

Pittsburgh Curling Club Board Meeting Minutes

7/8/2019

7:30 PM

RMU ISLAND SPORT CENTER

MEMBERS PRESENT	Steve Buffington, Dustin Devine, Leonard Jarabek, Minnie Meals, Kim O'Dell, Daphne Roberts, Mark Robinson, Harley Rohrbacher, Marie Rose, Neill Turner
MEMBERS ABSENT	Karyn Drombosky, Doug Sterling
OBSERVERS	Brian Stuart, Alex Kunz
CALLED TO ORDER	7:30 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
CONCLUSIONS		
Motion to approve June 2019 Minutes: Jarabek/O'Dell; carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF CONSENT AGENDA

DISCUSSION		
Motion to approve July 2019 Consent Agenda: Rohrbacher/Devine; carried unanimously		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
<ul style="list-style-type: none"> • GNCC loan, the trustees have approved us for the legacy loan. \$75,000. Gwen has been an amazing promoter of our club and we thank her for all of the help! • Safesport: We are listed as certified, follow up with Karyn to make sure that everyone completed the training. • Updated Conflict of Interest: The policy says that it is up to the board to decide if there is a conflict, so the wording should be changed to list “potential” conflicts, not actual conflicts. Kim and Neill to mark and send back to Karyn. Karyn to send out again for re-signing. • The new PO Box is up and running! • Spiels are a great opportunity to promote good will for the club. It absolutely pays to be friendly, good ambassadors! • Safesport policy: We will not publically post our policy. It is sufficient to say that we are Safesport certified with a link to their website. • Promissory Notes to be revisited in October. • Property Update: <ul style="list-style-type: none"> ○ The building is progressing nicely! Excavation is well under well, weather permitting. When topsoil/coal are gone, things will go quickly! ○ The building fabrication is still on schedule! ○ We may have an easy source of compacted fill. It is being testing for its stability. ○ Biweekly meetings will start in 2 weeks. We will be looking ahead 5-weeks to make sure we can incorporate cost savings measurements. ○ We are owed an updated construction schedule. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send updated Conflict form before next meeting	Karyn Drombosky	

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> • Health and Wellness Fair in Market Square: <ul style="list-style-type: none"> ○ There are spots available. Alex to find volunteers before committing. 		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Investigate Health and Wellness Fair	Alex Kunz	

FUNDRAISING

DISCUSSION		
<ul style="list-style-type: none"> • Fundraiser for the low-e ceiling: <ul style="list-style-type: none"> ○ Get word out to the membership. Dustin to send out a Granite Gazette stating first that we made the last milestone, then in a subsequent Gazette, start the next campaign. ○ There are three potential grants, one from the DEP for energy savings modifications, one from Duquesne Light for efficiency in commercial buildings, and one from the county. • Keep thinking about things we need, and things we'll need to accomplish. <ul style="list-style-type: none"> ○ We need to set up an Amazon wish list for items that we will need! This is a common way that people donate. This can be attached to our Granite Gazettes, Facebook posts, etc. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out Granite Gazette	Dustin Devine	
Investigate Grants for Low-e ceiling	Neill Turner/Kim O'Dell	
Investigate Amazon wish list	Kim O'Dell	

FINANCIAL

DAPHNE ROBERTS

DISCUSSION

- Proposed Budget:
 - Business Registration Fees: \$100
 - Postage and Mailing Services: \$100 for the PO Box
 - Logoshop inventory cost (Giant Eagle cards x3 plus extras): \$15,000
 - Learn to curl/mini league/corporate events: Ice rental fees: \$8000
 - DOI insurance: \$1000
 - Bank charges: Processing for fees for square/paypal/stripe: \$1800
 - Website expenses: \$200
 - Total: \$26,200

These were all based on last year's expenses, rounded up. Up for discussion is the \$8000 for pre-approved ice rentals. This would cover approx. 8-10 sessions. This is upfront money is always refunded, but it allows us to skip the procedure of needing board approval for every potential event.

Motion to adopt operation budget: Rose/Devine; carried unanimously

- Last month, Theresa volunteered to be our oversight person. Daphne to reach out.

**Pittsburgh Curling Club
Financial Report**

**As of
7/8/2019**

Current Assets

Cash/Checking/Savings

Dollar Checking	91,184.61
Charles Schwab Account	1,003.14
PayPal	1,544.90
PNC - Money Market	46,530.94
PNC - Primary Checking	606.40
PNC - Secondary Checking	100.00
Undeposited Funds	2,451.00

Total Cash/Checking/Savings 143,420.99

Other Current Assets

122001 · Giant Eagle Gift Cards	3,230.00
12100 · Prepaid Expense	6,214.54
Dollar Savings Escrow	\$139,678.32

Total Other Current Assets 145,892.86

Total Current Assets 289,313.85

Current Liabilities Dollar Bank 1,901.34 Interest on construction loan

Total Current Liabilities 1,901.34

Long-term Liabilities
Dollar Bank LOC 351,015.00

Total Long-term Liabilities 351,015.00

CONCLUSIONS		
Club is solvent. If you would like detailed financial information, please contact the club treasurer.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email Theresa about oversight	Daphne Roberts	

MEETING ADJOURNED	Motion to adjourn: Jarabek/Rohrbacher; carried unanimously
NEXT BOARD MEETING	July 8, 2019 at RMU Island Sports Center

EMAIL VOTES

ALL

DISCUSSION		
Motion to approve signing GNCC Legacy Trust loan with Steve marking the typo in the loan payment chart as he noted and sending a correction regarding the PO box address: Rose/Sterling; carried unanimously		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE