

# Pittsburgh Curling Club Board Meeting Minutes

1/11/2022

7:00

491 McCoy Road

<b>MEMBERS PRESENT</b>	Dustin Devine, Sean Mizerski, Travis Eiler, Erin McManus, Deb Spang, Marie Rose, Burt Cubbison, Mark Robinson, Steve Buffington, Leonard Jarabeck, Daphne Roberts
<b>MEMBERS ABSENT</b>	Nick Connolly
<b>OBSERVERS</b>	Joe Walton, Ryan Waskiewicz, Allison Devine, Ryan Fissella, Alex Visnich, Gerry Kyle, Ryan Accetta
<b>CALLED TO ORDER</b>	7:06 PM

## APPROVAL OF PREVIOUS MINUTES

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
Approval of Previous Month's Minutes: Buffington/McManus; carried unanimously		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## MEMBER COMMENTS

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## BOARD ANNOUNCEMENTS

## BOARD MEMBERS

DISCUSSION		
<ul style="list-style-type: none"> <li>• Email Audit               <ul style="list-style-type: none"> <li>○ Discussion that there should be an audit on who has @pittsburghcurlingclub email addresses                   <ul style="list-style-type: none"> <li>▪ Should any of these be deleted                       <ul style="list-style-type: none"> <li>• If so needs to be communicated so that website/membership can be updated</li> </ul> </li> <li>▪ Should there be a policy on what can be sent from these addresses</li> </ul> </li> </ul> </li> <li>• Would the club be interested in donations for furniture for the warm room               <ul style="list-style-type: none"> <li>▪ Discussion that we would not want to just allow anyone to donate whatever they wanted, as it would look disorganized</li> <li>▪ Has been an offer from a member from another club to donate several leather couches                   <ul style="list-style-type: none"> <li>• So far have graciously declined this offer until the club felt they were ready to decide how to use this offer</li> </ul> </li> <li>▪ Discussion that a committee might be beneficial to make decisions on this</li> </ul> </li> <li>• Spring will mark the clubs 20<sup>th</sup> anniversary               <ul style="list-style-type: none"> <li>○ Refresh logo? 20<sup>th</sup> anniversary logo?</li> <li>○ Anniversary bonspiel</li> <li>○ 20<sup>th</sup> anniversary pin</li> </ul> </li> <li>• Have reached out to USCA to discuss our concerns regarding why we did not join last year, and how/who to send dues to for this season               <ul style="list-style-type: none"> <li>○ They have started to schedule meetings on this, but have not occurred yet</li> </ul> </li> </ul>		
CONCLUSIONS		
<p>Motion that upon getting approval from the USCA we will join for the current season: Jarabeck/Eiler; motion carries unanimously</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to M. Purvis regarding anniversary	Buffington/Rose	

## MEMBERSHIP

DISCUSSION		
<ul style="list-style-type: none"> <li>• Committee's:               <ul style="list-style-type: none"> <li>○ CMEE-Committee for Membership Enhancement/Enrollment                   <ul style="list-style-type: none"> <li>▪ Intend to keep this as a small committee focused on enhancing membership experience/enrollment                       <ul style="list-style-type: none"> <li>• Plan to create advertising flyer to provide to membership to post in local establishments</li> <li>• Follow up with targeted contacts to LTC participants</li> </ul> </li> </ul> </li> <li>○ Ice Crew Committee                   <ul style="list-style-type: none"> <li>▪ Proposed committee to encourage those interested in helping with ice crew duties</li> <li>▪ Would allow members to learn these duties without feeling intimidated</li> <li>▪ Would help to share information about ice prep/gather data</li> </ul> </li> <li>○ Jr Curler Committee                   <ul style="list-style-type: none"> <li>▪ Will investigate what is needed to have a Jr program                       <ul style="list-style-type: none"> <li>• Safe Sport/Background checks?</li> </ul> </li> <li>▪ College/High school curling program?</li> <li>▪ Home school PE credit?</li> </ul> </li> <li>○ Social Media/Web content Committee                   <ul style="list-style-type: none"> <li>▪ Consistency between social media and website</li> </ul> </li> </ul> </li> <li>• Beginner membership will now be known as Olympic membership</li> <li>• Spring curling session               <ul style="list-style-type: none"> <li>○ Want to define what we will be offering so we have a direction to funnel new membership after the Olympic events</li> <li>○ Spring session is April 1-May 31                   <ul style="list-style-type: none"> <li>▪ Traditionally a large drop off in membership for the Spring</li> <li>▪ Plan to have single rate for existing members (\$150-200)</li> </ul> </li> <li>○ Will identify an Olympic League to begin in April</li> </ul> </li> </ul>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out email to gage interest in Ice crew/jr curler committee	Cubbison	
Send email to develop April Olympic League	Jarabeck	

## OUTREACH

## DISCUSSION

- Olympic LTC's starting to fill up (especially early sessions)
- Have not had a lot of interest in "Olympic experience" sessions yet
- Discussion about the gift card drawing for club events
  - Decided to start this contest with the late January events
- Do we need to secure snow removal service prior to these Olympic events, so that we don't have lost potential revenue if participants can't get up the driveway
  - Discussion that for last second storms the snow removal company wouldn't arrive in time to clear the drive anyway, and we would likely be using the snowblower
  - Discussion that we should look into an "as called" snow removal company, possibly the individual who the tap club uses
- Putting up sign at end of driveway to help people find the club
- Discussion about having a handout for LTC/OE participants with info on the club/membership
- Develop post LTC survey to find information on how best to successfully transition participants into PCC members

## CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact the tap club to find out if they like the snow removal contract they have	Buffington	
Post LTC survey	Cubbison	

## FINANCIAL

### DISCUSSION

Current Assets	
<b>Cash/Checking/Savings</b>	
Dollar Checking	0.00
Dollar Savings	12.08
Charles Schwab	1,005.91
PayPal	-
PNC - Money Market	76,509.11
PNC - Primary Checking	14,549.02
PNC - Secondary Checking	30,256.46
Undeposited Stripe Funds	538.04

Undeposited Wave Funds	
Undeposited Other Funds	255.00
<b>Total Cash/Checking/Savings</b>	<b>123,125.62</b>
<b>Other Current/Restricted Assets</b>	
122001 · Giant Eagle Gift Cards	\$ -
12100 · Prepaid Expense	10,420.94
<b>Other Current/Restricted Assets</b>	10,420.94
<b>Total Current Assets</b>	<b>133,546.56</b>

<b>Current Liabilities</b>		
<b>Paid/Current Liabilities</b>		<b>PAID/ SCHEDULED</b>
GNCC Dues	1,410.00	12/15/2021
GNCC Insurance	546.00	12/15/2021
Wm T Hutchinson Co PSP	375.00	12/31/2021
Dollar Bank Loan	8,296.71	12/31/2021
GNCC Legacy Loan	1,347.65	12/31/2021
Comcast	144.68	1/4/2022
Duquesne Light	2,124.37	1/5/2022
West View Water	29.70	1/9/2022
USWCA Dues	281.00	1/15/2022
Columbia Gas	453.88	1/19/2022
<b>Total Paid/Current Liabilities</b>	<b>15,008.99</b>	
<b>Long-term Liabilities</b>		
	<b>PRINCIPAL</b>	<b>CHANGE</b>
GNCC Legacy Trust Loan	52,451.00	-\$1,214.00
Dollar Bank Construction Loan	1,242,231.70	-3,737
Rose-Buffington Loan	104,750.00	250
Hutchinson Loan	30,750	-
<b>Total Long-term Liabilities</b>	<b>\$1,430,183</b>	

<b>Income</b>	
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	Direct Public Support		
		Corporate Contributions	
		Individual Contributions	100
		Member Contributions	1,505
	<b>Total Direct Public Support</b>		<b>1,605</b>
	Other Types of Income		
		Interest Income	1
	<b>Total Other Types of Income</b>		<b>1</b>
	<b>Total Member Dues</b>		<b>950</b>
	<b>Program Income</b>		
		Sponsorships	0
	League Fees		
		Member League Fees	825
	Drop-in Curling		50
	Instruction		
		Learn to Curl	5,060
		Group Curling Events	3,390
	Competitions		
		Bonspiel Entry Fees	2,100
	Retail Shop Sales		
		Sales Tax Collected	4
		Goods Sold	475
		Giant Eagle Cards Sold	0
	<b>Total Program Income</b>		<b>11,904</b>
<b>Total Income</b>			<b>14,460</b>
<b>Debt Service</b>			
	WT Hutchinson PSP		-
	GNCC Legacy Trust Loan		1,207
	Dollar Bank Construction Loan		3,869

<b>Total Debt Service</b>			<b>5,076</b>
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<b>Expense</b>			
Business Admin Expenses			
	Insurance	0	
<b>Total Business Admin Expenses</b>			<b>0</b>
Building and Equipment			
	Equipment		
	Insurance	1,269	
	Interest	5,456	
	Repairs & Maintenance	-	
	Taxes & Fees	-	
	Utilities	723	
<b>Total Building and Equipment</b>			<b>7,448</b>
<b>Operations</b>			
	Event Expenses		
	Food & Food Supplies	0	
Total Event Expenses			0
Advertising			0
Bank Fees			0
Charge Processing			
	Square Fees	10	
	Stripe Fees	389	
Total Banking & Processing			399
Curling & Ice Costs			
Equipment			0
Membership Costs			
	Association Dues	1,691	
	Insurance - Member	546	
Total Membership Costs			2,237
Supplies			0

Retail Shop Expenses			
	Inventory COGS	0	
Total Retail Shop Expenses			0
<b>Total Operations</b>			<b>2,636</b>
<b>Total Expense</b>			<b>10,084</b>
<b>Net Income</b>			<b>(700)</b>

- Does not include City paper invoice, or two additional property tax add on payments which will be on next month's statement
- Earned over 8k in LTC's during this timeframe
  - Have had success in advancing LTC members to beginner memberships
- Donately:
  - Total: \$2,166
  - YTD: \$25,389
  - Erin has another \$50 from gift card purchase that she needs to turn in
- Undeposited funds: \$445.10
- Currently restocking logo shop t-shirt supply
- Rochester has been asking us if their donation check has arrived, we have not seen anything arrive
- New Twp and school district assessment numbers have come in, these bills have increased by \$42,700 from last year
  - Expect that our total property taxes will be about \$53,000/year

<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## EVENTS

<b>DISCUSSION</b>
<ul style="list-style-type: none"> <li>• Dykes           <ul style="list-style-type: none"> <li>○ 37 teams currently registered</li> <li>○ Discussion that we should continue to monitor the covid curves to determine possible changes to our policy for the event</li> <li>○ GNCC needs to send us trophies/pins</li> <li>○ Special event liquor license               <ul style="list-style-type: none"> <li>▪ All purchases of wine/liquor must be made at PA fine wine and liquor, beer must be bought at distributor who pays PA sales tax</li> </ul> </li> </ul> </li> </ul>

- Should keep receipts to prove this
    - No sales to minors
    - Must let Stowe Twp police know we are having the event
    - Permitted sales may occur between 7a-2a the following day
    - Bartenders are not permitted to be drinking while on duty
- Spring Training
  - Need to start pushing this (only at 5 teams)

<b>CONCLUSIONS</b>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact GNCC regarding plan for trophies/pins/patches	Mizerski	
Inform Stowe Twp police of Dykes event/special event liquor license	Buffington	

<b>MEETING ADJOURNED</b>	Motion to adjourn: McManus/Mizerski; carried unanimously
<b>NEXT BOARD MEETING</b>	February 8, 2022 at PCC

**EMAIL VOTES**

**ALL**

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE