

Pittsburgh Curling Club Board Meeting Minutes

5/13/2013

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

MEMBERS PRESENT	Andy Banfield, Matt Berwick, Dan Bliss, Steve Buffington, Michelle Crown, Amy Hannan, Amanda Marchitelli, Daphne Roberts, Mark Robinson, Marie Rose, Brian Stuart, Jacki Temple
MEMBERS ABSENT	
OBSERVERS	Len Jarabek
CALLED TO ORDER	7:40 P.M.

Agenda topics

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	None.	
CONCLUSIONS		
	<ul style="list-style-type: none"> Motion to approve the full and public versions of the April 2013 Board Meeting minutes: Hannan/Temple – carried unanimously. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF CONSENT AGENDA

DISCUSSION		
	None.	
CONCLUSIONS		
	<ul style="list-style-type: none"> Motion to approve the consent agenda for the May 2013 Board meeting: Crown/Marchitelli – carried unanimously. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
<p>Marie Rose:</p> <ul style="list-style-type: none"> • Spring Ice Rental <ul style="list-style-type: none"> ○ Practice ice is confirmed for June 22, 7:00 P.M. to 9:30 P.M. so please sign up with Steve. ○ Learn to Curl ice is on June 15. ○ Look into dates for August for summer ice rental. <p>GNCC Arena Championships</p> <ul style="list-style-type: none"> • August 15-18, 2013 at Bucks County Curling Club • 2 teams per club will be accepted. • Registration is open and \$400 per rink. Payment due by June 30, 2013 and must be signed off by the President of each club submitting teams. <p>Board of Directors Insurance</p> <ul style="list-style-type: none"> • Steve Gutro (GNCC Representative) is highly recommending curling club Boards purchase "Directors and Officers" insurance. This insurance covers Boards if they are found negligent or in breach of duty. • A request for a quote has been sent to Steve, but so far no response. • An option would be to look at other insurance companies to see if they offer this insurance. <p>GNCC Annual Meeting</p> <ul style="list-style-type: none"> • Dave Hamilton of the Triangle Curling Club will be our proxy. • Information and paperwork has been sent to the GNCC. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL**DAPHNE ROBERTS**

DISCUSSION		
<ul style="list-style-type: none"> • Finances <ul style="list-style-type: none"> ○ Club is solvent. ○ Accounts Payable: \$1,260.00 • Small Games of Chance License <ul style="list-style-type: none"> ○ Review updated lease addendum. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to pay invoices: Rose/Bliss – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ICE OPERATIONS & EQUIPMENT**JIM MEYER**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

JUNIOR PROGRAM**BRIAN STUART**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TRAINING**MARK ROBINSON**

DISCUSSION		
None.		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUNDRAISING

AMANDA MARCHITELLI

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OUTREACH

DAN BLISS

DISCUSSION		
<ul style="list-style-type: none"> We have a Learn to Curl class set for Saturday, June 15th. It filled all 50 spots very quickly (in just a couple of days) and most folks have already prepaid. Very strong instructor turn out as well and we will be doing a how to instruct class before the LTC gets started for newer instructors. We tried to add a second class before Tropicurl practice the following week, but there were not enough instructors to do it. Interest remains strong, so I'm looking at adding a class or two later in the summer. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRO SHOP

BRIAN STUART

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LOGO SHOP**JEN POESCHL**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS**MARIE ROSE**

DISCUSSION		
<ul style="list-style-type: none"> • Venture Outdoors <ul style="list-style-type: none"> ○ May 18 at The Point from 11:00 A.M. to 6:00 P.M. ○ Media items <ul style="list-style-type: none"> ▪ The “stress rocks” are in and look great. Many thanks to Beth Cubbison for doing everything on this. Available for a \$10 donation. ▪ Trifold brochures are printed. Again thanks to Beth Cubbison and Jacki Temple for helpful input as well as editing by Steve Buffington and Brian Stuart. ▪ Vinyl banners (with grommets) are completed. Thanks to Jacki Temple for artwork and ideas. ▪ These items are available for use at any PCC event. ▪ We should also get generic PCC club business cards. • Adams Township Community Day <ul style="list-style-type: none"> ○ This is a local event in September. ○ Sent a letter of application to participate. Meeting was May 9, so should hear shortly. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

AMY HANNAN
MARK ROBINSON
BRIAN STUART

DISCUSSION		
Social Member		
<ul style="list-style-type: none">A social member application and payment has been received.		
2013-2014 Membership Fees		
<ul style="list-style-type: none">Reviewed last year's fees and the new registration form.Discussed rates for the upcoming season and adjustments once the club has its own building during this season.Returning date: September 3, 2013.		
CONCLUSIONS		
<ul style="list-style-type: none">Motion to approve the 2013-2014 Membership Rates as presented: Temple/Bliss – carried unanimously.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SCHEDULING

STEVE BUFFINGTON

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LEAGUES

DAPHNE ROBERTS
JACKI TEMPLE

DISCUSSION		
None.		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BUILDING COMMITTEE

**ANDY BANFIELD
STEVE BUFFINGTON
BRIAN STUART**

DISCUSSION		
<p>Status Update</p> <ul style="list-style-type: none"> Reviewed "Path to a Building" status update document. <p>Adams Township</p> <ul style="list-style-type: none"> Andy is on track to submit documents to Adams Township by June 1, 2013. <p>Breaking Ground</p> <ul style="list-style-type: none"> If we break ground by October 2013, we should be able to hold events during the Olympics in February. If we break ground by March 2014, we would be ready to hold the 2014-2015 curling season in the new building. <p>Lawyer</p> <ul style="list-style-type: none"> The club is looking into retaining a lawyer. The lawyer would look at any documents that need to be signed to make sure we are in compliance as a 501(c)(3) organization, and to provide guidance during this process. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OMBUDSMEN

TBD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DOCUMENTS**DAPHNE ROBERTS**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TROPICURL**ALL**

DISCUSSION		
<p>Steve Buffington:</p> <ul style="list-style-type: none"> 15-20 PCC members have registered to play in Tropicurl, but have yet to sign up to volunteer. Will send out a reminder email. <p>Amy Hannan:</p> <ul style="list-style-type: none"> We were full by the end of March and have 4 teams on the waiting list. Will begin emailing registered teams who have TBDs listed for teammates once Steve reports that they have all confirmed they are coming. <p>Amanda Marchitelli:</p> <ul style="list-style-type: none"> Spoke with a representative from Visit Pittsburgh who has spoken with the USCA in the past and would like to get a USCA function/event here in Pittsburgh. Explained our limited ice time and agreed to talk again once we are in our new building. They will be sending items for Tropicurl. Will send the representative Michelle Crown's contact information for public relations information. <p>Marie Rose:</p> <ul style="list-style-type: none"> Next meeting is May 15 Paradise Bowl 7:30 P.M. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PUBLIC RELATIONS

MICHELLE CROWN

DISCUSSION		
<ul style="list-style-type: none"> On April 17, I was invited to attend Beth Cubbison’s PR/Marketing class presentation as part of her final for the class. Her group did an outstanding job of researching our club and our marketing needs. They came up with strategies on how to promote our club and especially our new building. They also put together a “leave behind” booklet which is a great resource for us to use going forward. <p>Thanks Beth and your team for working hard on this project!</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

WEBSITE

MARIE ROSE

DISCUSSION		
<p>Marie Rose:</p> <ul style="list-style-type: none"> Brian has been very helpful in getting our Help Us Build button on all pages of the website. Brian has set up a Building Blog – Jacki Temple will run this. Trying to more actively post any and all events and meetings on the calendar and Events section of the website - please be sure to let me know if you have something you'd like posted. <p>Brian Stuart:</p> <ul style="list-style-type: none"> Looking into switching to a new web hosting provider due to technical issues that have been happening recently. <ul style="list-style-type: none"> Researched providers and looking to switch to Pair Networks. A Google for non-profits account was setup and accepted. 		
CONCLUSIONS		
<ul style="list-style-type: none"> Motion to transfer website hosting to Pair Networks at a cost of \$165.00: Stuart/Roberts – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESIDENT'S REPORT

STEVE BUFFINGTON

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Temple/Bliss – carried unanimously.
NEXT BOARD MEETING	June 10, 2013 at 7:30 P.M. – Hat Trick Club

EMAIL VOTES

ALL

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE