume Curling, wheelchair curling clinic, clean up archives.</li> </ul> </li> </ul> |                    |          |
| CONCLUSIONS  |                    |          |
| <ul style="list-style-type: none"> <li>• Motion to purchase \$20 gift certificate from the Logo Shop as a prize for Costume Curling Night: Poeschl/Shearer – carried unanimously.</li> </ul>   |                    |          |
| ACTION ITEMS   | PERSON RESPONSIBLE | DEADLINE |
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**MEMBERSHIP****AMY HANNAN  
BRIAN STUART**

| DISCUSSION  |                    |          |
|---|--------------------|----------|
| <ul style="list-style-type: none"> <li>• 109 members               <ul style="list-style-type: none"> <li>○ 93 returning members</li> <li>○ 16 new members</li> <li>○ Numbers slightly down from last season (111 returning, 21 new).</li> </ul> </li> <li>• 3 more people may join.</li> </ul> |                    |          |
| CONCLUSIONS   |                    |          |
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| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
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## SCHEDULING

STEVE BUFFINGTON

| DISCUSSION   |                    |          |
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| <ul style="list-style-type: none"><li>• Good start to season<ul style="list-style-type: none"><li>○ New people have been helping setup and teardown.</li><li>○ People attended ice clinic.</li></ul></li><li>• Time of play for 10/10/09<ul style="list-style-type: none"><li>○ Late start – heavy traffic in the area.</li><li>○ 2<sup>nd</sup> and 3<sup>rd</sup> draws went off on time.</li><li>○ Most games went to 8 ends.</li></ul></li><li>• Learn to Curl II / Advanced Learn to Curl sessions<ul style="list-style-type: none"><li>○ Discussed possible pickup games for curlers who have attended a Learn to Curl session and would like to curl again.</li></ul></li></ul> |                    |          |
| CONCLUSIONS  |                    |          |
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| ACTION ITEMS   | PERSON RESPONSIBLE | DEADLINE |
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## LEAGUES

ANDY BANFIELD

| DISCUSSION   |                    |          |
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| None         |                    |          |
| CONCLUSIONS  |                    |          |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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## FACILITIES

ANDY BANFIELD

| DISCUSSION  |                    |          |
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| <ul style="list-style-type: none"><li>• Ongoing discussions of property options for new club.</li></ul> |                    |          |
| CONCLUSIONS   |                    |          |
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| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
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**OMBUDSMEN & DOCUMENTS**

**JEN POESCHL**

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| <b>DISCUSSION</b>  |                           |                 |
| <ul style="list-style-type: none"> <li>• Discussion on replacing a Board member when a vacancy occurs during the season.             <ul style="list-style-type: none"> <li>○ Research the procedure on how to replace an Executive Board member should a vacancy occur during the season.</li> <li>○ Define a broad definition of expectations of a Board member to be given to any nominee.</li> </ul> </li> </ul> |                           |                 |
| <b>CONCLUSIONS</b>   |                           |                 |
| <ul style="list-style-type: none"> <li>• Michelle Crown and Jen Poeschl will select a group of nominees and present them to the Board at November's Board meeting for vote to replace vacancy left by Fiona Shearer who is planning to resign in November.</li> </ul>  |                           |                 |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**TROPICURL**

**ALL**

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| <b>DISCUSSION</b>   |                           |                 |
| None                |                           |                 |
| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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**PRESIDENT'S REPORT**

**ANDY BANFIELD**

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| <b>DISCUSSION</b>   |                           |                 |
| None                |                           |                 |
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| <b>CONCLUSIONS</b>  |                           |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
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| <b>MEETING ADJOURNED</b>  | Motion to adjourn: Poeschl/Rose – carried unanimously.     |
| <b>NEXT BOARD MEETING</b> | Monday, November 9, 2009 at 7:30 P.M. – RMU Hat Trick Club |

**EMAIL VOTES**

**ALL**

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| <b>DISCUSSION</b>  |  |
| None               |  |
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| <b>CONCLUSIONS</b> |  |
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