

Pittsburgh Curling Club Board Meeting Minutes

6/13/2011

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

MEMBERS PRESENT	Dan Bliss, Steve Buffington, Michelle Crown, Amy Hannan, Amanda Marchitelli, Jen Poeschl, Daphne Roberts, Marie Rose, Brian Stuart, Jacki Temple
MEMBERS ABSENT	Rich Ashford, Andy Banfield
OBSERVERS	Nick Visnich, Ian Webb
CALLED TO ORDER	7:35 P.M.

Agenda topics

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
None.		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to approve the full and public versions of the May 2011 Board Meeting minutes: Bliss/Temple – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF CONSENT AGENDA

DISCUSSION		
<ul style="list-style-type: none"> • Correction to Logo Shop section <ul style="list-style-type: none"> ○ Club pins were purchased before the 2011-2012 season due to low inventory and the need to have pins for Tropicurl. • Correction to Facilities section <ul style="list-style-type: none"> ○ Mac Purvis will be responsible for flushing the chiller. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Motion to approve the consent agenda for the June Board meeting as corrected: Poeschl/Temple – carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
<p>GNCC Meeting Report</p> <ul style="list-style-type: none"> Jackie Temple went over her report of the meeting. (Report was emailed to all Board Members on 6/10/2011) <p>Insurance</p> <ul style="list-style-type: none"> Board Members are to review the document "GNCC Insurance Handouts" document which was emailed to all Board Members on 6/10/2011. <p>Old Business Topics</p> <ul style="list-style-type: none"> Old Business topics will be placed on the meeting agenda until they are resolved. Topics: <ul style="list-style-type: none"> Rock insurance for protection against theft Small Games of Chance License 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Review GNCC Insurance Handouts document. 	All Board Members	

FINANCIAL

DAPHNE ROBERTS

DISCUSSION		
<ul style="list-style-type: none"> Finances <ul style="list-style-type: none"> Club is solvent. Accounts Payable: \$953.45 		

- Budget
 - Reviewed and discussed the budget proposal and prior Income & Expenses reports.
 - Adopting the 2011-2012 operating budget
 - Budget amounts are estimated and committees do not have to spend the proposed amount.
 - When reporting, state what was spent and the remaining balance of the committee's budget so it is recorded in the minutes.
 - Lengthy discussion whether to approve the operating budget.
 - Concern that the club needs to show where the money and we are not blindly spending money. The budget should show that the club is fiscally responsible.
 - Based on the 2010-2011 Income and Expenses report, the club can determine a projected income for the 2011-2012 year.
- 2011-2012 Audit
 - Received engagement letter from the auditor.
 - Cost is \$2,500.00
 - PCC already has 2 consecutive years with a completed audit.
 - Table discussion to find out what a grant application requires.
- Investment Options
 - Look into moving the money market monies into another investment option.
 - Charles Schwaub was discussed.
 - What kind of investments would the Board want?
 - Board would like to see comparison of different investment options.

CONCLUSIONS							
<ul style="list-style-type: none"> • Motion to pay invoices: Crown/Rose – carried unanimously. • Motion to adopt the proposed 2011-2012 operating budget with the additional statement of a projected income of \$48,000.00 (as of 6/13/2011), based on the 2009-2010 and 2010-2011 Income & Expenses reports: Rose/Temple – carried unanimously. 							
ACTION ITEMS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">PERSON RESPONSIBLE</th> <th style="width: 40%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Budget <ul style="list-style-type: none"> • Create presentable Operating Budget documents. </td> <td>Daphne Roberts</td> </tr> <tr> <td>Audit <ul style="list-style-type: none"> • Determine what grant applications require for audits. </td> <td>Jen Poeschl Daphne Roberts Brian Stuart</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	Budget <ul style="list-style-type: none"> • Create presentable Operating Budget documents. 	Daphne Roberts	Audit <ul style="list-style-type: none"> • Determine what grant applications require for audits. 	Jen Poeschl Daphne Roberts Brian Stuart
PERSON RESPONSIBLE	DEADLINE						
Budget <ul style="list-style-type: none"> • Create presentable Operating Budget documents. 	Daphne Roberts						
Audit <ul style="list-style-type: none"> • Determine what grant applications require for audits. 	Jen Poeschl Daphne Roberts Brian Stuart						

Investment Options <ul style="list-style-type: none"> • Create document comparing investment options with proposed vehicles as examples. 	Daphne Roberts	
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ICE OPERATIONS & EQUIPMENT

RICH ASHFORD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

JUNIOR PROGRAM

TBD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TRAINING

TBD

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUNDRAISING

AMANDA MARCHITELLI

DISCUSSION		
None.		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OUTREACH

DAN BLISS

DISCUSSION		
<ul style="list-style-type: none"> • Level I Instructor Clinic <ul style="list-style-type: none"> ○ I've contacted Dave Hanson and Sandra McMakin about hosting a Level I Instructors Clinic. Sandra said that there should be instructors available to teach and will help set it up for us. I am looking at dates for the late summer/early fall. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRO SHOP

BRIAN STUART

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LOGO SHOP

JEN POESCHL

DISCUSSION		
<ul style="list-style-type: none"> • T-shirt pre-sale is done, there are a few outstanding checks we are waiting for. I'm not worried about the shirts not paid for we are only going to have 27 shirts max (all sizes, short sleeve and long sleeve) to start Tropicurl so I think we could sell them if they don't get paid for. • Ordered 9 more shirts to fill orders, I didn't want too much inventory since we did the pre-order and we also have some hottest game on ice shirts we can sell. • Overall I would say the response was very good and I'll try to improve the pre-sale for next year maybe offering a discount for early orders. • May sales were \$196. • June sales (t-shirt pre-order) were \$572, not including some orders that were received late/not paid for. 		

- Club pins were purchased before the 2011-2012 season due to low inventory and the need to have pins for Tropicurl.
- I will have pins available for Thursday curlers at Tropicurl but I don't anticipate opening the logo shop until Friday morning due to the schedule conflict.
- Thinking about ideas for next year, I'm taking suggestions at this time I am looking into license plates, luggage tags, and doing sweat shirt/hoodies this year rather than t-shirts.
- Will be doing end of year inventory in a few weeks once t-shirt pre-order is finalized and I have all the paperwork/payments. It will be done before Tropicurl.
- Would also like to consider doing a limited edition breast cancer t-shirt that we can donate proceeds of sale to organization, maybe designate a night during awareness month to wear pink, etc.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS

MARIE ROSE

DISCUSSION

- Venture Outdoors
 - From what I've heard went VERY well (although I don't have a formal report or pix from anybody).
- 2012 Steelspiel
 - VFW Upstairs ballroom has been booked for 2012 Steelspiel.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

**AMY HANNAN
BRIAN STUART**

DISCUSSION

- 2011-2012 Membership
 - We will be working on the new membership forms and waivers and posting the rates and forms on the website by the middle of July so that members can begin to register.

- Returning members must submit their registration form and full payment by 9/6/2011 to retain their membership status for the 2011-2012 season.
- Wristband Fee
 - Wristband fee for the 2011-2012 season was discussed and set.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SCHEDULING

STEVE BUFFINGTON

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LEAGUES

STEVE BUFFINGTON

DISCUSSION		
<ul style="list-style-type: none"> ● During the June 6th meeting with Dave Hansen, he provided the tentative ice dates. We should use this for planning with the understanding that the final version may change. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FACILITIES

ANDY BANFIELD

DISCUSSION		
Steve Buffington: <ul style="list-style-type: none"> ● Two dehumidifiers from the Ardsley Curling Club are now in storage at Mac's Warehouse. These had previously been stored outside at the Ardsley club but appear to be in good condition. As we develop the plans for using them in our future curling home, we will need to confirm that they are in working order. So far, there is no cost to the club. 		

<ul style="list-style-type: none"> Plans are progressing to flush the brine side of our chiller Mac Purvis are making this happen. The donation check (to refund costs) has been sent to Rochester. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OMBUDSMEN

JEN POESCHL

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DOCUMENTS

DAPHNE ROBERTS

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TROPICURL

ALL

DISCUSSION		
<p>Amy Hannan:</p> <ul style="list-style-type: none"> Had another team pull out and was able to replace them with another wait listed team (Bob Pelletier's team). Still waiting to hear from one team regarding TBDs. In the process of helping another team that needs to find two subs for the weekend in order to play. Have three singles to work with and most likely have two committed to play the whole weekend with that team. 		

Marie Rose:

- Marie's Quik E Mart is open for business! Lots of executive decisions this year. Parkhurst will cater the Saturday afternoon LUNCH instead of dinner. This will result in a savings of over \$1000. Contracts are signed for food and the bar.
- Have a meeting with Scott Friday Jun 17th to test plugs, water etc. Possibly hand off keys. Anyone who would like to make this tour (4:45P) is welcome. Mostly I'd like another set of eyes (Steve will be at his parents that weekend).
- Coolers and roasters – I'll need them as usual and will post this on the website as well as ask Michelle to send a membership email out shortly.
- Hat Trick Club availability
 - The Hat Trick club is UNAVAILABLE most of the day Thursday June 30th. All decorating may go on Tues and Wed as usual. The only main difference is that we can't "stash" items up there. However, the crew room should be available to us up until the tournament starts. The crew room will NOT be available to us once the tournament has begun – just a temporary fix. Try not to be too bothered by this snafu – it's actually not as bad as it seems initially. We'll be a little tight on time Thurs night as far as the Chinese auction and logo shop go, but otherwise everything should proceed as normal. Bar service will begin as scheduled at 4P; food service at 5P.
- Schedules
 - I'll be begging and nagging potential food volunteers to lock in their times.
- Food
 - Karen Purvis has gotten us an industrial can opener. This may be this year's BEST NEW ITEM. Thank you Karen!!!
- Hotel
 - As usual, had a few problems with the block and people attempting to book. Hopefully that's been straightened out. Will be providing a newsletter to the hotel to hand out as people check in.
- Piper
 - Spoke with our stand-in piper for this year - good to go. Owen Kilbane is on vacation but promises he'll be back next year.
- Goodie bags
 - Received 3 boxes of curling notepads printed and generously donated by John Zavinsky. Will hand these off to Erin for the goodie bags. A great addition.
- FINAL MEETING
 - June 20, 2011 at 7:30 P.M. in the Paradise Bowl party room.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PUBLIC RELATIONS**MICHELLE CROWN**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

WEBSITE**MARIE ROSE**

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESIDENT'S REPORT**STEVE BUFFINGTON**

DISCUSSION		
<ul style="list-style-type: none"> • I met with Dave Hansen of RMU ISC on June 6th. The meeting was very good and our partnership with Dave is as good as it has always been. Dave provided a tentative ice schedule. We have basically the same ice times we had last year. • Our Finical agreement also remains the same as last year. And share the wristband proceeds at the same distribution as before. There was a comment from Dave that we did not have the attendance numbers as 2009/2010. I pointed out that the Olympic Open House's really raised our numbers and Dave agreed. We should institute wristband checking for the 11/12 season. • I asked about a Friends and Family night on Dec 31st. At first Dave said the Arena would be closed and he wanted to give everyone the night off. Then he looked at the ice schedule and noted that there is an RMU Woman's Hockey game that night. If we were off the ice by 10:00 PM, it might be a possibility. I have an action to check again in October. • Finally, we looked at the dates for TropiCurl 2012. July 4th is on a Wednesday. Dave asked about a mid week tournament and I at first thought no-way. But that might not be out of the question. If we got the ice the evening of Friday June 29th and followed the same ice prep schedule, games would start Sunday night July 4th with the finals on Wednesday July 4th. Most businesses would have only Wednesday off, so it might affect registration. Again, I have an action to follow up. • I have been trading emails with representatives from Columbus, Mayfield and the Cleveland Skating Club about a four-way Friendly between our clubs. The Cleveland Skating Club will host the first installment on Saturday July 16th. Five teams (20 players) 		

from each Club are invited to participate in this all day event. The first event will also be used as an organizational meeting, so this might just be a social get together, with curling. Future installment would then follow some sort of point system.

- The original concept, as Rich presented it, was to mimic what is done with the MACA. I have info on that if anyone is interested following the meeting.
- Team selection
 - Send an email to the membership to see if anyone is interested. First come, first served.
 - Have a signup sheet at Tropicurl.
 - Put information on the website.
- Need a coordinator and a spokesperson for the club.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Four Club Friendly

- Email to be sent to PCC members regarding event.
- Coordination of registration and teams.

Steve Buffington
Michelle Crown

Dan Bliss

MEETING ADJOURNED

Motion to adjourn: Temple/ Marchitelli – carried unanimously.

NEXT BOARD MEETING

Monday, July 11, 2011 at 7:30 P.M. – Hat Trick Club

EMAIL VOTES

ALL

DISCUSSION

None.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE