

# Pittsburgh Curling Club Board Meeting Minutes

5/24/2022

7:00p

491 McCoy Road

<b>MEMBERS PRESENT</b>	Joe Walton, Sean Mizerski, Burt Cubbison, Travis Eiler, Dustin Devine, Steve Buffington, Leonard Jarabeck, Ryan Fissella, Constantin Koehler, Debbie Spang, Erin McManus
<b>MEMBERS ABSENT</b>	Gerry Kyle
<b>OBSERVERS</b>	
<b>CALLED TO ORDER</b>	7:07 PM

## APPROVAL OF PREVIOUS MINUTES

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

## MEMBER COMMENTS

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

## BOARD ANNOUNCEMENTS

## BOARD MEMBERS

### DISCUSSION

- Open treasurer position
  - Outgrown the treasurer position as defined in our bylaws
  - As a business, our financial needs are better served by splitting into three positions
  - Will require board resolution defining and designating these roles; banks will require documentation (minutes/resolutions on website)
    - a. Treasurer as defined in the bylaws
      - i. Does not have to be a board member, but required to attend board meetings
      - ii. Oversees or deposits funds received
      - iii. Can pay recurring bills and write checks for special items
      - iv. Reports to board account balances and outstanding liabilities
      - v. Responsible for periodically “auditing” bank accounts for consistency with reports
      - vi. Has access to and signatory authority for all accounts
    - b. Bookkeeper
      - i. Does not have to be a board member
      - ii. Responsible for data entry for transactions using a program like Quickbooks
      - iii. Performs monthly reconciliation of all accounts
      - iv. Provides information to the treasurer for reporting to the board
      - v. Would have online viewing access to all accounts
    - c. Finance Director/Accountant
      - i. Should be a board position and an officer of the club
      - ii. Due to the specific skill set required, position should be appointed by the board (rather than elected)
      - iii. If no suitable candidate exists within the club, the Finance Director should serve as the liaison between the board and an outside accounting firm hired to do these tasks
      - iv. Responsible for formal management and external financial reporting, cash flow analysis, and budgeting
      - v. Responsible for required IRS, PA and local filings
      - vi. Sets up and oversees chart of accounts
      - vii. Has access to and signatory authority for all accounts (unless outside firm, then no signatory authority)
      - viii. Provides oversight and guidance for the treasurer and bookkeeper
  - Sarah Fissella wrote to the board expressing her desire to assist with this transition, she expressed her experience in banking and use of quickbooks. She expressed that she was not comfortable handling

these duties on her own and did not have comfort with non-profit tax filing

- Discussion about the importance of oversight in the transition
- Nothing in bylaws stating that the treasurer must attend board meetings, must present to the board of directors at set times, must provide financial presentation at annual meeting

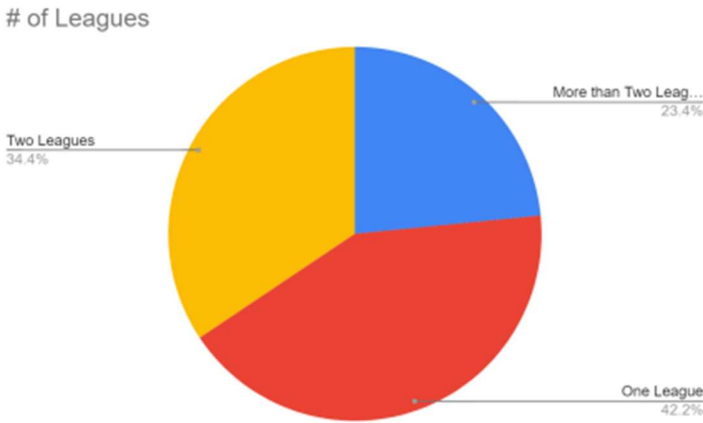
**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Speak with Marie about potential desire to assist with treasurer position as defined in above guidelines	Buffington	
Reach out to Sarah Fissella regarding the bookkeeper position	Devine	
Send out email inquiring about member skills	Cubbison	

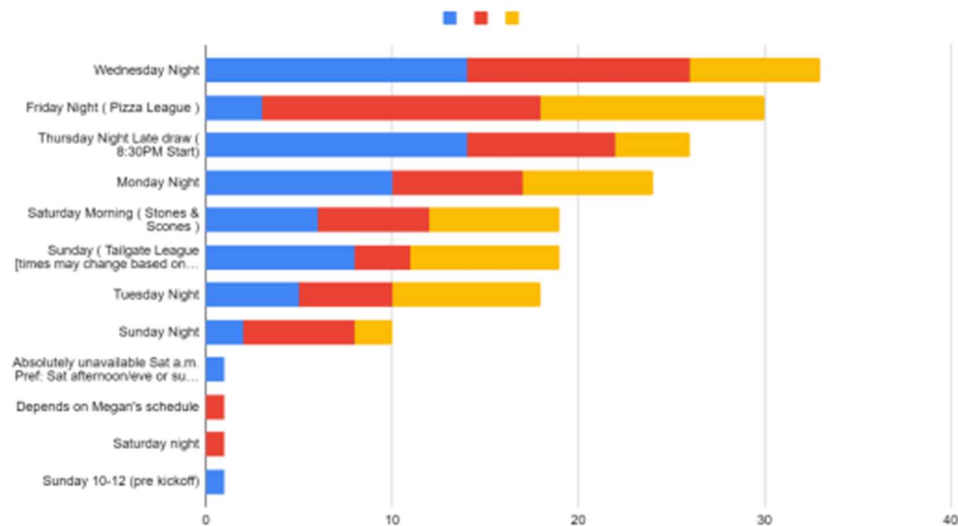
**MEMBERSHIP**

**DISCUSSION**

- 2022-23 League schedule
  - 66 responses to survey



First Choice , Second Choice and Third Choice



- Discussion that 5 and under league will likely need to stick to Sundays as a portion of them have expressed that weekends are the only time that can work for them
- Discussion about terminology of league vs session
- Discussion about sparing:
  - Discussion surrounding whether sparing guidelines were solidified at the last board meeting, ultimately discussion was tabled until the minutes could be reviewed
  - Discussion that did occur was based around balancing the spare policy so that we can fill out leagues without causing game cancellations vs the risk of members abusing the spare policy and the club ultimately losing revenue
- Discussion about tracking attendance for next year, possible change to google doc
- Discussion about Friday night “Pizza League”
  - Point made that clubs try to keep this space open for club programming/LTC etc, and that this member believes it would be best to keep this as a “when available” option
  - Another member expressed that this was a popular option discussed amongst members at the club and on the surveys
  - Decision to make the Friday Pizza League an official league to be held every other week (X amount of) times throughout the combined Fall/Winter season.
- Potential discount for new members
  - Board member had brought up a proposal to offer a discount to members who signed up during the Olympic rush for next curling season.
  - Would begin this discount at the 4 draw package
  - When would this discount run until?
  - What is the signup date from 2021-22 season where this applies?

**CONCLUSIONS**

Motion to approve the following league schedule for Fall/Winter 2022-23: M-Open curling, T-nothing, W-Open League, Th-late night practice/league, F-every other week Pizza League, S-Stones and Scones open curling, Sun-5 and Under League followed by Open curling: Mizerski/Koehler; motion carries unanimously

Motion to approve discount of 15% (with rounding) until Labor Day 2022 for people that first registered on or after the beginning of the Fall 2021 curling season: Koehler/Fissella; motion carries unanimously

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## OUTREACH

DISCUSSION		
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## FINANCIAL

DISCUSSION		
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## EVENTS

DISCUSSION		
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


<b>MEETING ADJOURNED</b>	Motion to adjourn: Fissella/McManus; carried unanimously
<b>NEXT BOARD MEETING</b>	June 14, 2022 at PCC

**EMAIL VOTES**

**ALL**

<b>DISCUSSION</b>		
	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>