

Pittsburgh Curling Club Board Meeting Minutes

7/11/23

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Allie Devine, Steve Buffington, Debbie Spang, Sarah Fissella, Ryan Fissella, Sean Mizerski, Jacki Temple, Richard Palagallo, Erin McManus, Joe Walton, Burt Cubbison, Leonard Jarabeck, Daphne Roberts
MEMBERS ABSENT	Gerry Kyle
OBSERVERS	none
CALLED TO ORDER	7:09 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
<ul style="list-style-type: none"> missing June monthly minutes missing Annual meeting minutes 		
CONCLUSIONS		
Approval of 6/17/23 Board Minutes after the General Membership meeting: Buffington/Temple; carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
check with Travis Eiler about minutes for June meeting and annual meeting	Dustin	

MEMBER COMMENTS

DISCUSSION		
<ul style="list-style-type: none"> no comments 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

- Paid liabilities this month: \$25,077.40
- July's anticipated liabilities: \$17,831.09
- Total long term liabilities owed: \$1.34 M

- Small Financials
 - June 2023: \$3804.00
 - \$210 recurring donations
 - \$2,594 in-kind tropicurl food donations
 - \$1,000 non-member donations (Potomac Curling Club)

 - July 2023 (thru 7.11.23)
 - \$110 recurring donations

 - Undeposited funds
 - none

2023 YTD (includes donately donations, in-kind, donations from other sources) \$36,179.00

- PNC Deposits

PNC deposit			
6.20.23			
	Date	Department	Amt
	6.20.23	sponsorship Mac Purvis*	\$ 7,500.00
	6.20.23	cybergrants Merck	\$ 25.00
		TOTAL	\$ 7,525.00
		*one house, 3 yr.	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EXPENSE BUDGET FOR 2023-2024

DISCUSSION

2023-2024 Draft Expenses Budget

2023-24 PghCC Operating Budget Draft
Based on Expenses for Fiscal Year 7-01-2022 – 6-30-2023

BUILDING OPERATIONS	Approved Budget	Comments	Paid												Total	
			July	August	September	October	November	December	January	February	March	April	May	June		
INTERNET SVC	2,460	Comcast	-201.28	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-205.00	-2,456.29
DUMPSTER SVC	1,440	Iron City Express	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-120.00	-1,440.00
PROPERTY INSURANCE	10,200	Penn National, Keppel Insurance Agency	-3,869.67	-12,916.78	-12,916.78		-9,398.90				-4,300.00				-5,900.00	-10,200.00
PROPERTY TAXES	62,410	STO-ROX School District, Allegheny County						-9,398.90			-9,398.90		-6,500.00	-3,700.00		-62,401.03
MAINTENANCE	6,710	Parkway Electric, Trane U.S. Inc., Tudi Mechanical Systems, Inc., Steve Buffing			-105.00	-51.94			-4,200.00				-2,350.00			-6,705.94
TOTAL BUILDING OPERATIONS	130,480		-8,086.02	-14,251.78	-14,156.78	-2,501.94	-14,258.90	-9,585.00	-15,058.90	-10,710.00	-14,360.00	-8,560.00	-4,710.00	-14,210.00	-130,449.32	
CLUB OPERATIONS																
MEMBER DUES	6,180	GNCC, USA Curling, USWCA						-1,680.00	-4,010.00			-490.00				-6,180.00
MEMBER INSURANCE	720	GNCC						-654.00				-60.00				-714.00
PROCESSING FEES	5,670	Stripe, Square, PayPal	-70.00	-500.00	-900.00	-400.00	-450.00	-500.00	-900.00	-350.00	-400.00	-400.00	-400.00	-400.00	-400.00	-5,670.00
INVENTORY	23,000	GE gift cards, logo shop	-19,000.00		-5,000.00											-24,000.00
INSTRUCTION EXPENSE	0	LTC incentives														0.00
ICE SUPPLIES	2,380	sandblasting, paint, fiber tape			-78.15	-1,120.66										-1,198.81
OTHER SUPPLIES	250	cleaning, bathroom, kitchen supplies, paper waivers					-41.71					-243.71				-285.42
TOTAL CLUB OPERATIONS	38,060		-19,070.00	-500.00	-5,978.15	-1,520.66	-491.71	-2,834.00	-4,910.00	-350.00	-1,193.71	-400.00	-400.00	-400.00	-400.00	-38,048.23
ADMINISTRATION																
ADVERTISING		Burt (college), banners, Erin (gallery crawl), Printscape			-94.97	-482.57	-51.36	-51.36				-79.00				-759.26
OFFICE EXPENSE	321	Quickbooks	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-26.75	-321.00
ONLINE EXP	19	Pair Domains		-19.00												-19.00
BANK FEES	50	Dollar Bank, PNC, PAM'S, Sto-Rox	-12.30	-7.40	-7.40	-0.40	-3.90	-0.40	-3.90	-0.40	-0.40	-0.40	-3.90	-0.40	-3.90	-44.70
BOB INSURANCE	1,500	Philly Insurance Company					-1,500.00									-1,500.00
SALES TAX	400	Commonwealth of PA		-100.00							-100.00					-400.00
TOTAL ADMINISTRATION	2,290		-39.05	-134.15	-148.12	-509.72	-1,682.01	-78.51	-30.65	-127.15	-106.15	-30.65	-127.15	-30.65	-304.96	
DEBT SERVICE																
DOLLAR LOAN	116,470	loan, interest	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-9,705.69	-116,468.28
GNCC LOAN	9,440	loan, interest						-1,347.65	-1,347.65	-1,347.65	-1,347.65	-1,347.65	-1,347.65	-1,347.65	-1,347.65	-9,433.55
HUTCHINSON LOAN	8,360	loan, interest			-235.36			-2,707.75								-8,358.61
TOTAL DEBT SERVICE	134,270		-9,705.69	-9,705.69	-9,941.05	-9,705.69	-9,705.69	-13,761.09	-11,053.34	-11,053.34	-13,761.09	-11,053.34	-11,053.34	-13,761.09	-134,260.44	
OTHER PAYMENTS																
INSTRUCTION		CPR, CurITech, Inc			-387.00										-2,000.00	-2,387.00
LEAGUE FEES	1500	Pizza League				-57.70						-235.75	-80.00	-230.00		-583.45
BONSPIEL		Bar and Supplies				-120.00	-444.40	-1198.04				-1473.97			-2594.29	-5,830.70
BONSPIEL		Food and Supplies					-1212.11	-55.09				-1972.37			-235.40	-3,474.97
BONSPIEL		Entertainment, Prizes				-400.00						-840.00			-505.20	-1,545.20
TOTAL OTHER PAYMENTS	1500		0.00	0.00	-387.00	-577.70	-1656.51	-1253.13	0.00	0.00	-4322.09	-60.00	-230.00	-534.89	-13821.32	
ANNUAL TOTAL	306,600		-36,900.76	-24,591.62	-30,611.10	-14,815.71	-27,794.82	-27,511.73	-31,052.89	-22,240.49	-33,743.04	-20,103.99	-16,520.49	-33,736.63	-319,623.27	
MONTHLY TOTAL	25,550															

