

Pittsburgh Curling Club Board Meeting Minutes

7/12/2022

7:00

491 McCoy Road

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

APPROVAL OF PREVIOUS MINUTES

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

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

BOARD MEMBERS

DISCUSSION

- Discussion regarding the classification of the three appointed board member positions
 - Appointed, non-voting member
 - Would not be required to complete mandatory board obligations (such as being SafeSport Certified)
- First Aid Training/Incident Reports
 - Ryan and Leonard have spoken to their contacts for first aid training.
 - 1. Ryan:
 - a. Spoken to Jason (a good friend who is an EMT, CPR/First Aide instructor), who is willing to come out to PCC and do a CPR/AED Class.
 - i. Class would inform us with how to treat someone who falls and what to look for from a safety perspective.
 - ii. Jason is willing to do this training for the club at \$20 per Person.
 - 1. \$20 a person will not give us an American heart Association card this will be training only with no card.
 - 2. If we want a certified card Jason is willing to do that as well but the price for a card is \$40 per card person (straight from American Heart Assoc) on top of the \$20 person for the training.
 - iii. I also spoke to Jason in regard to all the first responder bags and he is willing to look at everything we have and put a list together of what would be needed.
 - iv. While at the club he would also show us the best layout for everything so that it's easily accessible for any incidents.

- 2. Leonard

- a. Spoken to Jeremy Manke (Certified instructor, Lt. Engine 3, Pittsburgh Bureau of Fire), who is willing to come out to PCC and do a CPR/AED Class.
 - i. For First Aid certification only, it would be \$25 per person.
 - ii. CPR and AED certification can be added for an additional \$18 per person, (\$43 per person for the entire program, First aid, CPR and AED). Jeremy's email to Leonard quotes a total for the entire program at \$38 but Leonard's not sure if there is a typo involved there so I just added up the two numbers to come in at a max total of \$43.
 - iii. This would include a 2-year certification card that would be emailed the same day.
 - iv. Ordinarily this service would run \$55 per person but we were given a break on the normal rate.
 - v. I expressed an interest regarding focus on head injury/concussion and Jeremy is willing to adapt the standard First Aid training to include additional information regarding management of concussion injury.
 - vi. Depending on the number of people being trained, Jeremy can bring along an additional certified instructor.

- Discussion:

- Purpose of this training would be two fold
 - Training to better assist in the event of an emergency situation
 - Members may feel more safe knowing that there are trained personnel at the club

- May add some coverage to the club from a liability standpoint
- Discussion that September would be a good timeframe to hold this training
- Decision to move forward with the trainer that Leonard had talked to as he came at a better price point.
- First Aid kits
 - Most of the contents are out of date
- From Jenna Burchesky, Manager, Membership Services, USA Curling
 - “USA Curling is happy to announce that dues for the upcoming 2022-2023 season will remain unchanged from this year. We understand that inflation is making for difficult times, especially coming out of the pandemic. As we too feel these impacts, we remain committed to helping clubs grow in any way we can.
 - In 2021, USA Curling removed the incremental fee for insurance and included it within the base dues as an additional benefit. We will continue into next year with dues remaining the same to help alleviate any financial difficulties clubs are working through during this challenging time.
 - The process for reporting membership will also remain the same. Just like before, clubs have the option to pay for membership in bulk or to have their members register individually (please note, if clubs choose to have members register individually, a roster will still need to be submitted).
 - Membership reporting packets will be distributed in the Fall.
- Board members need to complete SafeSport training
 - Notify president and secretary via email upon completion of training
- Google non-profit advertising program
 - Burt and Joe to reach out to Google
- Working on increasing social media presence

CONCLUSIONS

Motion to utilize the instructor from the Pittsburgh Bureau of Fire to obtain CPR/First Aid/AED instruction (\$38-43): Walton/Kyle; motion carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Explore first aid kit options | Leonard | |
| Complete SafeSport Training | All Board members | |

MEMBERSHIP

| DISCUSSION | | |
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| <ul style="list-style-type: none"> • Discussion regarding possibility of painting the ice house floor as opposed to using white wash in ice <ul style="list-style-type: none"> ○ Would look into whether we would need to shot blast the concrete prior to painting ○ White wash is around \$1000/year ○ Painting would cost around \$3000 the first year ○ Discussion that this would make the first flood easier ○ May also help to keep the ice slab thinner • Camera's <ul style="list-style-type: none"> ○ Received donation to finish camera system ○ Plan to move camera's from sheet B to between A and B and add additional camera's between sheets C and D ○ Would add a second channel so you could view games on any sheet ○ Would like to add audio as well | | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Look further into pricing for painting the ice house floor | Steve | |
| Look at current camera's/prepare to purchase new camera's | Steve and Dustin | |

OUTREACH

| DISCUSSION | | |
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| <ul style="list-style-type: none"> • Sponsorship Rates <ul style="list-style-type: none"> ○ Set of sponsorship rates from multiple groups <ul style="list-style-type: none"> ▪ One aimed at individuals/small businesses at a lower rate ▪ Other aimed at corporate sponsorships at a much higher rate <ul style="list-style-type: none"> • Debate regarding who we should target at this time • Debate whether we could target small business/individuals at one rate while simultaneously looking for corporate sponsorships at the higher rate <ul style="list-style-type: none"> ○ Some opinions that people could not ask for the higher rate from people/groups while knowing others were being offered the same/similar options for less • Our lower rate option falls in line with pricing from the Charlotte Curling Club | | |

| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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FINANCIAL

| DISCUSSION |
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| <ul style="list-style-type: none"> • <u>PNC deposits</u> <ul style="list-style-type: none"> ○ Deposited \$59.40 on 7.5.22. Notification was sent to PCC Board and Treasurer group. ii. UNDEPOSITED FUNDS: \$690.00 Special Olympics event payment • <u>Donately:</u> <ul style="list-style-type: none"> ▪ 6.1.22 – 6.30.22 <ul style="list-style-type: none"> • \$4310.00: \$210 recurring member donations; \$4100.00 one-time donations from non-members. ▪ 7.1.22 – 7.11.22: <ul style="list-style-type: none"> • \$110 recurring member donations. • <u>GE gift cards:</u> <ul style="list-style-type: none"> ▪ GE gift cards have been ordered in the amt of \$10,000 (cost \$9500.00). Once these arrive, Marie will reimburse PCC for \$10,000 and sell them directly. So if you need some – please let Marie know!!! Cash/check/Venmo • Discussion regarding switching the loan from variable to fixed rate <ul style="list-style-type: none"> ○ Variable rate has increased several times over the last few months, likely to continue to increase ○ Would be a \$1500 fee to make this switch ○ Discussion whether we should explore re-financing with dollar bank or another bank instead <ul style="list-style-type: none"> ▪ Sarah F stated that she had spoken with her bank regarding this possibility and that they indicated they would not take on our re-finance at this time ▪ Re-finance would likely be a long process <ul style="list-style-type: none"> • Discussion that it would be worth the \$1500 fee to make the switch now, and we could explore re-finance in the future if we believe it to be beneficial • Report from appraisal indicated that they believe the value of the property to be about 70% of our current assessed value <ul style="list-style-type: none"> ○ Hearing has not yet been scheduled for our appeal ○ 2022 Sto-Rox School District School Tax bill has arrived (\$34,639.65 if we pay by Aug. 31) |

- Lawyer indicates we could get reimbursed for overpayment from this year and last year if our appeal is granted
- Treasurer position/transition
 - Have had a meeting between Daphne/Allie/Sarah at the club to discuss transition
 - Making progress towards getting access to the accounts for those who need it
 - Quickbooks online account comes due in three days
 - Discussed whether we could get a discount on this through a non-profit marketplace
 - Would run into issues of trying to transfer our old account into a new account through this marketplace
- Received email today that our liability insurance was not paid
 - Unsure why we did not receive this to our mailbox
 - Daphne completed this payment during the meeting
- Labor Day Raffle Ticket Fundraiser
 - Ryan Fissella would like to propose the PCC do a ticket give away for Labor Day.
 - The Club would sell 333 tickets at the cost of \$10 per ticket so this would bring in \$3330
 - After purchasing items and printing cost the profit would likely be around \$1750
 - Would purchase items after tickets were started to be sold so the club would not need to front money

CONCLUSIONS

Motion to spend \$1500 to dollar bank to transfer our variable rate mortgage to a fixed rate: Buffington/Fissella; carried unanimously

Motion to approve reimbursement of \$150 to Marie Rose for final LTC gift cards: McManus/Spang; motion carries unanimously

Motion to authorize Ryan Fissella to organize a Labor Day ticket raffle: Fissella/Mizerski; motion carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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EVENTS

DISCUSSION

- Received some constructive feedback from out of town Tropicurl participants regarding the draw schedule/ice maintenance
 - Will look to make changes as necessary/beneficial
- Wheelchair Bonspiel
 - Matt feels confident we could get \$10,000 in sponsorship plus \$6,400 in registration
 - Would also look into possible meal sponsorships
 - Targeting the spiel for early May
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CONCLUSIONS

Motion to host 16 team wheelchair bonspiel in early May: Fissella/Cubbison; motion carries unanimously

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| MEETING ADJOURNED | Motion to adjourn: Fissella/McManus; carried unanimously |
| NEXT BOARD MEETING | August 9 th , 2022 at PCC |

EMAIL VOTES

ALL

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