

# Pittsburgh Curling Club Board Meeting Minutes

1/13/2014

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

<b>MEMBERS PRESENT</b>	Andy Banfield, Matt Berwick, Dan Bliss, Steve Buffington, Michelle Crown, Amanda Marchitelli, Daphne Roberts, Mark Robinson, Marie Rose
<b>MEMBERS ABSENT</b>	Amy Hannan, Jacki Temple
<b>OBSERVERS</b>	Beth Cubbison, Len Jarabek
<b>CALLED TO ORDER</b>	7:40 P.M.

## Agenda topics

### APPROVAL OF PREVIOUS MINUTES

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<ul style="list-style-type: none"> <li>Motion to approve the full and public versions of the December 2013 Board Meeting minutes: Bliss/Robinson – carried unanimously.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### APPROVAL OF CONSENT AGENDA

<b>DISCUSSION</b>		
<ul style="list-style-type: none"> <li>Questions about the Citiparks section of the agenda were raised and answered.</li> </ul>		
<b>CONCLUSIONS</b>		
<ul style="list-style-type: none"> <li>Motion to approve the consent agenda for the December 2013 Board meeting: Rose/Stewart – carried unanimously.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### MEMBER COMMENTS

<b>DISCUSSION</b>	
None.	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## BOARD ANNOUNCEMENTS

## BOARD MEMBERS

DISCUSSION
<p>Steve Buffington:</p> <ul style="list-style-type: none"> <li>• 2014 USCA Arena National Championship <ul style="list-style-type: none"> <li>○ June 12-15, 2014 in Lansing, Michigan</li> <li>○ March 15<sup>th</sup> is the pre-registration deadline</li> <li>○ Rules are the same as last year</li> <li>○ Need a volunteer to post information during league play (team selection will follow the same rules as last year). <ul style="list-style-type: none"> <li>▪ Matt Berwick volunteered.</li> </ul> </li> </ul> </li> <li>• Board of Directors Insurance <ul style="list-style-type: none"> <li>○ Waiting for quotes from several companies and will pass along the information once received.</li> </ul> </li> <li>• Pittsburgh Day of Giving <ul style="list-style-type: none"> <li>○ The Pittsburgh Foundation has changed the date and format of event.</li> <li>○ Date has now changed to May 6, 2014 and it will be a nationwide event.</li> <li>○ March 31, 2014 is the deadline for the club to apply.</li> </ul> </li> </ul> <p>Michelle Crown:</p> <ul style="list-style-type: none"> <li>• 2014 PCC Board Meeting Dates and Location Start times are 7:30 P.M. <ul style="list-style-type: none"> <li>○ January 13, 2014 – Hat Trick Club</li> <li>○ February 10, 2014 – Hat Trick Club</li> <li>○ March 10, 2014 – Hat Trick Club</li> <li>○ April 14, 2014 – <b>TBD (all rooms at RMU are booked)</b></li> <li>○ May 12, 2014 – Hat Trick Club</li> <li>○ June 9, 2014 – Hat Trick Club</li> <li>○ July 14, 2014 – Hat Trick Club</li> <li>○ August, 11, 2014 – Hat Trick Club</li> <li>○ September 8, 2014 – Hat Trick Club</li> <li>○ November 10, 2014 – Hat Trick Club</li> <li>○ December 8, 2014 – Hat Trick Club</li> <li>○ The \$75 fee per booking for the Hat Trick Club was waived. If an organization pays for one of the above dates, the club could be bumped.</li> <li>○ The bookings are listed under my name with my contact information.</li> </ul> </li> <li>• Business Cards <ul style="list-style-type: none"> <li>○ New business cards with contact and social media information will be ordered.</li> </ul> </li> </ul>

Mark Robinson:

- Citizen Newspaper (for the northern boroughs) are interested in doing a story.

<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## **FINANCIAL**

**DAPHNE ROBERTS**

<b>DISCUSSION</b>		
<ul style="list-style-type: none"><li>• Finances<ul style="list-style-type: none"><li>◦ Club is solvent.</li></ul></li></ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>



## **ICE OPERATIONS & EQUIPMENT**

**JIM MEYER**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## **JUNIOR PROGRAM**

**BRIAN STUART**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**TRAINING****MARK ROBINSON**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FUNDRAISING****AMANDA MARCHITELLI**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**OUTREACH****DAN BLISS**

<b>DISCUSSION</b>
<ul style="list-style-type: none"> <li>• Olympics <ul style="list-style-type: none"> <li>○ The Olympics are almost here and our events are starting to take shape. As a reminder: <ul style="list-style-type: none"> <li>▪ Olympics run from Friday, February 7th to Sunday, February 23rd</li> <li>▪ Curling is from Monday, February 10th to Friday, February 21st</li> </ul> </li> <li>○ Jen, Beth, and I met recently for our first planning meeting. We're planning on having an open meeting one week before curling. I'm going to try to find a room at curling this week, so I may have details by the board meeting.</li> <li>○ I plan to start pestering people about volunteering for the events below very soon.</li> </ul> </li> <li>• Media <ul style="list-style-type: none"> <li>○ I will be doing a mini lesson with a reporter from the Beaver County Times on January 25th during the vampire league.</li> <li>○ Someone from WFMJ in Youngstown is also interested in doing the same thing - details are being worked out.</li> </ul> </li> <li>• Highmark/Visit Pittsburgh Event (January 7, 2014) <ul style="list-style-type: none"> <li>○ Thanks to Beth, Jacki, and Al for helping make this event a success in some very cold weather. Highmark put together a very nice curling display and we were able to demonstrate curling for about 60 people - including the CEO of</li> </ul> </li> </ul>

Highmark. Hopefully we made some connections that will help us in the future.

- I received a \$500 security deposit from Highmark to borrow our wheelie rocks for a few weeks while they bring the demo on the road to other locations across the state. They also have a stack of our pamphlets and leave behinds.
- Our contact at Visit Pittsburgh offered to help with Tropicurl if we were interested.
- Also reviewed handout from Steve Buffington about this event.
- Penguins Learn to Curl (February 11, 2014)
  - Now that the Highmark event is out of the way, I am going to contact the Penguins to work out the details. The event is likely going to run from 5-8PM at the rink, so we should expect to come to RMUISC around noon to help set up.
- Possible "Mini" Open Houses
  - I have one sheet of ice reserved on two B-nights at 9PM - February 15th and March 1st. This may be a time to try out the 30-minute 'curling experience' sessions listed below or we could do a standard class.
- Schenley Park Event (February 16, 2014)
  - Discussed details of the event.
  - Citiparks will advertise the event.
  - My best guess is that we will need 12-15 volunteers on the day of the event to teach and haul rocks back to RMU. We may be able to load up the rocks after curling on Saturday with lots of help.
- RMUISC Open House (March 15, 2014)
  - We have our regular 9PM ice time for this event. At this point, I think we run this as a truly open house from 9:30PM - 12:30AM or so. This would be the catch all for people we couldn't fit elsewhere. Likely no advance sign ups.
  - Again, probably 12-15 volunteers needed.
- Mini-Leagues
  - Dave did not have a list of available ice times for April and May as of this week, but I am hoping that we can get some for one or two three-week mini leagues. A fall back would be to have some Learn to Curl classes if less ice time is available.
- General Notes
  - We may want to push that people can come and watch us play on our website. Maybe have a floater or two to explain the game and answer questions.
- Other Events
  - I have received some recent requests for some private corporate events, but I'm holding off for now. I think the Olympics are plenty.

<ul style="list-style-type: none"> <li>• USCA Gold Program <ul style="list-style-type: none"> <li>○ Now that we have firm dates, we can enter the information for this program.</li> </ul> </li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**PRO SHOP** **BRIAN STUART**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**LOGO SHOP** **JEN POESCHL**

<b>DISCUSSION</b>		
Marie Rose: <ul style="list-style-type: none"> <li>• Logo shop storage <ul style="list-style-type: none"> <li>○ Discussed the needs of storage for the Logo Shop.</li> </ul> </li> <li>• Logo shop assistance <ul style="list-style-type: none"> <li>○ Jen has expressed the need for an assistant as well as wanting the opportunity to occasionally curl as a spare.</li> <li>○ On March 1 she is unable to run the logo shop. <ul style="list-style-type: none"> <li>▪ Volunteers please contact Jen at least a week beforehand to coordinate.</li> </ul> </li> </ul> </li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**EVENTS****MARIE ROSE**

<b>DISCUSSION</b>		
Upcoming events: <ul style="list-style-type: none"> <li>February 11: Consol Energy Center Demo</li> <li>March 15: Olympic Open House</li> <li>March 22: Steelspiel</li> <li>April 5: Rochester Bus trip</li> <li>May 17: Venture Outdoors</li> <li>July 3-6: TropiCurl</li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**MEMBERSHIP****AMY HANNAN  
MARK ROBINSON  
BRIAN STUART**

<b>DISCUSSION</b>		
Submitted by Amy Hannan: <ul style="list-style-type: none"> <li>A new member has joined for the partial season.</li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**SCHEDULING****STEVE BUFFINGTON**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**LEAGUES****DAPHNE ROBERTS  
JACKI TEMPLE**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**BUILDING COMMITTEE****ANDY BANFIELD  
STEVE BUFFINGTON  
BRIAN STUART**

<b>DISCUSSION</b>		
<ul style="list-style-type: none"> <li>Discussed obtaining the drawings for the new building and other outstanding items.</li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**OMBUDSMEN****TBD**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**DOCUMENTS****DAPHNE ROBERTS**

<b>DISCUSSION</b>		
None.		
<b>CONCLUSIONS</b>		



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**TROPICURL**

**ALL**

DISCUSSION
<p>Submitted by Amy Hannan:</p> <ul style="list-style-type: none"> <li>• Website and email blast will be up and running soon, after review.</li> </ul> <p>Marie Rose:</p> <ul style="list-style-type: none"> <li>• Miscellaneous <ul style="list-style-type: none"> <li>○ Brian has the online registration ready to go.</li> <li>○ Mac has agreed to help with flyers and sale pins again.</li> <li>○ Jen has the t-shirt design from Frank Sottile</li> <li>○ Need to think about advertising to club members – volunteers as well as registrations</li> </ul> </li> <li>• Award Pins <ul style="list-style-type: none"> <li>○ The Tropicurl committee will decide on a design and the club will only order one year’s worth of pins (7 events, both winners &amp; runner ups).</li> </ul> </li> <li>• Hotel Sponsorship <ul style="list-style-type: none"> <li>○ Reviewed and discussed hotel sponsorship for the 2014 Tropicurl Bonspiel.</li> <li>○ After review and discussion on the hotel information, the Board has decided to have 2 sponsored hotels.</li> </ul> </li> </ul>

CONCLUSIONS
<ul style="list-style-type: none"> <li>• Motion to approve the purchase of one set of award pins for the 2014 Tropicurl Bonspiel. The set includes pins for the winners and runner-ups for all 7 events. The design will be determined by the Tropicurl committee. Rose/Crown – carried unanimously.</li> </ul>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**PUBLIC RELATIONS**

**MICHELLE CROWN**

DISCUSSION
None.
CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## WEBSITE

**MARIE ROSE**

DISCUSSION		
<p>Website issue:</p> <ul style="list-style-type: none"> <li>A member noticed an incorrect link to the League Schedule when a Google search was performed (sent you to last year's schedule). Brian has fixed it. However, no schedule is visible on Android phones. Brian pointed out that according to Google Analytics, 35% of visits in the past month were from phones, 10% tablets, 55% desktops. Matt asked if the club had resources to actually have a mobile website developed.</li> </ul>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## PRESIDENT'S REPORT

**STEVE BUFFINGTON**

DISCUSSION		
<p>As a curling club, this is a very exciting time for us. We will soon have televised coverage of the Continental Cup Curling. Soon after that we will have over 30 televised matches from the Olympics.</p> <p>We just had a very successful demonstration event with Highmark, we have curling with the Pen's coming up, we're curling at Schenely Park and we have several events planned for our own ice at RMU.</p> <p>This is our time - let's make the most of this opportunity.</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>MEETING ADJOURNED</b>	Motion to adjourn: Marchitelli/Robinson – carried unanimously.
<b>NEXT BOARD MEETING</b>	February 10, 2014 at 7:30 P.M. – Hat Trick Club

## EMAIL VOTES

ALL

### DISCUSSION

- 02-02-2014
  - Email sent to Board members by Marie Rose, making a motion and calling for a subsequent vote to approve the purchase of promotional items for the upcoming Olympics using monies from the Sprout fund.
- 02-03-2014
  - Email sent to Board members by Dan Bliss, making a motion and calling for a subsequent vote to approve the Pittsburgh Penguins advertising proposal as part of the February 11, 2014 event at the Consol Energy Center.
- 02-05-2014
  - Email sent to Board members by Steve Buffington, making a motion and calling for a subsequent vote to approve the spending of approximately \$250.00 to print 100 “leave behind” information packets for the Pittsburgh Penguins event at the Consol Energy Center on February 11, 2014.

### CONCLUSIONS

- Motion to approve the use of the Sprout grant funds for purchase of promotional items for the upcoming Olympics: Rose
  - YES Votes: Banfield, Berwick, Bliss, Buffington, Crown, Hannan, Marchitelli, Roberts, Robinson, Rose, Stuart, Temple
  - NO votes: None
  - ABSTAIN votes: None
  - DID NOT VOTE: All Board members voted.
  - Motion carried.
- Motion to approve the Pittsburgh Penguins advertising proposal as part of the February 11, 2014 event at the Consol Energy Center: Bliss
  - YES Votes: Berwick, Bliss, Buffington, Crown, Hannan, Marchitelli, Roberts, Rose, Stuart, Temple
  - NO votes: None
  - ABSTAIN votes: None
  - DID NOT VOTE: Banfield, Robinson
  - Motion carried.
- Motion to approve spending approximately \$250.00 to print 100 “leave behind” information packets for the Pittsburgh Penguins event at the Consol Energy Center on February 11, 2014: Buffington
  - YES Votes: Banfield, Berwick, Bliss, Buffington, Crown, Hannan, Marchitelli, Roberts, Robinson, Stuart, Temple
  - NO votes: None
  - ABSTAIN votes: None
  - DID NOT VOTE: Rose
  - Motion carried.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE