

Pittsburgh Curling Club Board Meeting Minutes

7/13/2021

7:30

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Erin McManus, Nick Connolly, Sean Mizerski, Travis Eiler, Steve Buffington, Marie Rose, Leonard Jarabek, Daphne Roberts
MEMBERS ABSENT	Minnie Meals, Deb Spang, Mark Robinson
OBSERVERS	Allison Devine
CALLED TO ORDER	7:30 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
CONCLUSIONS	Approval of Previous Month's Minutes: McManus/Buffington; carried unanimously	
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"> • Minnie M has submitted her resignation to the board • COVID Policy discussion <ul style="list-style-type: none"> ○ Were notified by spiel members from visiting clubs at Tropicurl that members from their club who were anti vaccine/anti mask were signed up to attend August spiel ○ Discussed implementing proof of vaccination policy for tomorrow's draw. <ul style="list-style-type: none"> ▪ Discussion whether this was appropriate as it would go above and beyond current CDC guidelines ▪ Discussion that whichever way we decide on the policy there will be members who disagree with the decision <ul style="list-style-type: none"> • Point made that if this is the case why not error on the side of safety and require masks unless willing to show proof of vaccination 		
CONCLUSIONS	<ul style="list-style-type: none"> • Motion to approve Burt C to replace the vacancy on the board if he were to accept the position: Buffington/Roberts; motion carries unanimously • Motion to implement policy stating that club members/visitors/spiel participants must show proof of vaccination to be un-masked in the facility. Learn to curls will continue to require masks for all participants/instructors. Buffington/Eiler; motion carries unanimously with Roberts abstaining 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Reach out to Burt with board offer	Devine		

MEMBERSHIP

DISCUSSION			
	<ul style="list-style-type: none"> • Proposed schedule for next year <ul style="list-style-type: none"> ○ Discussed adjusting proposed bonspiel dates ○ Will update proposal and present at next board meeting 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

OUTREACH

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

DISCUSSION				
Financial Report: Assets and Liabilities		as of 7/13/2021		
Current Assets		Current Liabilities		
Cash/Checking/Savings		Paid/Current Liabilities	PAID/SCHEDULED	
Dollar Checking	1,792.79	Columbia Gas	95.38	6/17/2021
Dollar Savings	4,990.52	Penn National Insurance	4,492.00	6/23/2021
Charles Schwab	1,005.85	Wm T Hutchinson Co PSP	375.00	6/30/2021
PayPal	0.00	Dollar Bank Loan	8,296.71	6/30/2021
PNC - Money Market	106,284.64	GNCC Legacy Loan	1,347.65	7/1/2021
PNC - Primary Checking	25,338.34	Comcast	144.68	7/5/2021
PNC - Secondary Checking	1,411.45	Duquesne Light	3,191.09	7/8/2021
Undeposited Stripe Funds	131.82	West View Water	36.68	7/12/2021
Undeposited Wave Funds	0.00	Columbia Gas	45.78	7/19/2021
Undeposited Other Funds	0.00	HAB-MISC (Sewer)	32.71	7/28/21
Total Cash/Checking/Savings	140,955.41	Total Paid/Current Liabilities	18,057.68	
Other Current/Restricted Assets		Long-term Liabilities	Balance	Change
122001 · Giant Eagle Gift Cards	0.00	GNCC Legacy Trust Loan	62,078.00	-\$1,189.00
12100 · Prepaid Expense	11,476.00	Dollar Bank Construction Loan	1,282,335.00	-\$3,743.00
Other Current/Restricted Assets	11,476.00	Rose-Buffington Loan	103,000.00	\$250.00
Total Current Assets	152,431.41	Hutchinson Loan	30,000.00	

**Total Long-term
Liabilities** **1,477,413.00**

<u>Financial</u>	<u>Monthly Income and Expenses</u>		as of 7/13/2021
Income		Expense	
Direct		Business Admin Expenses	
	210.00	Insurance	94.00
Total Support	210.00	Total Business Admin Expenses	94.00
Other		Building and Equipment	
	4.00	Insurance	698.00
Total Income	4.00	Interest	5,299.00
Program		Taxes & Fees	0.00
	400.00	Utilities	6,007.00
	465.00	Total Building and Equipment	12,004.00
Total League	865.00	Operations	
		Bonspiel Expenses	
	380.00	Food & Food Supplies	1,700.00
Total	380.00	Total Bonspiel Expenses	1,700.00
		Advertising	36.00
Bonspiel Entry Fees	105.00	Charge Processing	
Other Income	5,141.00	Square Fees	3.00
Total Competitions	5,246.00	Stripe Fees	43.00
Retail Shop Sales		Wave Fees	
Goods Sold	1,935.00	Total Banking & Processing	46.00
Total Retail Shop Sales	1,935.00	Membership Costs	
		Insurance - Member	65.00
Total Program Income	8,426.00	Total Membership Costs	65.00
Total Income	8,640.00	Retail Shop Expenses	
Debt Service		Inventory COGS	209.00
WT Hutchinson PSP	384.38	Total Retail Shop Expenses	209.00
GNCC Legacy Trust Loan	1,189.00	Total Operations	2,056.00

Dollar Bank Construction Loan	3,743.00	Total Expense	14,154.00
Total Debt Service	5,316.38		

Financial Report: Income and Expenses Continued

as of 7/13/2021

Total Income	8,640.00
Total Expense	(14,154.00)
Total Debt Service	(5,316.38)
Net Income	(10,830.38)

- Tropicurl
 - Revenue \$21k
 - Expenses \$5k
 - Net Income \$16,765
 - Reimbursements:
 - Deb S-\$176.32
 - Daphne R-\$1620.91
 - Theresa W-\$59.97
 - Marie R-\$1033.91
- Logo shop:

In order to maintain proper accounting for financial reporting, information returns to the IRS, and PA sales tax filing, we need to have the following:

 - 1. Everything acquired by anyone for sale in the logo shop must be recorded into inventory at the cost of purchase. Regardless of whether someone else pays and gets reimbursed, or if they donate the cost of the items, we need to know this information.
 - 2. Everything sold in the logo shop must be recorded by the item sold. Some things are subject to PA sales tax and some things are not. I'm not sure that the people selling the things realize this.
 - 3. The honor snacks and drinks, soda, alcoholic drinks, chips and candy are all subject to PA sales tax (and maybe Allegheny County drink tax.) If for now we're calling these "donations"; any money collected from this revenue stream needs to be identified separately. If at some point these items are "sold"; (which some could argue they already are now,) we need to account for the sales tax.
 - 4. For years we've been charging whole dollar amounts for the things we sell, then backing out what the equivalent amount of sales tax would have been. This method (under Jen's method) was calculated incorrectly, and Daphne always has had to repair the math. Also, it's against PA law to bundle the price of an item with the sales tax. So, now that we're using Square, we need to retire this method, assess the PA sales tax on the price of the item, and charge the price plus the sales tax to the customer.

- Budget:
 - LTC Committee requests \$760
 - Cleaning-\$2000
 - Ground Maintenance-\$150
 - Ice
 - Determination must be made on type of materials that will be used to put ice back in before a number can be given (in ice paint vs painted floor vs fabric)
 - Logo Shop-\$3200
 - GNCC Dues-\$1875+\$750 (insurance)
 - Total Budget:
 - Annual \$202,265
 - Monthly \$16,855
- Sliders:
 - Club has 117 sliders, discussed that these could be sold to any members/learn to curl participants who wants one. Will also use these to replenish supply for LTC sliders when necessary
- USCA Dues:
 - Have not paid dues to USCA
 - Cost would be \$34/person
 - Do not plan to make a decision on if/when we will rejoin USCA until there is more transparency on what their plan is.

CONCLUSIONS

Motion to reimburse for Tropicurl expenses: Devine/Roberts; motion carries unanimously
 Motion to adopt budget: Roberts/Rose; motion carries unanimously

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED

Motion to adjourn: Connolly/Mizerski; carried unanimously

NEXT BOARD MEETING

August 10th, 2021 at PCC

EMAIL VOTES**ALL**

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE