

Pittsburgh Curling Club Board Meeting Minutes

11/9/2021

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Nick Connolly, Steve Buffington, Marie Rose, Burt Cubbison, Leonard Jarabeck, Travis Eiler, Daphne Roberts, Erin McManus, Mark Robinson
MEMBERS ABSENT	Deb Spang, Sean Mizerski
OBSERVERS	Allison Devine
CALLED TO ORDER	7:00 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	<ul style="list-style-type: none">• Correct Nick Connolly's last name as well as Alex Visnich's	
CONCLUSIONS		
	Approval of Previous Month's Minutes: Devine/Buffington; Roberts abstains	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
CONCLUSIONS		
<ul style="list-style-type: none"> • Streaming Camera Setup <ul style="list-style-type: none"> ○ Working ○ New PC purchased • Facilities and Maintenance <ul style="list-style-type: none"> ○ HVAC repair \$570.45-Junction Climate Control ○ Background checks ○ Would be good to add more curling memorabilia to the Warm Room to make the club look nicer or more appealing to people coming in for Olympic LTC/TAR's ○ Best place to mount a TV for general viewing <ul style="list-style-type: none"> ▪ Most likely above rock box on front wall • LTC <ul style="list-style-type: none"> ○ Proposal to increase the cost of LTC's in 2022 to \$50 ○ Would capture more funds during Olympic season ○ Already struggling to get volunteers for LTC's sent out via email for November, will need to begin prepping members for the necessity of volunteers in Dec/Jan/Feb/Mar 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

DISCUSSION		
<ul style="list-style-type: none"> • PA Paralysis Grant <ul style="list-style-type: none"> ○ Membership code has been made for registration <ul style="list-style-type: none"> ▪ Has been distributed to eligible participants ○ Can also be used for support person ○ Extended through June 30th, 2022 ○ Due to cancellation of Bonspiel due to COVID, we are able to use additional funding towards membership <ul style="list-style-type: none"> ▪ Discussion that the Grant could be rewritten to show this change if necessary ○ Possible LTC November 21st ○ Delivery devices are beginning to delaminate <ul style="list-style-type: none"> ▪ Look into using the remaining funding left (\$1600) to purchase additional delivery devices ▪ Burt volunteered to work on attempting to machine the head over the next few months to see if that works better than what we have now. ○ Ryan Fissella is working on organizing a LTC for an adaptive LTC 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Email Mark D regarding how to buy heads	Steve Buffington	

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> • Advertising <ul style="list-style-type: none"> ○ Encourage members to share social media posts ○ Discussion surrounding different advertising options through Pitt, City Paper, etc. <ul style="list-style-type: none"> ▪ Options for online, print, or mixture <ul style="list-style-type: none"> • Decision that online was most beneficial ▪ What timeframe should we focus the advertising <ul style="list-style-type: none"> • Ideally would like to begin the advertisement prior to the Olympics and run throughout <ul style="list-style-type: none"> ○ Could this begin early enough to capture holiday gifts? • Pittsburgh Sports League <ul style="list-style-type: none"> ○ Plan to come 11/15 prior to our league night <ul style="list-style-type: none"> ▪ Will take pictures and video to add to their website ○ Would plan to schedule a LTC Jan 22nd at 4p ○ Would advertise to their members, and attempt to draw in members with giveaways such as free beer ○ PSL members would pay them directly and they would cut us a check for what we are owed • Olympic Learn to Curls <ul style="list-style-type: none"> ○ Would want to set up registration on the website as soon as possible ○ Provide food for volunteers ○ Will need someone to take responsibility for communicating with people who sign up for Olympic LTC/TAR sessions ○ Would need multiple POS systems <ul style="list-style-type: none"> ▪ Throw a Rock <ul style="list-style-type: none"> • Will require significant volunteer numbers from our club members (at least 15/session) • Will need to talk to Tap Club about overflow parking ▪ Learn to Curl 		
CONCLUSIONS		
Motion to use Pgh City Paper Sponsored content for \$1250, starting in December; Roberts/McManus: carries unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make contact with City Paper advertising department	Dustin Devine	

FINANCIAL

DISCUSSION

Pittsburgh Curling Club Financial Reports		
As of 11/09/2021	7.04 Months of Solvency	
Current Assets		
Cash/Checking/Savings		
Dollar Checking	1,792.79	
Dollar Savings	14,811.43	
Charles Schwab	1,005.88	
PayPal	391.55	
PNC - Money Market	76,507.79	
PNC - Primary Checking	4,103.67	
PNC - Secondary Checking	24,208.42	
Undeposited Stripe Funds		
Undeposited Wave Funds	-	
Undeposited Other Funds		
Total Cash/Checking/Savings	122,821.53	
Other Current/Restricted Assets		
122001 · Giant Eagle Gift Cards	\$ -	
12100 · Prepaid Expense	8,051.99	
Other Current/Restricted Assets	8,051.99	
Total Current Assets	130,873.52	

Current Liabilities			
Paid/Current Liabilities	PAID/ SCHEDULED		
West View Water	22.72	10/13/2021	

Columbia Gas	27.85	10/15/2021	
Trane Service Contract	2,083.29	10/20/2021	Chiller Maintenance
Dollar Bank Loan	8,296.71	10/31/2021	
GNCC Legacy Loan	1,347.65	11/1/2021	
Junction Climate Controls	570.45	11/11/2021	Repairs
Ally Devine	1,165.99	11/11/2021	Steaming Computer
Comcast	144.68	11/13/2021	
Duquesne Light	2,452.56	11/16/2021	
Giant Eagle Inc	9,500.00	11/23/2021	Gift Cards
Philadelphia Insurance	1,269.00	12/13/2021	O & D Insurance
Total Paid/Current Liabilities	26,880.90		
Long-term Liabilities			
	PRINCIPAL	CHANGE	
GNCC Legacy Trust Loan	54,875.00	-\$1,210.00	
Dollar Bank Construction Loan	1,249,839.00	-3,710	
Rose-Buffington Loan	104,250.00	250	
Hutchinson Loan	30,750		
Total Long-term Liabilities	\$1,439,714		

Upcoming Liabilities	
Trane Service Contract	1,947.00
Philadelphia Insurance	1,125.00

Pittsburgh Curling Club Financial Reports		
For the period 10/13/2021 - 11/09/2021		
Income		
Direct Public Grants		
	Nonprofit Organization Grants	2,250

Total Direct Public Grants		2,250
Direct Public Support		
	Corporate Contributions	-
	Individual Contributions	-
	Member Contributions	2,210
Total Direct Public Support		2,210
Other Types of Income		
	Interest Income	1
Total Other Types of Income		1
Total Member Dues		3,400
Program Income		
	Sponsorships	0
League Fees		
	Member League Fees	11,465
Instruction		
	Learn to Curl	1,200
	Group Curling Events	1,000
Competitions		
	Bonspiel Entry Fees	3,360
Retail Shop Sales		
	Sales Tax Collected	6
	Goods Sold	1,387
	Giant Eagle Cards Sold	0
Total Program Income		18,418
Total Income		26,279
Debt Service		
	WT Hutchinson PSP	-
	GNCC Legacy Trust Loan	1,204

Dollar Bank Construction Loan	3,710
Total Debt Service	4,914

Expense			
Business Admin Expenses			
	Insurance	468	
	Office Expense	11	
Total Business Admin Expenses			479
Building and Equipment			
	Insurance	323	
	Interest	4,980	
	Repairs & Maintenance	2,872	
	Taxes & Fees	0	
	Utilities	2,504	
Total Building and Equipment			10,679
Operations			
Bonspiel Expenses			
	Food & Food Supplies	0	
Total Bonspiel Expenses			0
Advertising			0
Bank Fees			0
Charge Processing			
	Square Fees	6	
	Stripe Fees	528	
Total Banking & Processing			534
Curling & Ice Costs			
Equipment		2,477	
Membership Costs			
	Insurance - Member	65	

Supplies		4,351	
Total Membership Costs			6,893
Retail Shop Expenses			
	Inventory COGS	0	
Total Retail Shop Expenses			0
Total Operations			7,427
Total Expense			18,585
Net Income			2,780

- Refreshments for friendly: \$264.71-total \$410.69 which includes LTC
- Should find a way to keep track of expenses such as refreshments used for events
 - Would assist in planning purposes moving forward in deciding what events to schedule in the future and how much revenue could be expected from those events
 - Discussion surrounding whether this is possible/best strategy
 - There is roll over from one event to the next in inventory
 - Can we figure out rough numbers for each event
 - Will bring tracking sheet to board meetings to capture rough estimates of amount spent on refreshments
 - Should we track our club refreshment/snack inventory
 - Fear that we could be losing revenue if members are taking advantage of the stock
 - Hard to track currently as members tend to put in larger bills then run a tab in their head until they feel it is time to make another donation
 - Board members have heard members talking up the idea of not having to buy refreshments through the club, and being able to bring your own as a selling point
 - Concern that this is setting a precedent that may eventually need to be combatted in the future if the club changes that policy
 - Also, it is a benefit to the club if members choose to obtain the clubs stock and make appropriate donations
- Jason Strushensky donated 65inch smartTV with mounting bracket
- Marie will be purchasing additional Giant Eagle giftcards, this is covered under the budget
- President and Vice-President need to update their signatures with PNC bank to be able to sign checks

CONCLUSIONS		
Motion to reimburse Daphne for refreshment restock: Roberts/Eiler; Roberts abstains. Motion carries unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tracking sheet for event expenses	Steve Buffington	

EVENTS

DISCUSSION		
<ul style="list-style-type: none">• Rochester Friendly<ul style="list-style-type: none">○ Was a success (Rooster is gone)○ About 20 Rochester curlers participated		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Connolly/Rose; carried unanimously
NEXT BOARD MEETING	December 14, 2021 at PCC

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE