

Pittsburgh Curling Club Board Meeting Minutes

6/14/2022

7:00

491 McCoy Road

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|------------------------|--|
| MEMBERS PRESENT | Dustin Devine, Sean Mizerski, Debbie Spang, Travis Eiler, Gerry Kyle, Constantin Koehler, Leonard Jarabeck, Steve Buffington, Ryan Fissella, Erin McManus, Burt Cubbison |
| MEMBERS ABSENT | Joe Walton |
| OBSERVERS | Allison Devine, June Xue, Sarah Fissella, Marie Rose, Daphne Roberts |
| CALLED TO ORDER | 7:05 PM |

APPROVAL OF PREVIOUS MINUTES

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| DISCUSSION | | |
| CONCLUSIONS | Approval of Previous Month's Minutes: Mizerski/Cubbison; carried unanimously | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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MEMBER COMMENTS

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|---------------------|--|-----------------|
| DISCUSSION | <ul style="list-style-type: none"> Plan to touch base with potential committee members who expressed interest when the email went out earlier this season so that the committees can gain steam over the summer break | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION

- Treasurer position & transition:

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. The proposed split would occur as follows:

a. Treasurer

- i. Does not have to be a board member but is 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, to include deposits and payments to the account(s); indicates which accounts moneys were moved into or out of.
- 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 financial director 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.

- o Sarah Fissella wrote to the board expressing her desire to assist with this transition, citing 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.
- o Marie Rose was asked about potentially assisting with the Treasurer position but declined due to her other roles with teaching learn to curls and food organization during bonspiels. She also feels she doesn't have the necessary experience to fulfill these roles. She then notified Steve that Allison was willing to take on this position.
- o Allison is willing to take on a role, but she has one minor concern. As treasurer she would have signature authority on the accounts and Dustin her husband who is President would also have signature authority on the accounts. Allison wanted to make sure that the Board did not have any issue with two members of the same household having signature authority before moving forward with the nomination.
 - Board discussed this, but ultimately felt it was not a major concern especially with the oversight of multiple roles auditing the accounts.
- Discussion about modification to treasurer/bookkeeper roles to ensure appropriate oversight.
- Discussion about whether the Finance Director/Accountant role would be a board position
 - o Discussion that this was initially written as "should" be a board position as to stress it's importance in being an equally necessary fiduciary role as the clubs treasurer
 - o Discussion that this wording is not binding, and allows for flexibility with the clubs transition to this system
 - o Discussion that to make this a true board position there would likely need to be a change to the by-laws reflecting this new position

CONCLUSIONS

Motion to adopt breaking the treasurer position into the three tiers as outlined: Cubbison/Kyle; carries unanimously

Motion to nominate Allison Devine as Treasurer: Eiler/Koehler; Allison accepts the nomination; carries unanimously

Motion to nominate Sarah Fissella as Bookkeeper: Buffington/Eiler; Sarah accepts the nomination; carries unanimously

Motion to nominate Steve Buffington as Finance Director/Accountant: Kyle/Fissella; Steve does not accept the nomination

Motion to nominate Daphne Roberts as Finance Director/Accountant: Jarabeck/McManus: Daphne accepts the nomination; carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Send email about building supplies for potential shed | Travis | |
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MEMBERSHIP

DISCUSSION

- Sparing Policy: Should define what sparing is to the membership, especially so that new members understand.
 - Discussion whether members would need to use a spare if the drawmaster was in need of additional members to make the draw occur
 - Decided that yes this would count as a spare, and hopes that the drawmaster would look for additional members in advance of the draw
 - Will take the wording of only being able to spare in league nights off of the website, as every night will be defined as a league
- League Schedule
 - Is the Friday Night Pizza League structured as a league or open curling
 - Discussion that during the last board meeting the intent was to structure this as a league
 - Discussion that there is an inability to register for an every other week league which runs for the duration of the fall/winter calendar as the website is set up now
 - Participants are signing up for their specific league nights, if they are coming on a night that they did not sign up for in registration then that qualifies as a spare
 - Will redefine terminology on the website away from “open draw” to define every draw as a league
- Incident Reports
 - Occasionally we have incidents that occur while curling at the club in which a member or guest requires medical attention. We need to better establish the proper policies and procedures for these types of accidents, including:
 1. Club incident protocols and filling out incident reports.
 2. First aid kits - where they are located, checking supplies, and refilling as needed.
 3. Drawmaster training on the above items, perhaps requiring or hosting a Red Cross first aid course for drawmasters and other club officials.
 - Discussion about creating a list of emergency contacts which the drawmasters would have access to in the event of a major injury
 - Discussion about placing a hard copy in the office and on the office computer
 - Will establish club incident protocols and talk with drawmasters about implementation prior to start of 2022-23 season

- o Will check status of first aid equipment, and ensure we have adequate supplies prior to season

CONCLUSIONS

Motion that all nights are defined as leagues not draws, that Friday night league has a single registration but runs (roughly) bi-weekly for the duration of the fall/winter schedule, and that information will be provided to the membership that they are registering for their specific nights/leagues and that coming on a separate night would be defined as sparing: Buffington/Kyle; carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Reach out to contacts regarding first aid training | Ryan and Leonard | |
| Check fire extinguishers | Steve | |

OUTREACH

DISCUSSION

- Will look into free advertising opportunity through Google which we were notified of during their corporate LTC
- Continuing to work to update sponsorship/advertisement program

CONCLUSIONS

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Reach out to Google regarding non-profit advertising program | Burt and Joe | |
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FINANCIAL

DISCUSSION

| | | |
|--|---|--------------------------------|
| Pittsburgh Curling Club Financial Reports | | |
| As of 06/14/2022 | | 3.82 Months of Solvency |
| Current Assets | | |
| Cash/Checking/Savings | | |
| Dollar Checking | - | |

| | | | | | |
|---|--|--------------------|------------------------|--------|----------------------|
| | Dollar Savings | 50,241.72 | | | |
| | Charles Schwab | 1,005.95 | | | |
| | PayPal | - | | | |
| | PNC - Money Market | 16,510.00 | | | |
| | PNC - Primary Checking | 11,844.46 | | | |
| | PNC - Secondary Checking | 8,209.02 | | | |
| | Undeposited Stripe Funds | | | | |
| | Undeposited Other Funds | | | | |
| | Total Cash/Checking/Savings | 87,811.15 | | | |
| | Other Current/Restricted Assets | | | | |
| | 122001 · Giant Eagle Gift Cards | - | | | |
| | 12100 · Prepaid Expense | 10,837.23 | | | |
| | Other Current/Restricted Assets | 10,837.23 | | | |
| | Total Current Assets | 98,648.38 | | | |
| Current Liabilities | | | | | |
| | Paid/Current Liabilities | | PAID/ SCHEDULED | | NOTES |
| | GNCC Dues | 80.00 | 5/30/2022 | PAID | Final for the season |
| | GNCC Insurance | 44.00 | 5/30/2022 | PAID | Final for the season |
| | Dollar Bank Loan | 8,296.71 | 5/31/2022 | PAID | |
| | GNCC Legacy Trust | 1,347.65 | 5/31/2022 | PAID | |
| | Duquesne Light | 3,698.99 | 6/7/2022 | PAID | |
| | Comcast | 146.29 | 6/9/2022 | AUTO | |
| | Iron City Express | 96.00 | 6/11/2022 | AUTO | |
| | West View Water | 30.89 | 6/12/2022 | AUTO | |
| | Columbia Gas | 124.84 | 6/17/2022 | AUTO | |
| | Wm T Hutchinson Co PSP | 2,707.75 | 6/30/2022 | PAID | |
| | | | | | |
| | | | | | |
| | Total Paid/Current Liabilities | 16,573.12 | | | |
| | Long-term Liabilities | PRINCIPAL | CHANGE | | |
| | GNCC Legacy Trust Loan | 46,340.99 | -\$1,229.00 | | |
| | Dollar Bank Construction Loan | 1,215,533.94 | -3,114 | 5% Now | |
| | Rose-Buffington Loan | 106,250.00 | 250 | | |
| | Hutchinson Loan | 25,305 | -2,362 | | |
| | Total Long-term Liabilities | \$1,393,430 | | | |
| For the period 05/11/2022 - 06/14/2022 | | | | | |
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| | Income | | | | |
| | Direct Public Grants | | | | |

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|--|------------------------------------|---------------|---------|
| | Non-profit Organization Grants | 2,418 | |
| | Total Direct Public Grants | 2,418 | |
| | Direct Public Support | | |
| | Corporate Contributions | 51 | |
| | Individual Contributions | 4,370 | |
| | Member Contributions | 545 | |
| | Total Direct Public Support | 4,966 | |
| | Other Types of Income | | |
| | Interest Income | 1 | |
| | Food Sales | 304 | |
| | Refreshment Sales | 4,139 | |
| | Total Other Types of Income | 4,444 | |
| | | | |
| | Total Member Dues | 400 | |
| | | | |
| | Program Income | | |
| | Gift Certificates Sold | - | |
| | Sponsorships | - | |
| | Member League Fees | 3,110 | |
| | Drop-in Curling | 250 | |
| | Instruction | | |
| | Learn to Curl | 500 | |
| | Group Curling Events | 1,800 | |
| | Total Instruction | 2,300 | |
| | Competitions | | |
| | Bonspiel Entry Fees | 4,620 | |
| | Other Income | 1,150 | |
| | Total Competitions | 5,770 | Raffles |
| | Retail Shop Sales | | |
| | Sales Tax Collected | 15 | |
| | Goods Sold | 1,417 | |
| | Giant Eagle Cards Sold | - | |
| | Total Retail Shop Sales | 1,432 | |
| | Total Program Income | 12,862 | |
| | Total Income | 25,090 | |
| | Expense | | |
| | Business Admin Expenses | 480 | |
| | Insurance | | |

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|--|--------------------------------------|-----------------------|---------------|-------------------|
| | Total Business Admin Expenses | | | |
| | | | | |
| | Building and Equipment | | | |
| | | Equipment | | |
| | | Insurance | 323 | |
| | | Interest | 5,674 | |
| | | Repairs & Maintenance | 307 | |
| | | Taxes & Fees | - | |
| | | Utilities | 4,230 | |
| | Total Building and Equipment | | 10,534 | |
| | | | | |
| | Operations | | | |
| | Event Expenses | | | |
| | | Bar & Bar Supplies | 1,581 | Not all inclusive |
| | | Food & Food Supplies | 2,272 | Not all inclusive |
| | | Gifts & Prizes | 65 | Trophy Updates |
| | | Entertainment | 600 | Pipers |
| | Total Event Expenses | | 4,518 | |
| | Advertising | | 0 | |
| | Bank Fees | | | |
| | Charge Processing | | | |
| | | PayPal Fees | - | |
| | | Square Fees | 84 | |
| | | Stripe Fees | 260 | |
| | Total Banking & Processing | | 344 | |
| | Curling & Ice Costs | | | |
| | Equipment | | - | |
| | Instruction Costs | | 1,500 | GE Cards |
| | Membership Costs | | | |
| | | Association Dues | 144 | |
| | | Insurance - Member | 46 | |
| | Total Membership Costs | | 190 | |
| | Supplies | | 0 | |
| | Total Curling & Ice Costs | | 1,690 | |
| | Retail Shop Expenses | | | |
| | | Inventory COGS | 250 | |
| | Total Retail Shop Expenses | | 250 | |
| | Website & Internet Expenses | | | |

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|---------------------------|-------------------------------|---------------|--|
| | Total Operations | 6,802 | |
| Total Expense | | 17,816 | |
| Debt Service | | | |
| | WT Hutchinson PSP | 1,229 | |
| | GNCC Legacy Trust Loan | 3,114 | |
| | Dollar Bank Construction Loan | (250) | |
| Total Debt Service | | 4,093 | |
| Net Income | | 3,181 | |

- Money was transferred from the PNC account to the Dollar Savings account as it is more efficient to make mortgage payments straight from this online account.
- Construction loan interest rate went up to 5% in May
- Dustin Devine intends to donate cost of awards for Tropicurl
- Sarah F intends to donate cost of her food purchase for Tropicurl
- Reimbursements from Tropicurl:

tcurl 2022

For reimbursement (marie)

| date | vendor | amt | notes |
|---------|--------------|--------|-------------|
| 5.16.22 | walmart | 23.19 | GF soup |
| 5.18.22 | sams | 124.08 | |
| 5.17.22 | sams | 307.36 | |
| 5.19.22 | rest. Depot | 70.12 | |
| 5.29.22 | ge | 33.27 | |
| 5.30.22 | sams | 33.46 | |
| 6.2.22 | ge | 205.42 | |
| 6.3.22 | ge | 34.18 | |
| 6.4.22 | ge | 41.31 | |
| 5.31.22 | rest. Depot | 203.52 | |
| 5.26.22 | penn fixture | 30.44 | chafer part |
| 5.24.22 | sams | 145.86 | |
| 5.20.22 | GFS | 130.54 | |
| 5.16.22 | sams | 308.75 | |
| 6.4.22 | sams | 31.87 | |
| 5.30.22 | sams | 34.53 | |
| | | | |

- **TOTAL reimburse 1757.90**
- Deposited Funds since May board meeting:

| Date | Department | Amt* |
|---------|-------------------------------|------------|
| 6.3.22 | donation non member | \$100.00 |
| 5.29.22 | donation member | \$75.00 |
| 6.1.22 | donation non member | \$1,000.00 |
| 6.3.22 | donation non member | \$3,000.00 |
| 5.24.22 | Univ. Pitt. PA Disabil. Grant | \$2,418.00 |

TOTAL **\$6,593.00**

*all deposits logged into Square.

- o Ryan Fisella has submitted receipts to Erin McManus for delivery aids, will be sent to Daphne for reimbursement under PA disability Grant
- Square sales report:

| Sales | |
|------------------------|--------------------|
| Gross Sales | \$10,438.91 |
| Items | \$10,438.91 |
| Service Charge | \$0.00 |
| Returns | (\$32.00) |
| Discounts & Comps | (\$3,466.00) |
| Net Sales | \$6,940.91 |
| Taxes | \$17.45 |
| Tips | \$0.00 |
| Gift Card Sales | \$0.00 |
| Total Sales | \$6,958.36 |
| Payments | |
| Total Collected | \$6,958.36 |
| Cash | \$4,090.60 |
| Card | \$2,845.76 |
| Gift Card | \$0.00 |
| Other | \$22.00 |

| | |
|------------------------------|-------------------|
| Fees | (\$86.03) |
| Net total | \$6,872.33 |
| Net Sales by Category | |
| Raffles/50-50 | \$1,260.00 |
| Drinks | \$3,991.00 |
| Clothing | \$805.00 |
| Curling | #350.00 |
| Donations | \$320.46 |
| Pins | \$214.45 |
| Total Net Sales | \$6,940.91 |

- o Discount and comps category captures drink cards which had been initially purchased and then later used, so that this money was not captured twice.

CONCLUSIONS

Motion to reimburse any legitimate expenses with receipts for TropiCurl: Fissella/Kyle; carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
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EVENTS

DISCUSSION

- Potential Wheelchair Bohnspiel
 - o Currently only 4 held in US
 - o Typical size is usually 16 teams
 - o Signups generally occur as individual athletes, some may request to play together, but most teams are formed from individuals
 - o Must ensure there is adequate time between games for participants to warm before retaking the ice
 - o Would hope to get sponsorship(s) from medical companies to offset some costs
 - Some events offer assistance with transportation for participants, this often is an additional fee during registration

- Would look to come up with a budget that would offset the losses of the smaller spiel through these sponsorships
- o Typically run Thurs-Sun or Fri-Sun as long as there is adequate time between games
 - Games typically don't start before 9a
 - Matt will provide past draw schedules as a guide
- o Volunteers to assist on ice can typically be found through local colleges/doctoral programs
- o As many participants would have caregivers coming as well it is typical that they register as a non-participant during registration to cover their meals for a fee ahead of time

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| CONCLUSIONS | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Matt Berwick will present board with potential wheelchair bonspiel budget for July board meeting | Matt Berwick | |
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| MEETING ADJOURNED | Motion to adjourn: Kyle/Eiler; carried unanimously |
| NEXT BOARD MEETING | July 12, 2022 at PCC |

EMAIL VOTES

ALL

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| DISCUSSION | | |
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| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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