

Pittsburgh Curling Club Board Meeting Minutes

8/11/2014

7:30 PM

RMU ISLAND SPORTS CENTER HAT TRICK CLUB

MEMBERS PRESENT	Andy Banfield, Matt Berwick, Dan Bliss, Steve Buffington, Michelle Crown, Amanda Marchitelli, Daphne Roberts, Marie Rose, Brian Stuart, Jacki Temple, Neill Turner
MEMBERS ABSENT	Mark Robinson
OBSERVERS	Burt Cubbison
CALLED TO ORDER	7:35 P.M.

Agenda topics

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	<ul style="list-style-type: none"> • Correction to the July 2014 Board Meeting Minutes <ul style="list-style-type: none"> ○ Board Announcements: Board Meeting Absences – Steve Buffington did not send Jacki Temple a notice of her missed absences. 	
CONCLUSIONS		
	<ul style="list-style-type: none"> • Motion to approve the full and public version of the July 2014 Board Meeting Minutes as corrected: Banfield/Temple – carried unanimously. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF CONSENT AGENDA

DISCUSSION		
	<ul style="list-style-type: none"> • Discussed rock handles (see Fundraising section below) and the league schedule (see Scheduling section below). 	
CONCLUSIONS		
	<ul style="list-style-type: none"> • Motion to approve the consent agenda for the August 2014 Board meeting: Rose/Berwick – carried unanimously. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION
<ul style="list-style-type: none"> • Board Meeting Absences <ul style="list-style-type: none"> ○ At the July 2014, it was brought to the attention of the Board that Jacki Temple has missed four (4) meetings within a 12-month rolling period and is up for removal from the board. ○ At the August 2014 meeting, Jacki presented a letter to the Board with an explanation of the missed meetings. The Board reviewed and discussed the absences. ○ The Board has accepted the explanation and recommended all the absences be expunged from Jacki's record. • Board of Directors Insurance <ul style="list-style-type: none"> ○ Steve will send out information to the Board for review. • Email Distribution Lists <ul style="list-style-type: none"> ○ Dan has some lists in the LTC email account and will try to share with Steve and Michelle. ○ Steve's idea is to send out email blasts about fundraising, new building, etc. • GNCC Annual Meeting Reports <ul style="list-style-type: none"> ○ Jacki will scan all the information she received at the meeting and will send to the Board for review. • Darwin Grant <ul style="list-style-type: none"> ○ The club has received the 2nd portion of the Darwin Grant which has been designated towards the purchase of the building drawings. ○ The Building Committee will review the drawings.

<ul style="list-style-type: none"> • Bill Peskoff Phone Call <ul style="list-style-type: none"> ○ Steve received a phone call from Bill Peskoff asking for an update on the club and the new building. ○ Steve sent a letter to Bill back in December 2013. Bill liked the letter and suggested the club send it all those who donated years ago to give them a status update. 		
CONCLUSIONS		
<ul style="list-style-type: none"> • Board Meeting Absences <p>Motion to expunge all four (4) absences from Jacki Temple’s Board Meeting record – Crown/Banfield – motion carried.</p> <p>YES votes: Banfield, Berwick, Bliss, Crown, Marchitelli, Roberts, Rose, Stuart, Turner NO votes: None ABSTAIN votes: Temple NOT PRESENT: Robinson</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

DAPHNE ROBERTS

DISCUSSION		
<p>Finances</p> <ul style="list-style-type: none"> • Club is solvent. <p>Operations Budget</p> <ul style="list-style-type: none"> • The Board reviewed and approved the updated 2014-2015 operations budget handout. <p>Change of Bank Accounts</p> <ul style="list-style-type: none"> • PNC accounts opened. • Need to get Steve to stop in bank to complete a signature card. • Keep the Citizens bank account open until all previous checks have cleared and the new checks have arrived. 		
CONCLUSIONS		
<p>Operations Budget</p> <ul style="list-style-type: none"> • Motion to approve the 2014-2015 operations budget as amended – Temple/Crown: carried unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUNDRAISING

AMANDA MARCHITELLI

DISCUSSION

- Rock Handles
 - Rock handles will be shipped once all information from the people who bought them has been received.
 - While the handles are out being engraved, there are blank handles that can be put on until the engraved handles are returned.
- Yard Sale
 - Saturday, August 16th from 9AM to 4PM at Marie & Steve's house.
 - Ads are in the papers and online.
 - Looking for volunteers and donated items.
- Other upcoming fundraisers
 - Thursday, October 16th, we have Wigle Whiskey's garden room for a fundraiser.
 - Paperwork has been sent to Max & Erma's, Hoss's, Whole Foods, Pizza Hut, Red Robin, and Five Below for "% back day". Once managers approve us and a date set, we will notify everyone.
- Matching Grant
 - The only outstanding check remaining is from the Hampton Inn (Tropicurl Hotel Sponsor).
 - There is still room to maximize the grant.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS

MARIE ROSE

DISCUSSION

- PCC Yard sale (also listed under Fundraising section)
 - Saturday, Aug 16th at Marie and Steve's House – 8:00AM to 4:00PM
 - Club email was sent 2 weeks ago and it's posted on the website. Amanda has ads placed for shoppers. Lunch available for volunteers. Electricity available for items needing a demo. The garage could be made available in the case of rain (keep your fingers crossed). Clean out your houses!! Amanda is the contact on this.

- Adams Township Community Day
 - Saturday, September 6th.
 - The club is registered to participate.
 - A planning meeting is Tuesday, September 2nd at 7:00PM at the Adams Township municipal building.
 - It's a very nice (free) community event with a good turnout. We had a lot of interest last year - especially from parents asking about youth activities. We will be working with organizers to "upgrade" our booth location so we're a little more centrally located. I'll need to borrow a popup tent again from someone. Requesting no rain!
 - More details after the planning meeting.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

SCHEDULING

ANDY BANFIELD

DISCUSSION

- The schedule looks good to have a Can-Am "A" league and Can-Am "B" league.
- 10 games total for both leagues:
 - 9 regular league games
 - 1 guaranteed playoff game

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

LEAGUES

ANDY BANFIELD

DISCUSSION

Marie Rose:

- League Schedule
 - RMU has sent the club the league schedule for the 2014-2015 season.
 - The schedule will be posted on the website as soon as possible.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TROPICURL

ALL

DISCUSSION		
<p>Marie Rose:</p> <ul style="list-style-type: none"> • 2014 Hotel Sponsorship <ul style="list-style-type: none"> ○ Still waiting for the commission checks. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PUBLIC RELATIONS, CORPORATE EVENTS & COMMUNICATION

NEILL TURNER

DISCUSSION		
<ul style="list-style-type: none"> • The Board has asked Neill to put together a communications package to keep the members informed about what is going on with the club. <ul style="list-style-type: none"> ○ Having a bulletin board out near the ice may be a good way to get the information out to the members. ○ Neill stated this could be done by the start of the season. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

WEBSITE

MARIE ROSE

DISCUSSION		
<ul style="list-style-type: none"> • Online Event Registration <ul style="list-style-type: none"> ○ Brian is battling with the Espresso Event Calendar feature – apparently with the most recent upgrade it stopped working. 		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

POLICIES & PROCEDURES

MICHELLE CROWN

DISCUSSION		
<ul style="list-style-type: none"> • The book that was approved for purchase has been delivered. • The committee’s first task is to identify policies and prioritize them. <ul style="list-style-type: none"> ○ Assigning members to teams during registration period (review Andy Banfield’s policy from the 2013-2014 season). ○ Event eligibility ○ Social members – who is eligible to play ○ Dealing with curlers from other clubs asking to spare in league games • We will work online and in person as necessary. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Marchitelli/Berwick – carried unanimously.
NEXT BOARD MEETING	September 8, 2014 at 7:30 P.M. – Hat Trick Club

EMAIL VOTES

ALL

DISCUSSION		
None.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE