

Pittsburgh Curling Club Board Meeting Minutes

1/12/2021

7:30

Pittsburgh Curling Club

MEMBERS PRESENT	Steve Buffington, Nick Connolly, Dustin Devine, Karyn Drombosky, Travis Eiler, Leonard Jarabek, Minnie Meals, Kim O'Dell, Daphne Roberts, Mark Robinson, Harley Rohrbacher, Marie Rose
MEMBERS ABSENT	
OBSERVERS	Sean Mizerski, Nick Steiner, Brandon Smith
CALLED TO ORDER	7:30 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
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CONCLUSIONS		
	Approval of December Minutes as revised: Robinson/Rohrbacher; carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION	
CONCLUSIONS	

- Security monitoring:
 - Our security monitoring is less than desirable, so we plan on cancelling/switching it. We need to investigate if it is necessary for our insurance and see if other companies can provide us with service using the equipment we already paid for.
- GNCC Meeting:
 - GNCC doesn't plan on collecting dues this season due to the financial hardships brought on by COVID.
 - Despite not having to pay dues, we are still covered by their insurance. They also mentioned a much better available rate for D&O insurance. Steve to follow up.
- Bylaws changes
 - Our bylaws dictate that if we want to make a bylaws change, we need to have a general meeting where members can discuss and vote on proposed changes.
 - Because that meeting will likely not be able to be held for some months due to the ongoing public health situation, we as a board should collect our ideas on what we think needs to change so that we are prepared for when we can safely present these proposed changes at a general meeting.
 - Proposed changes:
 - The requirement that membership applications must be in writing should be changed to "electronic or other means."
 - "Members rights and interests in the club" should be removed. No member has interests or rights to the club building or any club property.
 - We need to change the membership categories to reflect our actual membership structure (Any \$100 base member over 18 y/o should have voting rights). Details can be seen in December 2020 minutes.
 - Add section on guarantor representative (to be finalized).
- New COVID info:
 - Brandon put together a new protocol sheet that deals with things like testing, vaccination, etc.
 - Once a person has received both doses +1 week, they do not need to quarantine if they are exposed.
 - If someone wants to "rapid return to play" (i.e. skip self-quarantine), they need a negative COVID test.
 - We can let members who want to return to play sooner know that Curative has easy access and scheduling to 5-minute, free, drive through testing.
- HVAC service contract:
 - We are due for a minor maintenance visit: \$375
 - This includes a visual inspection and filter change.
 - Motion to schedule HVAC minor maintenance on rooftop HVAC units: Buffington/Drombosky; carried unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Steve to talk the insurance to ensure that cancelling security monitoring doesn't affect our	Steve Buffington	

insurance rate.		
Review bylaws for any necessary changes	All	
Present guarantors with representation proposal	Steve Buffington	
Follow up with GNCC insurance rep about member/D&O insurance	Steve Buffington	
Schedule HVAC maintenance	Steve Buffington	

FUNDRAISING

DISCUSSION		
<ul style="list-style-type: none"> • Fundraising Committee: <ul style="list-style-type: none"> ○ Jess and Alyssa would like to take over fundraising. They haven't been able to get a hold of Neill to get access to the fundraising platforms. Marie to try to help get that information. They can run with it! Come up with ideas, handle sponsorships, check in with us. THANK YOU! • UPMC: <ul style="list-style-type: none"> ○ We need to provide UPMC with an invoice and a W-9. They sent us examples, we just need to approve, fill them out, and send them back. • PA Paralysis Grant: <ul style="list-style-type: none"> ○ Minnie and Matt have been networking with fellow grant recipients to have learn to curls. ○ Matt ordered adaptive delivery heads that can be charged to the grant. ○ We have also been contacted about a VA sponsored learn to curl that should qualify as well. This is being targeted for April 10th. ○ We need to a DUNS number to get our grant money (we get one for free). 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send UPMC the invoice and W-9	Steve Buffington	
Help get fundraising accounts to Jess and Alyssa	Marie Rose	
Get DUNS number	Daphne Roberts	

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> • KDKA "Fan N'ation": <ul style="list-style-type: none"> ○ This local sports program wants to do a segment on curling. This could be great advertising for this. Dustin to respond. 		

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Respond to KDKA	Dustin Devine	

FINANCIAL**DISCUSSION**

Pittsburgh Curling Club
 Financial Statement as of 1/12/2021

Current Assets			
Cash/Checking/Savings			
Dollar Checking	\$4,842.84		
Dollar Savings	57.75		
Charles Schwab Account	1,005.79		
PayPal	2,167.56		
PNC - Money Market	111,072.64		
PNC - Primary Checking	9,861.08		
PNC - Secondary Checking	2,138.67		
Undeposited Stripe Funds	-		
Undeposited Wave Funds	-		
Undeposited Other Funds	-		
Total Cash/Checking/Savings	\$131,146.33		
Other Current Assets			
122001 · Giant Eagle Gift Cards	\$95.00		
12100 · Prepaid Expense	7,966.52		
Dollar Savings Escrow	38,102.23		
Total Other Current Assets	46,163.75		
Total Current Assets	\$177,310.08		

Current Liabilities			
Paid/Current Liabilities		PAID/SCHEDULED	
GNCC	\$25.00	12/30/2020	PAID
Dollar Bank	8,050.05	1/8/2021	PAID
Telephonix	107.00	1/7/2021	PAID
GNCC Legacy Loan	1,347.65	1/7/2021	PAID
Comcast	144.68	1/5/2021	PAID
Duquesne Light	1,501.20	1/7/2021	PAID
West View Water	15.74	1/8/2021	PAID
Columbia Gas	397.46	1/19/2021	PAID
Total Paid/Current Liabilities	11,588.78		
Long-term Liabilities			
Dollar Bank Construction Loan	\$1,296,707.79		
GNCC Legacy Trust Loan	66,817.79		
Rose-Buffington Loan	102,000.00		
Hutchinson Loan	30,000.00		
Total Long-term Liabilities	\$1,495,525.58		

- Additional Financial Info

- Donately:

Donations from 12.1.20 – 12.31.20: \$1998.02 total, including \$360 recurring and \$1638.02 one-time donations (includes donations and in-kind donations). All thank-you notes/pins are sent.

2020 total: \$119,472.23:

- \$4210.00 recurring;
- \$115,262.23 one-time donations (includes donations and in-kind donations).

- Giant Eagle gift cards

Purchased by PCC: balance \$100.00

Purchased by Marie: new batch (\$5000) purchased Dec 2020 for \$4750.00. \$250 “profit” not yet deposited. IF YOU NEED CARDS- ASK MARIE!!! \$50 cards.

- Funds deposited 12.12.20

LTC boy scouts \$600.00

LTC from 11.28.28 xtra person \$ 40.00

LTC “tip” from curlers – yes! \$ 60.00

Logo shop \$145.00

Honor snacks \$ 20.00

TOTAL: \$865.00

- Cashflow Spreadsheet:

- All items that we have paid (bills/recurring expenses) have been UNDER BUDGET! This is great, since we are using the cashflow as a temporary budget until we can get more income from events.
- The final building payment has been requested. We still have some issues that need to be resolved (cracks in floors/walls).

CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Meals/Robinson; carried unanimously
NEXT BOARD MEETING	February 9, 2021 at PCC

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE