

Pittsburgh Curling Club Board Meeting Minutes

1/10/2023

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Steve Buffington, Leonard Jarabeck , Sean Mizerski , Constantin Koehler , Gerry Kyle , Ryan Fissella , Debbie Spang , Travis Eiler, Burt Cubbison , Joe Walton , Erin McManus , Allison Devine, Sarah Fissella , Daphne Roberts
MEMBERS ABSENT	
OBSERVERS	Marie Rose, Rich Palagallo, Quintin Lovicks
CALLED TO ORDER	7:02 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
CONCLUSIONS	Approval of Previous Month's Minutes: Koehler/Walton; carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
<ul style="list-style-type: none"> ● Waiver update proposal: <ul style="list-style-type: none"> ○ <u>Update the Waivers Regarding Images/Voice/Likeness</u> <ul style="list-style-type: none"> ▪ a) With respect to the use of image, voice and likeness: <ul style="list-style-type: none"> ● i) The PghCC contains image and voice capture, recording and broadcasting equipment, which may be operating at any time; ● ii) I consent to the Releasees capturing and storing my image and voice, including without limitation, by means of photograph, videotape, film, recording or streaming; ● iii) I consent to the Releasees exhibiting, publishing, and broadcasting my name and any image or likeness of me and any sound of my voice; and ● iv) I waive the right to any payments or royalties in connection with any of the actions described in paragraphs 2 and 3, regardless of whether such action is performed on a commercial basis. ○ Discussion regarding a “helmet clause” in the youth waiver and whether this is required ● Committee Updates: <ul style="list-style-type: none"> ○ Need to better define our committee’s and who is running them ○ First newsletter went out to membership <ul style="list-style-type: none"> ▪ Would like to create newsletter for mailing list to encourage new membership ● Will be hosting another LTC with the Special Olympics on 2/18 <ul style="list-style-type: none"> ○ they are hoping to make this a monthly event in the future 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

DISCUSSION

- Maintenance:
 - Flood conducted last evening
 - Mop heads will be cleaned prior to spiel. Club needs vacuumed prior to spiel as well (perimeter of warm room and ice house carpet)
- Code of Conduct:
 - Board received proposed edits from Daphne
 - Discussion regarding proposed edits:
 - Debate regarding board responsibility to investigate the alleged act (and how this would be conducted) vs notification to SafeSport
 - Debate whether report should be able to come from any member, or just by the member targeted
- Proposal for Ad Hoc Practice Ice

Requesting Practice Ice

Practice Ice Requests will be made through a Google Form. The necessary information collected on the forms will be:

- Day/Time
- Length of time
- # of Sheets needed (max of 4 to a sheet)

While in the long term it would be nice to have this automated, in the short term someone must be in charge of approving these requests.

Practice Ice time must be added to the PCC Shared Google Calendar.

Rules

Advanced Notice:

- For Peak Hours (weekdays after 5PM)
 - 7 Days Notice through the Google Form
- Off Peak Hours
 - 48 Hours Notice through the Google Form

Limitations

- Maximum of 4 People to a sheet for practice ice.
- Members eligible for “Free” practice ice are limited to 2 free

practice(s) per month. Maintenance of ice:

- Members are responsible for preparing their own ice and must be trained to do so, otherwise they must accept playing on whatever the ice conditions are when they arrive.
- Members should remove the hacks at the opposing end if they are throwing hits or if they are uncertain of their control of draw weight (this is to ensure that the hacks and rocks are not damaged by rocks striking hacks). Replace them when you are done practicing.
- Members must also mop the ice after they are done practicing.
- Members are responsible for opening and closing the club appropriately (instructions for closing club are by the main door)

Costs

Membership Status	Cost Per Hour	Considerations
2 Draws/Week Member	Free* (Member Benefit)	Twice a Month for “free” maximum
PCC Members	\$20	
Non Members	\$30	No first-time curlers, this is meant more for out-of-town guests who we know can curl.

- Discussion regarding practice ice proposal:
 - Suggestion that it should be specified that at least 2 members must be present at the club
 - Suggestion that there should be a “responsible party” indicated on the form, as a point of contact if issues arise
 - Suggestion to post club closure procedure at the door
 - Suggestion to have set practice times instead of Ad Hoc
 - Building access remains the largest barrier to Ad Hoc availability

CONCLUSIONS

Motion to table discussion on Code of Conduct to make edits on board responsibility and process, who can report an incident, and SafeSport. Walton/Bufington; discussion is tabled

Motion to table discussion on Practice Ice Proposal. Jarabeck/Walton; discussion is tabled		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Edit Code of Conduct	Joe Walton	

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> ● Gallery Crawl <ul style="list-style-type: none"> ○ Reached out to from the Gallery Crawl to see if we are interested in having a booth at the event 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to Gallery Crawl regarding potential booth	Erin McManus	

FINANCIAL

DISCUSSION

PghCC Monthly Financial Re...

131%

1 / 1

Pittsburgh Curling Club Financial Reports		2.35 Months of Solvency									
As of 12/31/2022											
Current Assets	Current Income	Current Liabilities		Current Liabilities for Next Month		SCHEDULED NOTES					
End of Month Balance	Income Deposited	PAID Liabilities	PAID	NOTES	EXPENSE TYPE	Planned Liabilities					
Dollar Checking	0.00	GNCC Legacy Interest	100.36	12/1/2022	PAID	Interest	Duquesne Light	4,077.64	1/3/2023	PAID	
Dollar Savings	5,960.49	GNCC Legacy Loan	1,247.27	12/1/2022	PAID	Loan	Bell Print and Stitch	974.00	1/3/2023	Logo Shop	
Charles Schwab	1,007.37	Comcast	156.29	12/5/2022	AUTO	Utilities	Comcast	156.29	1/5/2023	AUTO	
PayPal	0.00	Duquesne Light	4,368.00	12/7/2022	PAID	Utilities	USCA	3,722.00	1/5/2023	Member Dues	
PHC - Money Market	27,311.54	Iron City Express	116.88	12/9/2022	AUTO	Utilities	USWCA	289.00	1/5/2023	Member Dues	
PHC - Primary Checking	12,713.72	West View Water	36.66	12/10/2022	AUTO	Utilities	Iron City Express	114.00	1/6/2023	AUTO	
PHC - Secondary Checking	5,505.69	Columbia Gas	464.63	12/13/2022	AUTO	Utilities	West View Water	36.66	1/11/2023	AUTO	
Total Cash/Checking/Savings	61,518.81	Inuit Obooks	26.75	12/14/2022	AUTO	Office Expense	Columbia Gas	729.08	1/13/2023	AUTO	
Other Current/Restricted Assets		Dollar Bank Loan	3,225.66	12/15/2022	PAID	Loan	Inuit Obooks	26.75	1/14/2023	AUTO	
12200 - Grant Eagle Gift Cards	-	Dollar Bank Interest	6,480.01	12/15/2022	PAID	Interest	Dollar Bank Loan	3,225.66	1/15/2023		
12200 - Prepaid Expense	13,981.72	Leonard Jaraback	299.00	12/16/2022	PAID	Bonsjepl Bar	Dollar Bank Interest	6,480.01	1/15/2023		
Other Current/Restricted Assets		Leonard Jaraback	29.99	12/15/2022	PAID	Bonsjepl Food	STO-ROX School District	8,836.65	1/31/2023		
Total Current Assets	64,900.53	Daphne Roberts	421.65	12/15/2022	PAID	Bonsjepl Bar	STO-ROX School District	3.50	1/31/2023		
		League Fees	810.00			Bonsjepl Food	Total Planned/Current Liabilities	28,110.28			
		SNCC	448.80			Insurance					
Movement Between Accounts		SNCC	3,200.00			Logo Shop					
Transfer from PHC - Secondary Checking to		Baker's Gifts of Glass & Wear	645.60			Logo Shop					
PHC - Money Market	17,300.00	Printscape	51.36	12/21/2022	PAID	Prime 1					
		Trane U.S. Inc.	4,187.65	12/21/2022	PAID	Chiller Maintenance					
		Brian Stuart	477.39	12/21/2022	PAID	Bonsjepl Bar					
		WM T Hutchinson Loan	2,421.33	12/23/2022	PAID	Loan					
		WM T Hutchinson Interest	286.42	12/23/2022	PAID	Interest					
		GNCC	1,680.00	12/23/2022	PAID	Member Dues					
		GNCC Legacy Interest	97.26	12/23/2022	PAID	Interest					
		GNCC Legacy Loan	1,250.39	12/23/2022	PAID	Loan					
		PAMS	20.45	12/23/2022	AUTO	Sewer					
		PAMS Fee	0.40	12/23/2022	AUTO	Bank Fee					
		Total Paid/Current Liabilities	28,840.56								
		Long-term Liabilities	PRINCIPAL	CHANGE							
		GNCC Legacy Trust Loan	97,653.47	-2,487.66							
		Dollar Bank Construction Loan	1,192,885.13	-3,225.68	6.5% New						
		Rose-Buttinger Loan	108,000.00	250.00							
		Hutcherson Loan	20,492.58	-2,421.33							
		Total Long-term Liabilities	91,359.03								

PghCC Monthly Financial Re...

100%

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Pittsburgh Curling Club Financial Reports		For the period 12/01/2022 - 12/31/2022	
Income	Expense		
Direct Public Grants	Business Admin Expenses		
Non-profit Organization Grants	Insurance	615	
	Office Expenses	77	
Total Direct Public Grants	Total Business Admin Expenses	542	
Direct Public Support	Building and Equipment		
Corporate Contributions	Equipment	0	
Individual Contributions	Insurance	0	
Member Contributions	Interest	7,214	
Total Direct Public Support	Repairs & Maintenance	4,188	
Other Types of Income	Taxes & Fees	0	
Interest Income	Utilities	5,229	
Miscellaneous Income	Total Building and Equipment	16,635	
Refreshment Sales	Operations		
Total Other Types of Income	Event Expenses		
325	Ror & Bar Supplies	1,198	
Total Member Dues	Food & Food Supplies	56	
300	Gifts & Prizes	0	
Program Income	Entertainment	0	
Gift Certificates Sold	Total Event Expenses	1,253	
Sponsorships	Advertising		
Member League Fees	Dark Fees	0	
Drop-in Curling	Change Processing	0	
Instruction	Payroll Fees	0	
Loan to Curl	Square Fees	43	
Group Curling Events	Snipe Fees	449	
Total Instruction	Total Banking & Processing	492	
Competition	Curtain & Ice Costs	0	
Bonsjepl Entry Fees	Equipment	0	
Other Income	Instruction Costs	0	
Total Competition	Membership Dues	0	
3,390	Association Dues	0	
Peter Ship Sales	Insurance - Member	0	
Gifts Not Collected	Total Membership Costs	0	
Donut, Soda	Supplies	0	
Grant Eagle Cards Sold	Total Curling & Ice Costs	0	
Total Retail Shop Sales	Retail Shop Expenses	646	
12,154	Inventory COGS	646	
Total Program Income	Grant Eagle Cards	0	
29,865	Total Retail Shop Expenses	646	
Total Income	Vehicle & Interest Expenses	0	
33,844	Total Operations	2,391	
	Total Expense	19,567	
	Debt Service		
	WT Hutchinson PSP	2,421	
	GNCC Legacy Trust Loan	2,498	
	Dollar Bank Construction Loan	3,225	
	Total Debt Service	8,145	
	Net Income	4,131	

- Income and Expense tabs all updated back through last July
- Working on updating stripe/square expenses
- USCA and GNCC dues paid
- PNC Deposit total Dec 2022: \$12,639.30.

PNC deposit			
12.2.22			
Date	Department	Amt	
11.21.22	snax	\$	18.00
11.29.22	snax	\$	37.00
11.30.22	snax	\$	12.00
12.2.22	GE giftcard reimbursement	\$	10,000.00
TOTAL			\$ 10,067.00

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PNC deposit			
12.21.22			
Date	Department	Amt	
12.3.22	snax	\$	51.00
12.6.22	snax	\$	20.00
12.9.22	snax	\$	25.00
12.10.22	snax	\$	6.00
12.13.22	snax	\$	8.00
12.13.22	logo cash sale*	\$	20.00
12.13.22	donation - TIP - Dick's group	\$	100.00
12.14.22	donation - member	\$	20.00
12.14.22	snax	\$	40.00
12.16.22	donatip - tip - LTC person	\$	9.30
12.16.22	snax	\$	23.00
12.16.22	donation Gwen Krailo**	\$	1,000.00
TOTAL			\$ 1,322.30

*entered in square - not sure why I took the cash - I panicked.

** this money specifically allocated to GNCC Women's spiels
tax receipt requested and sent, Thank you in progress.

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- Party Spiel:
 - 16 teams; 8 out of town and 8 PCC teams
 - Donations from Dancing Gnome and Maggie's Farm
 - Did not apply for Event Liquor License
- GNCC Women's: 7 teams signed up. GNCC Sr. Women's: 8 teams signed up
 - Guidance from GNCC indicates that all games are 8 ends, and ties are decided by a full extra end
 - Could result in issues with schedule if a game runs very long
 - Will likely cut registration off at 24 total teams between the two events (with even numbered teams in each event)
- Tropicurl: 23 teams signed up so far (registration opened this past Sunday)
 - Should we consider upping registration to 40 teams?
 - Would require moving up the first draws to Thurs AM or possibly Wednesday
 - Decision to keep registration to 32 teams as planned for this year and query teams as to whether they would still be interested in the event in later years if there were 40-48 teams and the spiel started earlier in the week.
- Wheelchair Spiel:
 - Have sent out over 30 letters to potential sponsor's
 - Have received some responses with interest, but the sponsor's want confirmation that the event is happening prior to submitting funding
 - Still planned as a 16 team event
 - St. Francis college has expressed interest in providing on ice volunteers

- Would potentially need volunteers to serve as drivers
- Difficult in our registration system to have team and individual signups, so will have all registration as individuals and a question where registrants can indicate if they have other team members participating.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Walton/Fissella; carried unanimously
NEXT BOARD MEETING	February 14th, 2023 at PCC (subject to change)

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

