

Pittsburgh Curling Club Board Meeting Minutes

4/9/2018

7:30 PM

Carmody's Upstairs Room

MEMBERS PRESENT

Steve Buffington, Leonard Jarabek, Amanda Marchitell, Kim O'Dell, Daphne Roberts, Mark Robinson, Marie Rose, Doug Sterling, Neil Turner

MEMBERS ABSENT

Dustin Devine, Karyn Drombosky, Harley Rohrbacher

OBSERVERS CALLED TO ORDER

Brian Stuart, Theresa Walker
7:30 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION

CONCLUSIONS

Motion to approve March 2018 Minutes: Sterling/O'Dell; carried unanimously

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

APPROVAL OF CONSENT AGENDA

DISCUSSION

Motion to approve April 2018 Consent Agenda: Robinson/Turner; carried unanimously

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

MEMBER COMMENTS

DISCUSSION CONCLUSIONS

From Brian Stuart: There was good participation in the annual meeting this year. The information presented was what was needed.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION

- Appeal hearing:
 - Daphne and Brian attended the appeal hearing. We won't hear back for several months. We will get a letter with a new assessed value eventually.
- Construction Insurance:
 - We need to flesh out our list of those additionally insured. We know the township engineers, tap club, us, and the bank. We need to find out the specific wordage they need.
 - Motion to select Keppel Insurance as our insurance provider pending the addition of the additionally insured, for the total of no more than \$2600 with \$95 for each additional insured: Sterling/Rose; carried unanimously.
- It would be ideal if we handled the entire corporate learn-to-curl scheduling process. The risk is that the corporation may not pay us, but it avoids the confusion that we are seeing of separate emails to RMU and to us.
- New board: Do we need to switch our committees around?
 - We need a communications officer: Marie volunteers.
 - Learn-to-curls: Everything goes into a PCC file that any of us can access.
 - Committee for handling sensitive record keeping? It probably shouldn't just be on a single drive. At the new club, there will be an administrative space. Let's not forget: Theresa is a data scientist!! (Theresa likes/uses S3. Karyn also likes/uses S3).
 - Financial Oversight: This should be a club member who is not on the board. We could talk to someone like Brian Berger/Joe Walton who have a financial background. They will need to have read only access to our financial information.
- Special projects that need an owner:
 - Mark Maiola is a Pepsi rep who wants to do something with us for the club; a glass front cooler and maybe a vending machine, and a monthly payment to the

club for the advertising. Mark to look over the contract.

- Ultimately we need to put a sign out front and a sign on the building. We need a design. We could put it out to the club and see if anyone wants to submit a design. We also need to find out cost and get an ordinance change. Mark to talk to Amy about her contacts. Mark and Len to handle.
- Landscaping: This is something we don't want to have to pay for. We need to get a design, a financial plan, and execution. Doug Sterling to work on this.
- Transition Committee stuff:
 - Scenarios 2 and 5 spread the pain around. It gives us the ability to double our membership. We can't predict if we will, but we will at least have the spots. It may be reasonable to assume that we can retain 20 to 40 new members. If we lose existing membership, but retain relatively the same numbers, we will be ok.
 - We make relatively the same amount of money with each scenario. Scenario 5 provides people with the opportunity to curl at the "normal" time most of the time, and only have to play late a few times.
 - We need to get the prices down to a minimum to cover our costs.
 - If we get a drop in existing membership, we can always add new members to CanAm.
 - The transition committee will incorporate these ideas and produce a final proposal for voting.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Define additionally insured for insurance	Steve Buffington	
Get back to Keppel to establish policy	Kim O'Dell	
ID records we have and need to archive	Steve Buffington	
Determine storage platform	Theresa Walker	
Contact Joe Walton and Brian Berger about Financial Oversight	Steve Buffington	
Begin sign investigation	Mark Robinson	
Begin landscaping investigation	Doug Sterling	
Finalize proposal for ice next time next	Karyn Drombosky/Transition	

year

Committee

OUTREACH

DISCUSSION

- Steve needs to send some emails:
 - A reminder that we are making a lot of money on the upcoming events and we need volunteers!
 - April 17th (Tuesday), Calgon Corporate Regional Sales Meeting starting at 8:30 and wrapping up at 10:30, 25 person event.
 - April 29th (Sunday)
 - May 8th Tuesday at 1:00pm (25 person event).
 - Saturday May 12th 2X2 hours sessions 3:00-8:00.
 - We've gotten a decent response. We don't want to create volunteer fatigue, but it's important to spread the load around.
- We need to make the payments to RMU for the 7 Olympic events.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify events/revenue	Daphne Roberts, Len Jarabek, Steve Buffington	
Email Membership for volunteers	Steve Buffington	
Write check for RMU	Daphne Roberts	
Send invoice to Calgon Carbon	Daphne Roberts or Brian Stuart	

FINANCIAL

DAPHNE ROBERTS

DISCUSSION

**Pittsburgh Curling Club
Financial Report**

**As of
4/9/2018**

Current Assets	
Cash/Checking/Savings	
Charles Schwab Account	1,001.40
PayPal	4,000.70
PNC - Money Market	363,079.71
PNC - Primary Checking	1,595.16
PNC - Secondary Checking	4,010.50
Undeposited Funds	3,064.00
Total Cash/Checking/Savings	376,751.47
Other Current Assets	
12100 · Prepaid Expense	3,357.84
122001 · Giant Eagle Gift Cards	5,000.00
Total Other Current Assets	8,357.84
Total Current Assets	385,109.31

CONCLUSIONS

Club is solvent.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

POLICIES

DISCUSSION

- Revision of the Bylaws:
 - Eventually we'll have to do some long term changes, but for now, we need a short term change that involves incorporating input from the financial backers.
 - It is proposed that we change the bylaws to say that at least one of the financial backers has voting power to decide on how money is spent. This could come from budget discussions or just an additional board member who is not voted in, but sits on the board as a special seat for financial backers. This will have a sunset clause for when financial backing expires. Kim will investigate other boards with a similar structure.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Investigate boards with financial backer input Kim O'Dell

MEETING ADJOURNED	Motion to adjourn: O'Dell/Rose; carried unanimously
NEXT BOARD MEETING	May 14, 2018 at 7:30 PM – RMU Island Sports Center

EMAIL VOTES

ALL

DISCUSSION

None

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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