- Discussion about using the TaxID to purchase supplies throughout the year
- Burt proposed 3 items for budget consideration
 - GoogleVoice service (this is an answering service)
 - \$120 / year
 - email distribution service such as MailChimp
 - ~\$400/year
 - digital waiver service
 - ~\$400/year plus ~\$500 for tablets
- Each committee needs to submit a proposal for the budget including the following:
 - what expenses do you have
 - how much money is needed
 - justification of the cost
 - *how the expense will promote the club, drive membership, retain members**

**This line added on July 15, 2023*

CONCLUSIONS

The approval of the expense budget will be tabled until the August board meeting. Spang / Temple; carried unanimously

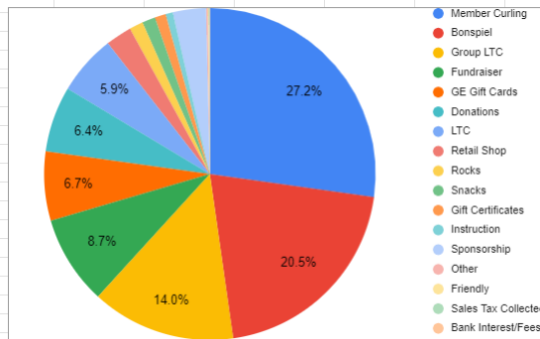
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each committee needs to submit a proposal for the expenses budget to everyone on the board.	Committee chairpersons	August 1, 2023
Look at the draft of the 2023-2024 expense budget for the next meeting	All board members	August 8, 2023

INCOME BUDGET FOR 2023-2024

DISCUSSION

- This is the income for the 2022-2023 year.

Income Category	July	August	September	October	November	December	January	February	March	April	May	June	Total
Member Curling	\$2,466.67	\$14,105.67	\$34,134.67	\$8,610.00	\$1,596.34	\$1,481.08	\$3,300.00	\$630.00	\$7,620.00	\$5,855.00	\$555.00	\$495.00	\$80,849.43
Bonspiel		\$2,100.00	\$420.00	\$3,762.00	\$5,243.00	\$3,280.00	\$23,536.65	\$581.00	\$2,557.00	\$6,250.00	\$2,740.00	\$10,510.70	\$60,980.35
Group LTC	\$690.00	\$2,100.00	\$500.00	\$600.00	\$10,175.00	\$8,550.00	\$4,600.00	\$4,750.00	\$2,700.00	\$2,350.00	\$4,790.00	-\$118.00	\$41,687.00
Fundraiser			\$935.90		59.32			76.21	\$670.00	\$1,749.74	\$22,271.98		\$25,763.15
GE Gift Cards	\$10,000.00					\$10,000.00							\$20,000.00
Donations	\$260.00	\$941.66	\$710.00	\$210.00	\$669.00	\$1,977.30	\$560.00	\$211.85	\$1,286.20	\$4,273.02	\$6,375.19	\$1,524.92	\$18,999.14
LTC				\$1,550.00	\$2,700.00	\$3,250.00	\$3,850.00	\$3,800.00	\$950.00	\$1,100.00	\$200.00		\$17,400.00
Retail Shop			\$88.00	\$772.00	\$1,046.00	\$1,322.53	\$897.00	\$623.15	\$567.53	\$441.35	\$590.18	\$1,198.41	\$7,546.15
Rocks										\$4,000.00			\$4,000.00
Snacks	\$9.40			\$1,188.00	\$601.00	\$383.39	\$434.00		\$353.02	\$489.00	\$257.00	\$96.00	\$3,810.81
Gift Certificates					\$150.00	\$2,450.00	\$250.00	\$100.00		\$150.00	\$100.00		\$3,200.00
Instruction										\$1,470.00	\$630.00		\$2,100.00
Sponsorship			\$1,400.00		\$400.00						\$300.00	\$7,500.00	\$9,600.00
Other										\$500.00			\$500.00
Friendly											\$265.00		\$265.00
Sales Tax Collected			\$6.16	\$26.46	\$11.62	\$42.07	\$29.19	\$19.46	\$9.03	\$17.85	\$26.46	\$35.98	\$224.28
Bank Interest/Fees	\$5.54	\$40.57	\$9.08	\$6.89	\$3.85	\$4.92	\$5.92	\$4.47	\$5.02	\$4.21	\$5.38	\$4.76	\$100.61
Total Income	\$13,431.61	\$19,287.90	\$38,203.81	\$16,725.35	\$22,655.13	\$32,741.29	\$37,462.76	\$10,796.14	\$16,717.80	\$28,650.17	\$39,106.19	\$21,247.77	\$297,025.92



- Each committee that brings in revenue should have goals for income for the 2023-2024 year.

CONCLUSIONS

Income budget will be discussed at the August meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committees that bring in revenue need to set income goals and share with board members.	Committee chairpersons	August 1, 2023

MEMBERSHIP

DISCUSSION

- Registration
 - Join.Us 2.0 is getting updated.
 - Registration for Membership, Three Rivers Spiel, and GNCC Senior Men's Championship will be opened soon.
 - Payment plans for membership will be included.
 - \$25 will be added to payment plans.

- Scheduling
 - The Wednesday league last year created some problems with the 2 draw times.
 - Members were disappointed to sign up for a 7:00 pm time and have either a 6:00 pm or 8:15 pm time instead.

CONCLUSIONS

- Add a disclaimer statement to each league stating that draws may have to split if there is a high demand.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

FACILITIES

DISCUSSION

- Ice Installation
 - Need 9 days to put in the ice with 2 floods per day
 - Turn on the chiller on September 6, 2023
 - Need members to schedule time to help out

 - Painting the floor vs. white wash
 - Painting
 - cost ~\$1200 for paint Gerry Kyle is checking out the price.
 - must sandblast the floor cost ~\$900 - \$1000
 - This will save time with ice removal
 - Each year paint touch-ups may be needed
 - Whitewash
 - cost is \$1200 every year
 - requires more time for floor cleaning at end of year
 - requires more time for ice installation

- Insulation
 - Roof leaks in ladies room & main room
 - Repairs will be performed on Monday, July 17

CONCLUSIONS

Allocate no more than \$2200 toward sandblasting and painting the floor this year.
 Buffington / S Fissella; carried unanimously

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

FINANCE

DISCUSSION		
<ul style="list-style-type: none"> no report 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS / COMMUNICATION

DISCUSSION		
<ul style="list-style-type: none"> No report 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION		
<ul style="list-style-type: none"> Join.Us 2.0 is being updated. We are waiting for it to be operational before opening membership, the Three Rivers Spiel, and GNCC Senior Men’s Championship. USA CURLING is introducing a new membership model. <ul style="list-style-type: none"> memberships will run December - November There will be tiered individual memberships. Member clubs will pay a flat fee based on the number of sheets at their facility. Athlete Outreach Program from USA Curling <ul style="list-style-type: none"> Jacki Temple has information about this program. There is a question about possible costs. 		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Membership committee will look into the new USA Curling membership model.	Membership committee	November 2023
Finding costs about Athlete Outreach Program.	Jacki Temple	August 8, 2023

MEETING ADJOURNED	Motion to adjourn: Temple / Palagallo; carried unanimously
NEXT BOARD MEETING	August 8, 2023 at 7:00 pm at PghCC