

Pittsburgh Curling Club Board Meeting Minutes

8/10/2021

7:30

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Sean Mizerski, Nick Connolly, Erin Mcmanus, Travis Eiler, Debbie Spang, Mark Robinson, Steve Buffington, Marie Rose, Burt Cubbison, Leonard Jarabek, Daphne Roberts
MEMBERS ABSENT	
OBSERVERS	Allison Devine, Karyn Drombosky, Brian Stewart
CALLED TO ORDER	7:30 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
<ul style="list-style-type: none"> • Use last names on minutes • Add points surrounding COVID policy discussion-Leonard • What level of detail should be included in board minutes <ul style="list-style-type: none"> ○ Feel there should be greater discussion included in minutes not just decision that was arrived to • As part of secretary duties Travis will accept member comments in person/via email to present at the next board meeting 		
CONCLUSIONS		
Approval tabled to make adjustments		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add last names, Add detail to COVID policy discussion	Eiler	

MEMBER COMMENTS

DISCUSSION
<ul style="list-style-type: none"> • Layout of financial report can be confusing to understand • Concerns expressed regarding this month's net income as negative \$15k <ul style="list-style-type: none"> ○ Discussion that some months will be net negative, but that our cash flow is still on track. ○ Bonspiel registrations all pre-registered and not showing in this "snap-shot" of finances from board meeting date in July to today's date. • Updating website to include recent board minutes-last minutes uploaded on

website are November 2016

- Streaming/Camera Setup Quote
 - At Tropicurl a guest inquired about what the club would need to set this up
 - Unclear how much they are willing to donate
 - IT team met last week (Brian Stewart/Brad Cohen/Dustin Devine) to create a quote
 - Quote for all items totals \$21,940.92
 - Some items have already been donated (2 high speed switches, wiring)

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Leonard will approach Link with the quote	Jarabek	

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION	<ul style="list-style-type: none"> • Ice removal/New Ice <ul style="list-style-type: none"> ○ Steve ordered mesh hog lines, rock corners, shorter set of center pins ○ Still need white paint, vinyl houses, UPMC graphics <ul style="list-style-type: none"> ▪ We have UPMC graphics ▪ Need graphics from Daphne for house advertisement ▪ Need graphics from Brandon/Brad Cohen ▪ Will have donated set of vinyl houses in PCC graphics ▪ Will have donated set of blank houses ○ Plan to put screws in boards prior to ice removal to mark lines for new sheets • COVID discussion <ul style="list-style-type: none"> ○ LTC occurred last month, checked vaccine status as opposed to requiring all to be masked <ul style="list-style-type: none"> ▪ This went against current LTC policy, as the members running the LTC believed the two policies were • Should reignite guarantor policy on guarantor board representative
-------------------	--

	<ul style="list-style-type: none"> • Keyless entry for front door <ul style="list-style-type: none"> ○ Front door already has entry plate, but nothing is wired to it ○ Brad Cohen stated cost would be \$4-5k for all doors plus annual licensing fee of \$200 <ul style="list-style-type: none"> ▪ Only front door would be \$500 plus licensing fee ▪ Could use smartphone app or key fob (\$4/fob) <ul style="list-style-type: none"> • Advantages would be tracking people entering the building and ability to cancel access to former members ○ Could we just install a keypad lock with the ability to change the code for each new session • IT discussed implementing guest wifi as square reader can be difficult to use during events when too much bandwidth is used by guests • Webpage: Needs updated with board minutes and Fall/Winter season information <ul style="list-style-type: none"> ○ Entire website could use a revamp ○ Sean/Burt plan to discuss a plan to begin this process • Keep an eye out for envelope with table sponsorships
--	---

CONCLUSIONS

- Motion to bring LTC/Event COVID policy in line with current COVID policy of PCC membership (If proof of vaccination is shown then mask is not required, otherwise mask is required) Jarabek/Robinson; carries unanimously; Buffington absent

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to guarantors on board representative policy	Buffington	

MEMBERSHIP

DISCUSSION

- 2021-2022 Schedule
 - Dustin's proposed schedule

Season Starts October 2nd

^ Oct-21

Season Week	Session Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
								1
Week 1	Week 1	2	3	4	5	6	7	8
Week 2	Week 2	9	10	11	12	13	14	15

Week 3	Week 3	16	17	18	19	20	21	22
Week 4	Week 4	23	24	25	26	27	28	29
Week 5	Week 5	30	31					
Nov-21								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	Week 5			1	2	3	4	5
Week 6	Week 6	6	7	8	9	10	11	12
Week 7	Week 7	13	14	15	16	17	18	19
Week 8	Week 8	20	21	22	23	24	25	26
Week 9	Week 9	27	28	29	30			
Dec-21								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 9	Week 9					1	2	3
Week 10	Week 10	4	5	6	7	8	9	10
Week 11	Week 11	11	12	13	14	15	16	17
Week 12	Week 12	18	19	20	21	22	23	24
Week 13	Week 13	25	26	27	28	29	30	31
Jan-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 14	Week 1	1	2	3	4	5	6	7
Week 15	Week 2	8	9	10	11	12	13	14
Week 16	Week 3	15	16	17	18	19	20	21
Week 17	Week 4	22	23	24	25	26	27	28
Week 18	Week 5	29	30	31				
Feb-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 18	Week 5				1	2	3	4
Week 19	Week 6	5	6	7	8	9	10	11

Week 20	Week 7	12	13	14	15	16	17	18
Week 21	Week 8	19	20	21	22	23	24	25
Week 22	Week 9	26	27	28				
Mar-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 22	Week 9				1	2	3	4
Week 23	Week 10	5	6	7	8	9	10	11
Week 24	Week 11	12	13	14	15	16	17	18
Week 25	Week 12	19	20	21	22	23	24	25
Week 26	Week 13	26	27	28	29	30	31	
Apr-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 26								1
Week 27	Week 1	2	3	4	5	6	7	8
Week 28	Week 2	9	10	11	12	13	14	15
Week 29	Week 3	16	17	18	19	20	21	22
Week 30	Week 4	23	24	25	26	27	28	29
Week 31	Week 5	30						
May-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 31	Week 5		1	2	3	4	5	6
Week 32	Week 6	7	8	9	10	11	12	13
Week 33	Week 7	14	15	16	17	18	19	20
Week 34	Week 8	21	22	23	24	25	26	27
Week 35	Week 9	28	29	30	31			
Jun-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 35	Week 9					1	2	3

Week 36 4 5 6 7 8 9 10

Season Starts October 16th

Oct-21

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Season Week	Session Week							1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
Week 1	Week 1	16	17	18	19	20	21	22
Week 2	Week 2	23	24	25	26	27	28	29
Week 3	Week 3	30	31					

Nov-21

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	Week 3			1	2	3	4	5
Week 4	Week 4	6	7	8	9	10	11	12
Week 5	Week 5	13	14	15	16	17	18	19
Week 6	Week 6	20	21	22	23	24	25	26
Week 7	Week 7	27	28	29	30			

Dec-21

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7	Week 7					1	2	3
Week 8	Week 8	4	5	6	7	8	9	10
Week 9	Week 9	11	12	13	14	15	16	17
Week 10	Week 10	18	19	20	21	22	23	24
Week 11	Week 11	25	26	27	28	29	30	31

Jan-22

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 12	Week 12	1	2	3	4	5	6	7

Week 13	Week 1	8	9	10	11	12	13	14
Week 14	Week 2	15	16	17	18	19	20	21
Week 15	Week 3	22	23	24	25	26	27	28
Week 16	Week 4	29	30	31				

Feb-22

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 16	Week 4				1	2	3	4
Week 17	Week 5	5	6	7	8	9	10	11
Week 18	Week 6	12	13	14	15	16	17	18
Week 19	Week 7	19	20	21	22	23	24	25
Week 20	Week 8	26	27	28				

Mar-22

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 20	Week 8				1	2	3	4
Week 21	Week 9	5	6	7	8	9	10	11
Week 22	Week 10	12	13	14	15	16	17	18
Week 23	Week 11	19	20	21	22	23	24	25
Week 24	Week 12	26	27	28	29	30	31	

Apr-22

		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 24	Week 12							1
Week 25	Week 13	2	3	4	5	6	7	8
Week 26	Week 1	9	10	11	12	13	14	15
Week 27	Week 2	16	17	18	19	20	21	22
Week 28	Week 3	23	24	25	26	27	28	29
Week 29	Week 4	30						

May-22

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
----------	--------	--------	---------	-----------	----------	--------

Week 29	Week 4	1	2	3	4	5	6	
Week 30	Week 5	7	8	9	10	11	12	13
Week 31	Week 6	14	15	16	17	18	19	20
Week 32	Week 7	21	22	23	24	25	26	27
Week 33	Week 8	28	29	30	31			
Jun-22								
		Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 33	Week 8					1	2	3
Week 34		4	5	6	7	8	9	10

- Leagues vs pick up curling
 - Leagues
 - Some members have been asking for the return of leagues
 - Should we have a beginner league? What would this look like and when should it start?
 - Is this something that should start after the Olympic surge
 - Currently Thursday's work as a beginner night, as Leonard and Burt have been working with new members on that night
 - Could have beginner league/mini session sign-ups for people during Olympic LTC sessions
 - Saturday and Monday leagues
 - Half season leagues will be available
 - Would every other week leagues work?
 - Notify members that leagues/rosters are subject to change
 - Sign up as full teams vs pairs or singles and allow the drawmaster to make competitive teams
 - Should Saturday be full team sign-ups and Monday you sign up as singles or pairs?
 - Monday/Saturday: League
 - Tues/Thurs: funnel beginners
 - Wednesday/Sunday: pickup
 - Sunday: possible doubles league
 - Friday: LTC
- Friends and Family Night??
 - Many options for when this could occur as we are not limited to ice time as we were at Robert Morris
- Sell the idea of broomstacking to LTC members

- 2021-2022 Fees
 - Daphne's fee proposal

21-22 Curling Season Proposed Dues by Daphne

Package	Price (US Dollars)	Price Per Draw (US Dollars)	20-21 Price (US Dollars)	Difference
Fall - half time	\$215	\$23.00	-	-
Fall - one draw/week	\$315	\$21.50	-	-
Fall - two draws/week	\$510	\$20.50	-	-
Fall - unlimited	\$680	\$19.33	-	-
Fall & Winter - half time	\$315	\$21.50	-	-
Fall & Winter - one draw/week	\$510	\$20.50	\$600	\$90
Fall & Winter - two draws/week	\$880	\$19.50	\$875	\$5
Fall & Winter - unlimited	\$1200	\$18.33	\$1000	\$200

- Discussion that vast majority of members last year chose once a week option (44) followed by unlimited (22); 36 and 48 draw package combined for 14 memberships
- Discussion that board members have heard from some club membership that they are not planning to sign up for as high a level of membership this year due to the cost
 - Discussed proposals to reduce unlimited curling price
 - Point brought up that unlimited curling price does not matter as the target demographic is once a week curlers being brought back to the club
 - Some membership countered that members who are signing up for higher level curling memberships are also the ones who more regularly volunteer at the club, and while lower draw packages are paying less in this proposal higher draw packages are now paying more. Some feel this will discourage those members from participating as much in the club.
 - Discussion on eliminating the 36 and 48 draw packages, while reducing unlimited cost in an effort to encourage more once a week members to join unlimited

- Discussion about bringing the unlimited price back down to \$1000 as it was set to last year, or below
 - Point brought up that bringing it lower than \$1000 would set it to close to the proposed price of the 48 draw package
 - All members agreed that the proposed option of \$510 for once a week curling was acceptable
 - Fall/Winter Membership Structure and pricing as voted: Social \$50, Base \$100, Beginner \$100, 6 draws \$215, 12 draws \$315, 24 draws \$510, 36 draws \$680, 48 draws \$880, unlimited \$1000
 - Need to do a better job tracking attendance at draws, and keeping a tally of draws used
 - Nick volunteered to maintain up to date spreadsheet of draw attendance

CONCLUSIONS

Motion to approve 2021-2022 Schedule. Roberts/Eiler; motion carries unanimously
 Motion to approve Fall/Winter fees; Roberts/Spang; motion carries 9-3-0 (Eiler, Mcmanus, Roberts against)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Nick Connolly will maintain spreadsheet of draws attended per day	Connolly	

OUTREACH

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

Financial Report: Assets and Liabilities as of 8/10/2021

Current Assets Current Liabilities					
Cash/Checking/Savings			Paid/Current Liabilities		PAID/SCHEDULED
Dollar Checking	1,792.79		Dollar Bank Loan	8,296.71	7/30/2021
Dollar Savings	39,694.66		GNCC Legacy	1,347.65	8/1/2021

					Loan		
	Charles Schwab	1,005.85			Comcast	144.68	8/4/2021
	PayPal	-			Duquesne Light	3,436.27	8/9/2021
	PNC - Money Market	56,506.29			Allison Devine	386.88	8/9/2021
	PNC - Primary Checking	26,673.04			West View Water	50.64	8/12/2021
	PNC - Secondary Checking	1,620.25			Columbia Gas	27.85	8/17/2021
	Undeposited Stripe Funds	-			PA Dept of Revenue (Sales Tax)	28.49	8/20/2021
	Undeposited Wave Funds	-			Jordan Tax Service (School Tax)	2,795.45	8/30/21
	Undeposited Other Funds	-					
	Total Cash/Checking/Savings	127,292.88			Total Paid/Current Liabilities	16,514.62	
	Other Current/Restricted Assets				Long-term Liabilities		
	122001 · Giant Eagle Gift Cards	\$ -				PRINCIPAL	CHANGE
	12100 · Prepaid Expense	10,620.14			GNCC Legacy Trust Loan	58,488.00	-\$1,198.00
	Other Current/Restricted Assets	11,476.00			Dollar Bank Construction Loan	1,271,040.00	-3,631
	Total Current Assets	138,768.88			Rose-Buffington Loan	103,750.00	250
					Hutchinson Loan	30,750	
					Total Long-term Liabilities	\$1,464,028	

Financial Report: Monthly Income and Expenses as of 8/10/2021

Income Expense			
Direct Public Support		Business Admin Expenses	

	Member Contributions	240.00		Insurance 468.00	
	Total Direct Public Support	240.00		Total Business Admin Expenses	468.00
	Other Types of Income			Building and Equipment	
	Interest Income	3.00		Insurance 323.00	
	Total Other Types of Income	3.00		Interest	4,806.00
	Program Income			Taxes & Fees	0.00
	Member Dues	200.00		Utilities	3,659.00
	Member League Fees	60.00		Total Building and Equipment	8,788.00
	Total Membership League Fees	260.00		Operations	
	Instruction			Bonspiel Expenses	
	Learn to Curl	840.00		Food & Food Supplies	2,891.00
	Total Instruction	840.00		Total Bonspiel Expenses	2,891.00
	Competitions			Advertising	3.00
				Bank Fees	3.00
	Bonspiel Entry Fees	525.00		Charge Processing	
	Other Income	0.00		Square Fees	7.00
	Total Competitions	525.00		Stripe Fees	58.00
	Retail Shop Sales			Wave Fees	
	Goods Sold	620.00	Total Banking & Processing		68.00
	Total Retail Shop Sales	620.00	Membership Costs		
	Total Program Income	2,245.00		Insurance - Member	65.00
	Total Income	2,488.00	Total Membership Costs		65.00
			Retail Shop Expenses		

Debt Service			Inventory COGS	387.00	
WT Hutchinson PSP	0.00		Total Retail Shop Expenses	387.00	
GNCC Legacy Trust Loan	1,198.00	Total Operations			3,414.00
Dollar Bank Construction Loan	3,631.00	Total Expense			12,670.00
Total Debt Service	4,829.00				
		Net Income			-\$15,011

DISCUSSION

- Form 990 due in November
 - Daphne sent out information on Form 990 Return of Organization Exempt of Income Tax
 - Daphne answered member comments via email prior to the board meeting

- Marie deposited:

Date	amt	description
7/15/2021	100.00	non member donation
7/19/2021	35.00	honor snax
7/24/2021	20.00	logo shop tshirt*
7/24/2021	5.35	logo shop squeezeie rock
7/24/2021	25.00	honor snax
7/24/2021	20.00	logo shop tshirt
7/26/2021	145.00	honor snax
7/30/2021	20.00	honor snax
7/30/2021	20.00	logo shop tshirt
TOTAL	390.35	

- Daphne has \$400 donation check from Highmark, unclear exactly why it arrived
 - Will look into what it was for
- Logo shop updated to include tax
 - Logo shop brought in \$490.16, post Tropicurl over the last month.
- Train scheduled maintenance agreement payment will be due
 - This was approved previously in the budget
- Advance Mortgage Payment
 - Steve plans to propose making a \$10k advance payment on the mortgage. Provided information that a \$10k advance payment in July 2021 would save us \$12,263 over the life of the loan
 - Discussion on whether this is the correct time to make this payment with

COVID numbers rising vs waiting a month or two to see if a potential shutdown seems possible

- Confirmed that with our current average monthly expenses of \$15k that we have enough savings in the bank to cover this payment during this quarter
- Discussed delaying this payment by a month to see where COVID numbers are going
 - Would there be any significant difference in savings between making the payment now or in a month?
 - Would not be any significant difference in savings, however making these advanced payments would show that even under difficult circumstances during COVID that we were going above and beyond our payment responsibilities. Showing that we can not only cover our expenses but can make advance payments towards the principle of the loan. Doing this now may help with an argument to reduce the guarantor's responsibility towards the loan.

CONCLUSIONS

Motion to approve Form 990 Buffington/Rose; carried unanimously; Roberts abstains
 Motion to approve \$10k advanced payment Buffington/Robinson; motion carries unanimously

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Complete Train maintenance agreement

Buffington

EVENTS

DISCUSSION

- TBD Bonspiel starts this Thursday
 - Volunteer signups have been very light
 - No one signed up for Bar Sunday
 - Do we need registration volunteer after first draw Saturday?
 - Only purpose would be for new guests, or to double check vaccination status/mask policy
 - Marie reports that with coercion the kitchen is now acceptable
 - How to make the google sheet sign up more accessible for phone use, currently the kitchen sign up is out of view unless you know where to look for it
 - Answer might be to just have entire sign up on left side of page, will just be a longer scroll through the sign up options
 - 50/50 will be sold at the logo shop
 - Raffle will not occur for this spiel
 - Plan to store items for next season's spiels
 - To do's before start of spiel
 - Weed front wall

<ul style="list-style-type: none"> ▪ Empty cigarette canister ▪ Vacuum corners ▪ Clean bathrooms 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Cubbison/Robinson; carried unanimously
NEXT BOARD MEETING	September 14, 2021 at PCC

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE