

Pittsburgh Curling Club Board Meeting Minutes

2/8/2022

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Travis Eiler, Marie Rose, Steve Buffington, Erin McManus, Deb Spang, Burt Cubbison, Mark Robinson, Leonard Jarabeck, Daphne Roberts, Sean Mizerski, Nick Connolly
MEMBERS ABSENT	ANY ABESNTEES
OBSERVERS	Constantin Kohler, Gerry Kyle, Ryan Fissella, Sarah Fissella, Alex Visnich
CALLED TO ORDER	7:00 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
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CONCLUSIONS		
Approval of Previous Month's Minutes: Buffington/Roberts; carried unanimously		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION
<ul style="list-style-type: none"> • Email from Fissella's regarding plow contract: To the Board at Pittsburgh Curling Club: On 1/23/22 Ryan and I came to do both draws at the curling club. Overnight the night before it had snowed a decent amount. We arrived at the curling club at 430pm and were met with a very slick looking entrance. There was a plow guy working on the Tap Rooms lot but nothing was done with the hill to get into the curling club. Two other curlers that day chose to park at the tap room and walk up the slick hill to get there. Unfortunately for Ryan that is not an option. We tried for about 10 minutes before Sean and Nick came out to help us by hand shoveling and throwing salt down until we could get traction. Thankfully after many attempts and sliding backwards almost into a tree we were successful. We had the same problems trying to leave as it had snowed more when we were in the club. We drive about 50 minutes to get to the curling club which is why we tend to go for the days we can get two draws in. I think the club should have some sort of snow removal plan in action. The gentleman that does the tap room is already in the parking lot maybe he can also do just our hill. I would hate to drive all the way out again and not be able to curl because I can't get access to the club. I would also hate to see someone walking up the hill and slip and get hurt. Please take this into consideration as we have many events coming up at the club with LTCs and Bonspiels and its only appropriate to make sure people can get to the parking lot safety. <ul style="list-style-type: none"> ○ Have talked with the individual who has the contract with the Tap Club, he has plowed our lot 3-4 times to this point

<ul style="list-style-type: none"> ○ Working to improve this situation for the future ○ Will look into formalizing our cancellation policy in the event of severe weather ● Rick Barnwell offered to help pick up our rocks from Bucks <ul style="list-style-type: none"> ○ Taking no action on this currently 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION	<ul style="list-style-type: none"> ● Info@pittsburghcurlingclub will now be covered by Mark Robinson, Erin McManus, and Gerry Kyle 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Roberts will reset info email address sign in and send to Robinson	Roberts	

MEMBERSHIP

DISCUSSION		
<ul style="list-style-type: none"> ● Question regarding how members can find out how many draws they have remaining in their allotment <ul style="list-style-type: none"> ○ For now email Nick.Connolly@pittsburghcurlingclub.com ○ In the future we will explore having a members only section of the website where this information could be maintained ● Practice Ice <ul style="list-style-type: none"> ○ Will look into incorporating open practice ice next season, may help to encourage new curlers to become invested ○ Currently members could practice before or after the current draws 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> • Olympic LTC's <ul style="list-style-type: none"> ○ Have had large numbers of participants signing up ○ LTC has been significantly more popular than curling experience so far <ul style="list-style-type: none"> ▪ CMEE has been conducting surveys following each session to find out what's going well and what we need to work on ▪ CMEE sending follow up emails a few days after the session to participants ○ Want to increase volunteer turnout, and get a larger group of volunteers <ul style="list-style-type: none"> ▪ Sending out weekly email update on volunteers needed ▪ Volunteers don't need to be on ice, assistance with warm room is also important ▪ CMEE will look into targeting increased volunteer turnout ▪ Look into creating handout regarding member expectations ○ How to increase number of LTC participants we are converting into members <ul style="list-style-type: none"> ▪ Discussion about having a breakfast for new or arena members who have yet to return prior to next fall session ▪ Ryan Fisella proposed creating a league in the Spring session specifically for new curlers <ul style="list-style-type: none"> • Discussion on how this would be different than the current Thursday draw • Some new curlers prefer to play with other new members as they feel intimidated to play with experienced curlers and feel like they are messing up the team • \$250 Olympic Rookie League membership would include unlimited curling from sign up through the end of the Spring session <ul style="list-style-type: none"> ○ Would include the rookie league Sunday's 2-4p in the Spring session ○ Adding LTC's: 2/20, 3/6, 3/18, 3/20 • CMEE <ul style="list-style-type: none"> ○ Handouts/pamphlets/business cards available at the club for members for outreach <ul style="list-style-type: none"> ▪ Help inform members that these are available ○ Surveys being compiled from LTC's ○ Name tags have been ordered 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCIAL

DISCUSSION				
Pittsburgh Curling Club Financial Reports				
As of 02/08/2022		4.52 Months of Solvency		
Current Assets				
Cash/Checking/Savings				
Dollar Checking	-			
Dollar Savings	41,717.36			
Charles Schwab	1,005.91			
PayPal	19.11			
PNC - Money Market	25,509.48			
PNC - Primary Checking	37,279.08			
PNC - Secondary Checking	14,747.41			
Undeposited Stripe Funds	5,242.97			
Undeposited Other Funds	438.62			
Total Cash/Checking/Savings	125,959.94			
Other Current/Restricted Assets				
122001 · Giant Eagle Gift Cards	\$ -			
12100 · Prepaid Expense	10,300.65			
Other Current/Restricted Assets	10,300.65			
Total Current Assets	136,260.59			
Current Liabilities				
Paid/Current Liabilities		PAID/ SCHEDULED	NOTES	
GNCC Dues	150.00	1/20/2022	PAID	
GNCC Insurance	60.00	1/20/2022	PAID	

