

Pittsburgh Curling Club Board Meeting Minutes

7/14/2014

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

MEMBERS PRESENT	Andy Banfield, Matt Berwick, Dan Bliss, Steve Buffington, Michelle Crown, Amanda Marchitelli, Daphne Roberts, Marie Rose, Brian Stuart, Jacki Temple, Neill Turner
MEMBERS ABSENT	
OBSERVERS	Len Jarabek, Mac Purvis
CALLED TO ORDER	7:35 P.M.

Agenda topics

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	<ul style="list-style-type: none"> • Correction to the June 2014 Board Meeting Minutes <ul style="list-style-type: none"> ○ Approval of Previous Minutes section – remove the text regarding the draft version of the minutes. This was left in by error from the consent agenda. 	
CONCLUSIONS		
	<ul style="list-style-type: none"> • Motion to approve the full and public version of the May 2014 Board Meeting Minutes: Banfield/Rose – carried unanimously. • Motion to approve the full and public version of the June 2014 Board Meeting Minutes as corrected: Robinson/Bliss – 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 July 2014 Board meeting: Temple/Marchitelli – carried unanimously. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
<ul style="list-style-type: none"> Mac Purvis has comments for the Tropicurl discussion later on in the meeting. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
<ul style="list-style-type: none"> Board Meeting Absences <ul style="list-style-type: none"> The by-laws state that if a Director is absent from either three (3) board meetings in a row, or four (4) meetings in a rolling 12-month period without an acceptable reason, such absences shall be considered as a defacto resignation from the Board. However, by a 2/3 majority vote, the Board can excuse any missed meetings that would result in such removal. Before any such defacto resignation from the Board shall be enforced, the affected Director shall be provided written notice of the offense and pending removal. The affected Director shall have twenty (20) days from the date of the notice to appeal for a hearing before the Board of Directors at the next regular Board meeting. It has come to the attention of the Board that Jacki Temple has missed four (4) meetings within a 12-month rolling period and is up for removal from the board. Steve Buffington has sent Jackie a notice of that fact. Email Lists <ul style="list-style-type: none"> Discussed having an email distribution list with all those who have participated in Learn to Curl sessions, Olympic events, etc. Steve Buffington & Michelle Crown would like to help Dan Bliss obtain the email addresses and compile a list. GNCC Annual Meeting Report (Jacki Temple) <ul style="list-style-type: none"> Most beneficial part of the weekend was Danny Lamoureux's seminar on how club's should organize their Board and run the club. Will scan all the reports and send/share them with the Board. Darwin Grant <ul style="list-style-type: none"> The club should be receiving the 2nd portion of the grant very soon. 		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

DAPHNE ROBERTS

DISCUSSION		
<p>Finances</p> <ul style="list-style-type: none"> • Club is solvent. • Accounts payable: \$3,216.67 <p>Changing Bank Accounts</p> <ul style="list-style-type: none"> • Discussed switching to another bank who can do more with the club's Checking and Money Market accounts than current bank. <p>Operations Budget</p> <ul style="list-style-type: none"> • Reviewed the operations budget handout. • The changes will be compiled and redistributed to the Board. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to approve invoices: Rose/Bliss • Motion to approve Daphne Roberts and Brian Stuart to move the club's Checking and Money Market accounts from Citizens Bank to PNC Bank. This will be a lateral move. Banfield/Temple – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUNDRAISING

AMANDA MARCHITELLI

DISCUSSION	
<ul style="list-style-type: none"> • Great Rock Handle Sale during Tropicurl. There were 4 handles bought outright, 1 finished payment (pending verification), and 1 payment which was sent via mail. Handles should be sent out no later than next week (pending on responses to what they want on the rock). • Now that Tropicurl is over; we are looking to get the Yard Sale going on. Information is being worked on and an email will be sent out to the club and will start publicizing the event. • We are finalizing a night at Wigle's Whiskey in September. They will offer their roof garden for 3-4 hours and their staff to serve drinks (with 15% kick back to us). We are allowed to do any sort of fundraising event (food, American auction, live band) 	

- Paperwork is being submitted for kick-back days at Max & Erma's, Whole Foods, Pizza Hut, Red Robin, Hoss's, Buffalo Wild Wings, and Five Below.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

EVENTS

MARIE ROSE

DISCUSSION

- Adams community day is the weekend after Labor Day. We are planning on attending. I have to send our proposal by the end of the month.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

MEMBERSHIP

**MARK ROBINSON
BRIAN STUART**

DISCUSSION

Brian Stuart:

- Still working with the online registration software.
- PayPal and checks will be offered as a form of payment.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

TROPICURL

ALL

DISCUSSION

Mac Purvis:

- Looked through the evaluations:
 - The event scored well but below past years.
 - Numerous comments about no off-ice games/activities.

- Both hotels scored better than past years.

Daphne Roberts:

- Reviewed the estimated revenues and expenditures.

Marie Rose:

- Tropicurl seems to have gone very well.
- The ice was super-fast and I didn't hear any significant complaints.
- Ladies upstairs locker room option was used.
- Scott helped us borrow an excellent food cart from the ice skating group. I offered to make a donation but they refused.
- Food was plentiful and on time. Use of the non curler food rate basket yielded over \$400.
- We also used significant coupons with GFS this year giving them a price shopping edge over Sam's club. And their rebate program has changed so I was able to apply a \$28 credit to our last purchase. My food receipts totaled \$2500. This does not include cheese fest, water jugs, snacks, donated mac salad or donated cakes and brownies.
- The only major event problem was that we forgot the trophy at Andy's house. We will certainly be adding that to the checklist.
- The incentive of the matching grant was being discussed by guests and PCC members.
- As always it's a huge effort that feels almost impossible to get through at times. The ice crew gets very little sleep overall, the auction and logo shop worry that their products will be appealing and the food crew doesn't get a break. But we did pull it off with great success. Friendships are continuing to solidify amongst our own club members and across 2 countries – something curling has really been great for.
- Thanks to everyone for a job well done.
- Next year your event chair is Brian Stuart.
- Will compile all the evaluations to get final results/comments.
- The Board wishes to thank Mac for all the years he has compiled the evaluations as they have helped make Tropicurl better each year.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

POLICIES & PROCEDURES

MICHELLE CROWN

DISCUSSION		
<ul style="list-style-type: none"> • After receiving the go-ahead from the Board, I formed the new Policies & Procedures committee with the following members and their roles: <ul style="list-style-type: none"> ○ Michelle Crown – committee chair & writer ○ Daphne Roberts – writer ○ Brian Stuart – writer ○ Andy Banfield – reviewer & advisor • I am requesting a budget of \$30.00 to purchase the book <i>“How to Write Policies, Procedures, & Task Outlines”</i> to guide the committee when creating and writing the policies and procedures. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion approve \$30.00 for the purchase of the book <i>“How to Write Policies, Procedures, & Task Outlines”</i>: Rose/Banfield – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESIDENT’S REPORT

STEVE BUFFINGTON

DISCUSSION		
<p>Now that we’ve wrapped up another successful Tropical Tournament, I'd like to thank all of our volunteers for the time and effort that they put into this event. This year marked the 9th Edition of Tropicurl and the exposure is good for the curling club and helps with our efforts at building dedicated ice.</p> <p>Each year I have the honor of presenting the award pins to the various winners on Sunday. As usual, those teams that spoke at their award had positive comments about our spiel. We heard that teams liked the ice conditions, loved the food and thought our club members were great.</p> <p>This year, we also had a matching grant offered to the club just before the event. I know that generated a tremendous response for our guests with donations, rock handle purchases and perhaps greater spending on the auction and 50/50 tickets. The numbers aren't in yet, but chances are that our typical profit of about \$8,000 for Tropicurl will more than double.</p> <p>Thanks for all your hard work.</p>		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Crown/Turner – carried unanimously.
NEXT BOARD MEETING	August 11, 2014 at 7:30 P.M. – Hat Trick Club

EMAIL VOTES

ALL

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE