

Pittsburgh Curling Club Board Meeting Minutes

11/8/2022

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Travis Eiler, Erin McManus, Sean Mizerski, Ryan Fissella, Burt Cubbison, Steve Buffington, Gerry Kyle, Deb Spang, Constantin Koehler, Sarah Fissella, Joe Walton, Allison Devine
MEMBERS ABSENT	Leonard Jarabeck, Daphne Roberts
OBSERVERS	Dan Edmonds, Ian Andrew, Wenjun Xue, Alex Visnich
CALLED TO ORDER	7:05 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	<ul style="list-style-type: none">•	
CONCLUSIONS		
Approval of Previous Month's Minutes: Walton/Koehler; carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION
<ul style="list-style-type: none">• Email from June: Dear board members, As you know, I'm a new member of PCC since November 2021 and I recently volunteered to be the drawmaster for Monday night leagues. I just had my first major confusion on Oct 24th, 2022 Monday night league. I'd like to avoid similar situations in the future as it's very stressful to me. So here's a few questions I'd like to ask the board members about draw master: 1. What is the responsibility of a draw master? Should they be in charge of pebbling/nipping? 2. What is the right of a draw master? Can a draw master decide what the draw is going to be like on the day in case of mass absence? If yes, how much time before the draw should this information be communicated and can a draw master overrule a member's suggestion?

3. Makeup draws - what is the club expectation for a league? Is it on the draw master or the teams that need a makeup game?
4. When, if ever do we close the registration for a league? Who is in charge of that decision?

Thank you for reading my questions.

Regards,
June

- Response:
 - 1) It is the responsibility of the drawmaster to ensure the ice is prepped for the draw. Whether that means they do it themselves or ensure someone else is identified to do so.
 - 2) If the draw is structured as a league then the expectation would be that scheduled games should occur if enough members from each team are present.
 - If a team is aware ahead of time that they will not have 2 or more members present then they should be contacting their opponent to attempt to reschedule the game.
 - She has had issues with members not notifying her by noon that day if they are not attending
 - 3) It is not the drawmaster's responsibility to schedule makeup draws.
 - 4) We have historically not closed registration.
 - New members are first added to existing teams with less than 4 players.
 - If all teams reach 4 members then adding new teams would be considered.
 - Discussion that creating published league guidelines may be beneficial as many members are new to the league format
 - Would not be set in stone rules for each league structure, but a starting point for structure

Anonymous:

This was expressed to me verbally so I'm paraphrasing:

This member expressed frustration that they signed up for the Monday draw as they believed it was to be pick up games with open teams. Shortly before the season began they were made aware that it was being set up as a league with set teams. They feel that this has created issues with the draw.

- Response:
 - Discussion that the Monday league is set up on the website as a league
 - Has been run in a relatively casual way, with members sometimes playing for other teams when necessary
- Suggestion to speak with drawmaster as a first course of action to see if they can assist in accommodating the member's wishes

- Request to add 11/25 to Pizza League schedule
 - There is a private group scheduled for that night as well which could be an issue
 - Will need to reach out to Leonard to see if this is a conflict
 - Potential of moving this to Saturday if Friday is unavailable.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create league guidelines	Burt Cubbison	

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION	<ul style="list-style-type: none"> • Trane technician resolved issues in circuit 2 of the chiller <ul style="list-style-type: none"> ○ Adjusted setup ○ Temperature sensor replaced • Circuit 1 went into fault a few days later <ul style="list-style-type: none"> ○ Waiting to hear when a technician can come out to address this • Have a few outstanding invoices from Trane, will look to try to have these combined into one trip fee <ul style="list-style-type: none"> ○ We do not have a warrantee or maintenance contract ○ Did not renew maintenance contract after the first year, as we did not use the service (did not cover travel time, or parts) • Shed is nearly complete in the back • Reminder for the board to complete SafeSport training <ul style="list-style-type: none"> ○ Will resend link to board • USAC/GNCC <ul style="list-style-type: none"> ○ Since our last meeting, GNCC was removed as a region by USAC at the annual meeting ○ We are a USAC at-large club, in good standing ○ USAC CEO Jeff Plush has resigned, along with the board chairman and two other board directors. <ul style="list-style-type: none"> ▪ Dean Gemmell announced as interim CEO ○ GNCC having zoom membership meeting Nov 19
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	<ul style="list-style-type: none"> ○ Club rosters for GNCC due Dec 1st, payments due Dec 31st ○ USAC roster/dues due on Jan 31st <ul style="list-style-type: none"> ▪ Need to determine if we plan to: <ul style="list-style-type: none"> • Remain club at-large • Join an established region • Resign from USAC ▪ GNCC/USAC have scheduled meetings to talk <ul style="list-style-type: none"> • Will look at the results of those conversations and discuss our plans at next board meeting • Code of Conduct <ul style="list-style-type: none"> ○ Draft sent to all board members, please look over and send any potential revisions to board ○ Plan to vote on this no later than the January board meeting 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

DISCUSSION		
<ul style="list-style-type: none"> • 5 and Under league: <ul style="list-style-type: none"> ○ Currently only 5-6 members participating ○ Would like to adjust the time of the league and possibly look to merge with the other Sunday draw <ul style="list-style-type: none"> ▪ Will need to speak with draw masters from the other Sunday league to see if any adjustments could be made 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OUTREACH

DISCUSSION

- Newsletter
 - Inquiry about the status of the newsletter
 - Discussion that we are in need of someone to spearhead writing/distributing the newsletter as the previous author has too much on their plate at this time
 - Discussion that some newsletter type material is being shared on the members facebook page
- New sponsorship from Doughboys Pizza
 - Wall banner
- Continue to encourage members to reach out to their connections to try to keep adding more sponsors
 - Or pass along those contacts to Gerry and he will reach out
- Gerry is continuing to compile advertisement/sponsorship information on current sponsors so that we can continue to reach out to them when their sponsorships are expiring
- Discussion regarding fundraising idea's for non-ice related activities
 - A Canadian club's largest fundraiser is their golf outing

CONCLUSIONS**ACTION ITEMS****PERSON RESPONSIBLE****DEADLINE**

Begin work on putting together a newsletter

Gerry Kyle

Put together idea's regarding non-ice related fundraiser's

Gerry Kyle

FINANCIAL**DISCUSSION****Pittsburgh Curling Club Financial Reports****As of 10/31/2022****Months of
2.75 Solvency****Current Assets****End of Month Balance**

Dollar Checking

0.00

Dollar Savings

5,384.11

Charles Schwab

1,006.70

PayPal

0.00

PNC - Money Market

40,011.20

Paid Liabilities			NOTES	EXPENSE TYPE
Duquesne Light	1,864.39	10/3/2022	PAID	Utilities
GNCC Legacy Trust	106.59	10/5/2022	PAID	Interest
GNCC Legacy Trust	1,241.06	10/5/2022	PAID	Loan
Wm T Hutchinson Co PSP	316.32	10/5/2022	PAID	Interest
Wm T Hutchinson Co PSP	2,391.43	10/5/2022	PAID	Loan
Comcast	196.29	10/5/2022	AUTO	Utilities
Dollar Bank - Interest Lock	1,500.00	10/6/2022	PAID	Bank Charges
Columbia Gas	33.18	10/11/2022	AUTO	Utilities
West View Water	22.72	10/13/2022	AUTO	Utilities
Intuit Qbooks	26.75	10/14/2022	AUTO	Office Expense
Dollar Bank Loan	6,720.08	10/15/2022	PAID	Interest
Dollar Bank Loan	2,985.61	10/15/2022	PAID	Mortgage
Dollar Bank Loan	373.58	10/15/2022	PAID	Interest
Iron City Express	96.00	10/10/2022	AUTO	Utilities
Jacki Temple	57.70	10/21/2022	PAID	Friday League
Printscape	367.01	10/21/2022	PAID	Advertising
Printscape	115.56	10/21/2022	PAID	Advertising
Steve Buffington	120.00	10/21/2022	PAID	Bonspiel Bar
Steve Buffington	1,120.66	10/21/2022	PAID	Curling Supplies
Steve Buffington	694.19	10/21/2022	PAID	Curling Supplies
Steve Buffington	51.94	10/21/2022	PAID	Curling Repairs
PayPal - William LaSota	400.00	10/28/2022	PAID	
Total Paid/Current Liabilities	20,801.06			
Current Liabilities for Next Month				
Planned Liabilities		SCHEDULED		NOTES
Duquesne Light	4,155.68	11/4/2022	PAID	
GNCC Legacy Trust	103.49	11/7/2022	PAID	
GNCC Legacy Trust	1,244.16	11/7/2022	PAID	
Comcast	196.29	11/5/2022	AUTO	
Columbia Gas	222.89	11/9/2022	AUTO	
West View Water	36.68	11/13/2022	AUTO	

	Intuit Qbooks	26.75	11/14/2022	AUTO	
	Iron City Express	96.00	11/14/2022	AUTO	
	Dollar Bank Loan	6,720.08	11/15/2022		
	Dollar Bank Loan	2,985.61	11/15/2022		
	Philly Insurance Companies	1,340.00	11/23/2022		
	STO-ROX School District	8,836.65	11/30/2022		
	STO-ROX School District	3.50	11/30/2022		
	Marie Rose	1101.61		bonspiel food	
	Marie Rose	41.71		office supplies	
	Debbie Spang	110.50		bonspiel food	
	Allison Devine	2145.77		logo shop	
	Cashstar	9,500.00		GE gift cards	
	Steve Buffington	444.40		bonspiel alcohol	
	Steve Buffington	720.15		camera's	
	Total Planned/Current Liabilities	40,031.92			
	Long-term Liabilities	PRINCIPAL	CHANGE		
	GNCC Legacy Trust Loan	41,395.29	-1,241.06		
	Dollar Bank Construction Loan	1,199,104.84	-2,985.61	6.5% Now	
	Rose-Buffington Loan	107,500.00	250.00		
	Hutchinson Loan	22,913.91	-2,391.43		
	Total Long-term Liabilities	\$1,370,914			
Pittsburgh Curling Club Financial Reports					
For the period 10/01/2022 - 10/31/2022					
Income					
	Direct Public Grants				
		Non-profit Organization Grants			0
	Total Direct Public Grants				0
	Direct Public Support				

	Corporate Contributions	0
	Individual Contributions	0
	Member Contributions	0
	Total Direct Public Support	0
	Other Types of Income	
	Interest Income	6
	Food Sales	0
	Refreshment Sales	31
	Total Other Types of Income	37
	Total Member Dues	400
	Program Income	
	Gift Certificates Sold	0
	Sponsorships	0
	Member League Fees	1,727
	Drop-in Curling	0
	Instruction	
	Learn to Curl	0
	Group Curling Events	0
	Total Instruction	0
	Competitions	
	Bonspiel Entry Fees	0
	Other Income	0
	Total Competitions	0
	Retail Shop Sales	
	Sales Tax Collected	0
	Goods Sold	74
	Giant Eagle Cards Sold	0
	Total Retail Shop Sales	74
	Total Program Income	1,801
Total Income		2,239
Expense		

	Business Admin Expenses		
		Insurance	404
		Office Expenses	27
	Total Business Admin Expenses		430
	Building and Equipment		
		Equipment	0
		Insurance	0
		Interest	7,767
		Repairs & Maintenance	0
		Taxes & Fees	0
		Utilities	2,213
	Total Building and Equipment		9,979
	Operations		
	Event Expenses		
		Bar & Bar Supplies	120
		Food & Food Supplies	0
		Gifts & Prizes	0
		Entertainment	0
	Total Event Expenses		120
	Advertising		483
	Bank Fees		1,500
	Charge Processing		
		PayPal Fees	0
		Square Fees	0
		Stripe Fees	46
	Total Banking & Processing		1,546
	Curling & Ice Costs		
	Equipment		0
	Instruction Costs		0
	Membership Costs		
		Association Dues	23

	Insurance - Member	0
	Total Membership Costs	23
	Supplies	1,867
	Total Curling & Ice Costs	1,890
	Retail Shop Expenses	
	Inventory COGS	0
	Giant Eagle Cards	0
	Total Retail Shop Expenses	0
	Website & Internet Expenses	0
	Total Operations	4,039
Total Expense		14,449
Debt Service		
	WT Hutchinson PSP	2,391
	GNCC Legacy Trust Loan	1,241
	Dollar Bank Construction Loan	2,986
Total Debt Service		6,618
Net Income		(18,828)

- Treasurer created “Pittsburgh Operations Budget” for this year’s budget.
 - Tab added to show how much the club has spent each month on each budget item
 - Will allow us to see a running total of how much is left in the budget for each item
 - Working on verifying the totals
 - Note that under “bank fee’s” it appears to be way over budget, but this includes the \$1500 fee to switch the mortgage to a fixed rate which the board previously approved.
- Reimbursement requests:
 - Discussion regarding food/beverage reimbursements for 20th Anniversary Spiel.
 - Discussion as to whether paper/ink/printing was a previously budgeted item
 - Motion made to approve the reimbursement
 - Discussion regarding reimbursement to Steve Buffington for TV’s/installation
 - Covered by donations, no board approval necessary
 - Request from Marie Rose to purchase \$9500 in Giant Eagle gift cards.
 - Marie immediately reimburses club upon receiving the cards.

CONCLUSIONS

Motion to reimburse Marie Rose \$1101.61 for food from the 20th Anniversary Bonspiel. Reimburse Debbie Spang \$110.50 for 20th Anniversary Bonspiel food. Reimburse \$444.40 to Steve Buffington for alcohol for the 20th Anniversary Bonspiel. Fissella/Mizerski; motion carries unanimously.

Motion to approve paper waiver supplies to Marie Rose (\$41.71). Walton/Eiler; motion carries unanimously.

Motion to purchase \$9500 in Giant Eagle gift cards. Fissella/Eiler; motion carries unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS

DISCUSSION
<ul style="list-style-type: none"> • 20th Anniversary Spiel Gross Revenue (before expenses minus registration) <ul style="list-style-type: none"> i) Spare participation - \$1175.00 ii) Food - \$ 140.00 iii) 50/50 - \$ 162.00 iv) Raffle - \$ 537.00 v) Logo Shop - \$ 320.00 vi) <u>Bar - \$2288.00</u> vii) Total - \$4622.00 <ul style="list-style-type: none"> ○ Thanks to the members that played, and chipped in a draw fee to help boost revenue ○ Positive comments about medals • We should adopt a Bonspiel Coordinator <ul style="list-style-type: none"> ○ GNCC has reached out asking who our point of contact is for the Women's/Sr Women's championship <ul style="list-style-type: none"> ▪ Steve volunteers • Potential curling event formats for future revenue <ul style="list-style-type: none"> ○ Full weekend spiel ○ One day or two day events (Friendlies/Cash Spiels/Skins matches) <ul style="list-style-type: none"> ▪ Day events would bring in less revenue, but would require less effort/volunteers <ul style="list-style-type: none"> • Questions whether there would be enough local interest to get appropriate levels of registration ▪ Discussion regarding what would differentiate our spiels from other clubs • Proposal to host "Pittsburgh Party Spiel" <ul style="list-style-type: none"> ○ Fissella's will act as bonspiel coordinator's ○ Discussion on potential dates <ul style="list-style-type: none"> ▪ Original proposal for March/April ▪ Decided to move this up to January 20-22nd in an effort to bring in immediate revenue ▪ Will get registration open on the website • Discussion about potential Christmas Party at club

- Pot luck style meal
- Gift exchange if interested
- For members and their families
- Need to find date that works

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Reach out to GNCC contact for Women's/Sr Women's championship

Steve Buffington

Plan/advertise Pittsburgh Party Spiel

Ryan/Sarah Fissella

MEETING ADJOURNED

Motion to adjourn: Walton/McManus; carried unanimously

NEXT BOARD MEETING

December 13, 2022 at PCC

EMAIL VOTES

ALL

DISCUSSION

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE