

Pittsburgh Curling Club Board Meeting Minutes

01/11/2010

7:30 PM

RMU ISLAND SPORSTS CENTER
SALT LAKE CITY ROOM

MEMBERS PRESENT	Andy Banfield, Dan Bliss, Steve Buffington, Michelle Crown, Amy Hannan, Amanda Marchitelli, Jen Poeschl, Marie Rose, Keith Scott, Brian Stuart, Al Tarkka
MEMBERS ABSENT	Rich Ashford
OBSERVERS	Paul Hannan
CALLED TO ORDER	7:35 P.M.

Agenda topics

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
No changes to the previous meeting minutes.		
CONCLUSIONS		
<ul style="list-style-type: none"> Motion to approve the full and public versions of the December 2009 Board Meeting minutes: Buffington/Hannan – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION

Consent agenda

- Discussion on using a consent agenda for the first time.

Andy Banfield:

- Annual Meeting
 - Two potential dates: 3/24/2010 or 4/7/2010
- GNCC Arena Championship Tournament
 - GNCC Arena Championship tournament will be held 6/18/2010-6/20/2010.
 - Details have not been sent out.
 - Number of teams an arena can send is not known at this time.

Steve Buffington:

- Next year we should rules for 1/2 year members.
- In the same vein, the order of assigning new players should be established as soon as we know we have short teams.

Michelle Crown:

- Tax receipt letters will be generated and mailed to all 2009 donors by the end of January.
- Revising Board meeting dates for the months of February, March, April & May
 - Due to night classes falling on Monday nights, I will not be able to attend Board meetings from February through May to record the minutes.
 - After discussion, the Board meetings will not change and the recording of the minutes will be worked out.

Marie Rose:

- Granite Gazette - If you have something you want in it for the January GG, please get it to me ASAP. Items I'm thinking about:
 - OPACG and open houses - stress need for volunteers
 - Write up on teambuilding events.
 - Mayfield Friendly
 - Playoffs and how they work
 - Steelspiel hype
 - Rochester hype
 - Intro Tropicurl
- Website
 - Move the following sections to the archives:
 - USWCA
 - Junior program
 - As always - anyone seeing something amiss with the website (something outdated or in need of correction) should always email Marie right away.

CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to approve the January Board Meeting Consent Agenda: Crown/Bliss – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

KEITH SCOTT

DISCUSSION		
<ul style="list-style-type: none"> • The club is solvent • Audit <ul style="list-style-type: none"> ◦ Received pre-audit notebook of forms to be completed such as bank confirmation and revenue confirmation. • Accounts Payable: \$677.44 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to pay invoices: Rose/Tarkka – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete pre-audit notebook and return to auditors by end of the week.	Keith Scott	1/15/2010
Determine if Mellon Foundation requires one year or two years of audits.	Brian Stuart	

ICE OPERATIONS & EQUIPMENT

RICH ASHFORD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

JUNIOR PROGRAM

KEITH SCOTT

DISCUSSION		
<ul style="list-style-type: none"> • Junior Merit Program <ul style="list-style-type: none"> ○ Encourage Junior members to participate in the program. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TRAINING

KEITH SCOTT

DISCUSSION		
<ul style="list-style-type: none"> • Level I Instructor Course <ul style="list-style-type: none"> ○ Students from the PCC class have not taken their on-ice instruction yet. (Ice conditions were not favorable at the time the course was held.) ○ Need to find ice time to hold the on-ice instruction. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUNDRAISING

**DAN BLISS
AMANDA MARCHITELLI**

DISCUSSION		
<ul style="list-style-type: none"> • No new activities to report. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Rock Handle Raffle Ticket sales	Dan Bliss and Jen Poeschl	Ongoing

DISCUSSION

- 12/19/09 Learn-to-Curls
 - 80 of 80 spots booked; 60 attended.
 - 6 slots were rebooked for later dates (could not attend due to snow).
 - Tickets 4 Kids no-showed (10 spots were donated by the PCC).
 - 2 new members joined from this LTC.

- 12/21/09 Heinz Corporate Learn-to-Curl
 - Corporate LTC booked through RMU
 - Booked for 35 people; 24 participated.
 - 10 instructors participated, many taking off work to do so.

- 12/26/09 Friends and Family Night
 - 2 draws with 65 participants (41 non-club members).

- Two new LTC dates were scheduled since the last Board meeting:
 - January 9th at 4:30PM (4 of 10 spots full as of 01/03/10)
 - January 23rd at 6:45PM (10 of 10 spots full as of 01/03/10)

- 01/08/10 Corporate Learn-to-Curl
 - Scheduled from 1PM – 4 PM.
 - Team building event for American Textiles Corp. scheduled through RMU.
 - 100 participants expected.
 - 16 club members plan to participate, many taking off work to do so.

- Pre-Olympic Instructor Demo is scheduled for February 6th at 7:00PM to show non-instructors what to do for the Olympic open houses.

- 02/13/10 Learn-to-Curls
 - 70 of 70 spots booked. Still waiting on payment for many of the spots.
 - 13 spots were donated by the PCC to Tickets 4 Kids.
 - 10 spots (one sheet) reserved for a 'Media Challenge' during the second draw.

- Olympic Open Houses – 02/20/10 and 02/27/10
 - Open houses scheduled from 5PM – 9PM both nights.
 - Last draw on 02/27/10 may be opened up for pickup games for instructors.
 - Board reps need to start talking to their teams about participating at Open Houses.
 - Frank Sottile completed PAT bus ads for the events. A final version will be submitted.
 - Ad to be submitted to the City Paper in February.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit final bus ad to PAT	Dan Bliss	01/15/10
Discuss Olympic Open Houses with teams	All Board Members	Ongoing

PRO SHOP**BRIAN STUART**

DISCUSSION		
<ul style="list-style-type: none"> • Only one new order received for a gripper, which isn't surprising since the Goldline trailer was here on November 21. • The Goldline invoice for the 09/17/2009 order has been received. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LOGO SHOP**MICHELLE CROWN**

DISCUSSION		
<ul style="list-style-type: none"> • Orders for apparel items were good during December. • Name tag orders are now be solicited through January 9, 2010. • Thanks to all those who are helping out with the Logo Shop in my absence. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS**MARIE ROSE**

DISCUSSION		
<ul style="list-style-type: none"> • Steelspiel <ul style="list-style-type: none"> ○ VFW is booked and paid for the Steelspiel. We have the upstairs ballroom again since everyone seemed to think it worked better. ○ Budget <ul style="list-style-type: none"> ▪ A budget needs established for the hall rental, trophies, medals, table covers, utensils, and prizes. • Mayfield Friendly will be held on 2/14/2010. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to approve \$700.00 for the Steelspiel budget: Rose/Poeschl – carried unanimously. 		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

**AMY HANNAN
BRIAN STUART**

DISCUSSION		
<ul style="list-style-type: none"> 110 members at the end of the second draw. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SCHEDULING

STEVE BUFFINGTON

DISCUSSION		
<ul style="list-style-type: none"> The close out of the 2nd league rotation went fairly well. Most games were played as scheduled and those conflicts known about in advance were able to be rescheduled and ultimately were played. There was one forfeit from week 5 that could not be rescheduled, but that was unavoidable. The Jan 2nd matches were a little sparse with quite a few members not realizing that we had curling on the 2nd. We have 3 requests for rescheduled matches and 2 forfeits from Jan 2nd. Next year we should consider making note of the schedule in the GG or front page on the website. Of course, it was clear if the membership had just looked at the ice schedule. A lack of spares continues to be an issue. When I put out a direct request email, there is always a good response. Otherwise, we are usually a few players short. People who want more practice time should consider sparing for games. I will need a substitute scheduler for Jan 23rd and Feb 13th. A spare sparer as it were. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OMBUDSMEN & DOCUMENTS

JEN POESCHL

DISCUSSION		
<ul style="list-style-type: none"> • Bylaws and delinquent membership dues/fees payments. <ul style="list-style-type: none"> ○ The Bylaws were reviewed for board procedures regarding delinquent dues/fees payments. Determine who delinquent members are and their privileges in the Pittsburgh Curling Club. ○ Board needs to set firm deadline date for dues. This should be on the registration application. ○ Membership information needs to be distributed earlier in the year. <ul style="list-style-type: none"> ▪ May want to have 2010-2011 rates published before Olympic Open Houses/April Mini League. • Consent Agenda Guidelines <ul style="list-style-type: none"> ○ Consent Agenda guidelines were distributed and discussed. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LEAGUES

ANDY BANFIELD

DISCUSSION		
<ul style="list-style-type: none"> • Some curlers did not know that we had curling on January 2, 2010. Don't know what else we need to do. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FACILITIES

ANDY BANFIELD

DISCUSSION		
<ul style="list-style-type: none"> • Committee is still looking at land options. • Building committee meeting held on Jan 5th in Salt Lake City Room. Building Committee is now split into 3 Separate and Independent Committees – (1) Financial, (2) Existing Land & Existing Buildings, and (3) Facilities Design. All 3 Committees will provide monthly reports to the Board Member in Charge of Facilities. • The Committee Chairs for each of the 3 Committees are as follows: Financial-Brian Stuart; Existing Land & Existing Buildings-Steve Buffington; Facilities Design-Andy Banfield. Each committee head is to select PCC Members as they see fit to serve on the Committee. 		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TROPICURL

ALL

DISCUSSION
<p>Andy Banfield:</p> <ul style="list-style-type: none"> Ice is currently scheduled to be turned over to us on Tuesday night, June 29th at 10:30 PM. <p>Steve Buffington:</p> <ul style="list-style-type: none"> Ice set up went very well. Only minor improvements needed for the actual Tuesday to Thursday operation that doesn't require discussion outside of the ice crew. We should ask to be able to do 1 or 2 pre-floods prior to getting the ice Tuesday night. This would be a flood of the full rink and would only be useful to fill in the gross low spots. Options for an improved draw are being investigated. However, given the limited ice time, we may still have teams knocked out late in the draw without an event to drop into. We should consider some "consolation" award for those teams. You could win, win, lose and you dropped into the D or E events. But if you went win, win, win, lose you were knocked out (this happened to 4 teams). Or if you went win, win, win, win, lose you were knocked out (this happened to 2 teams). Event award pins <ul style="list-style-type: none"> We have used up the stock of event award pins. Now would be the time to redesign the award pins. Need to keep the theme neutral because we will order for multiple years to save money. Discuss new design with Frank Sottile. <p>Marie Rose:</p> <ul style="list-style-type: none"> Holiday Inn received the signed contract for TropiCurl. Website has been updated to 2010 TropiCurl. Email has been sent to all major volunteers from 2009 Amy is working with Mac regarding registration forms; Marie has sent Amy and Brian files regarding improvements to the Holiday Inn and room rates to be included in registration packet info. Andy is meeting with RMU regarding use of facilities and other requirements. Posted TropiGanza on website calendar.

- Jacki is finishing the t-shirt with “Wiki Wiki Hard” phrasing under artwork.
- Licenses will be required this year.
- TropiCurl meeting scheduled for Jan 26th – right after TropiGanza.

Brian Stuart:

- Have email and mailing lists for last year’s participants, previous interested parties and our own club members..
- Need rink costs and deadline for cancellation policy to complete flyer.

Al Tarkka:

- 5 year TropiCurl Attendees Gifts
 - Recognize those who have attended all five TropiCurl bonspiels (including PCC members).

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Need small games of chance license	TBD	
Need merchandise sales license	TBD	
Post TropiGanza ad online	Marie with Jen or Frank	Very soon
Post registration online	Marie with Amy	Very soon
T-shirts to be ordered	Logo Shop	End Jan
Pins to be ordered	Logo Shop	Jan-Feb??
Prepare TropiCurl info section for next Granite Gazette	Marie	Very soon
Solicit ideas for areas of improvement from volunteers – especially in the area of menus. Significant improvements last year were use of chafing dishes from Jack Hoffman, use of cart from Paul Hannan and volunteer organization by Dan Bliss. Targeted advertising of the cookbook by Jen’s display and sample food was VERY good – especially the timing – middle of the day when people are kind of just hanging around. Final improvement was splitting of “snacks” from meals. Amanda Marchitelli handled the snack portion completely, eliminating a large planning aspect for Marie.	Marie	ongoing
Follow up with those in the email checking their availability.	Marie	ongoing

PRESIDENT'S REPORT

ANDY BANFIELD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Bliss/Tarkka – carried unanimously.
NEXT BOARD MEETING	Monday, February 8, 2010 at 7:30 P.M. – RMU Hat Trick Club