Dollar Bank Loan	8,296.71	1/31/2022	PAID	
GNCC Legacy Loan	1,347.65	1/31/2022	PAID	
USCA Dues	3,270.00	1/31/2022	PAID	
Pair Networks	160.27	2/2/2022	PAID	
Comcast	144.68	2/4/2022	PAID	
HAB-MISC	193.47	2/4/2022	PAID	Sewer
Allison Devine	2,270.58	2/5/2022	PAID	Logo Shop Inventory
Duquesne Light	2,429.22	2/8/2022	PAID	
West View Water	29.70	2/11/2022	PAID	
Columbia Gas	749.62	2/17/2022	PAID	
Tudi Mechanical Systems	200.00	2/11/2022	PAID	Backflow Test
Township of Stowe	12,618.22	2/28/2022	DUE	
Sto-Rox School District	30,100.70	2/28/2022	DUE	
Total Paid/Current Liabilities	62,020.82			
Long-term Liabilities				
	PRINCIPAL	CHANGE		
GNCC Legacy Trust Loan	51,237.55	-\$1,213.00		
Dollar Bank Construction Loan	1,238,480.77	-3,751		
Rose-Buffington Loan	105,000.00	250		
Hutchinson Loan	30,750	-		
Total Long-term Liabilities	\$1,425,468			

Income			
	Direct Public Support		
		Corporate Contributions	
		Individual Contributions	1,300
		Member Contributions	264
	Total Direct Public Support		1,564
	Other Types of Income		
		Interest Income	2
	Total Other Types of Income		2
	Total Member Dues		300

	Program Income		
	Gift Certificates Sold		50
	Sponsorships		300
	League Fees		
		Member League Fees	1,925
	Drop-in Curling		240
	Instruction		
		Learn to Curl	7,010
		Group Curling Events	2,280
	Competitions		
		Bonspiel Entry Fees	2,100
	Retail Shop Sales		
		Sales Tax Collected	24
		Goods Sold	1,741
		Giant Eagle Cards Sold	0
	Total Program Income		15,670
Total Income			17,536
Debt Service			
	WT Hutchinson PSP		-
	GNCC Legacy Trust Loan		1,213
	Dollar Bank Construction Loan		3,751
Total Debt Service			4,964

Expense			
Business Admin Expenses			
	Insurance	0	
Total Business Admin Expenses			0
Building and Equipment			
	Equipment		

	Insurance		
	Interest	4,927	
	Repairs & Maintenance	-	
	Taxes & Fees	-	
	Utilities	3,313	
Total Building and Equipment			8,240
Operations			
Event Expenses			
	Bar & Bar Supplies	27	
	Food & Food Supplies	0	
Total Event Expenses			27
Advertising			1,250
Bank Fees			0
Charge Processing			
	PayPal Fees	1	
	Square Fees	23	
	Stripe Fees	411	
Total Banking & Processing			435
Curling & Ice Costs			
Equipment			0
Membership Costs			
	Association Dues	3,420	
	Insurance - Member	60	
Total Membership Costs			3,480
Supplies			0
Retail Shop Expenses			
	Inventory COGS	0	
Total Retail Shop Expenses			0
Website & Internet Expenses			160
Total Operations			5,352
Total Expense			13,592
Net Income			(1,020)

Club Revenue Centers - Fiscal Year to Date		
	Member Dues & Fees	42,770.00
	Learn to Curls & Groups	30,860.00
	Bonspeils	24,480.00
	Donations & Contributions	14,173.00
	Goods Sold (non GE Card)	7,730.00
	Grants	2,250.00
	Sponsorships	800.00
	Other	624.00
Total		123,687.00

- Note regarding financials year to date
 - LTC/Group curling/bonspeils far surpasses revenue brought in from memberships alone
 - This is why volunteers are so important, especially right now during the Olympic bump
- Reimbursement totals:
 - Buffington: \$37.96
 - Roberts: \$60.44
 - Devine: \$65.16
 - Accetta: \$240
- Total reimbursements: \$406.56
- 170 participants have signed up for LTC's in the last 8 days
- USCA dues
 - Have submitted this years roster, this is paid
 - Back dues:
 - Worked out a payment plan after submitting roster from last year (list of everyone who curled 10 or more times plus board members)
 - Total back dues owed: \$1780
 - 2022: \$580
 - 2023: \$560
 - 2024: \$560
 - Motion to approve back dues to USCA
 - Follow up discussion regarding whether we should pay up front or in payment plan as proposed
- Logo shop sales:
 - Have sold over 30 shirts in the last month
 - Discussion about increasing pro shop items available

CONCLUSIONS

Motion to approve reimbursements: Mizerski/Robinson; Devine/Buffington abstain, motion carries
Motion to approve back dues owed to USCA: Eiler/Jarabeck; motion carries unanimously

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Update USCA with bonspiel dates

Devine, Dustin

Discuss with Brooms Up about pro shop items

Devine, Allison

EVENTS

DISCUSSION

- Dykes
 - Discussed piper's for the event
 - Have all trophies and the plaque
 - Rochester team will be bringing the 2nd place medals
 - Steve is working through adjustments to bracket
 - Flood Sunday prior to the event
 - Will need to mark off parking area for Brooms Up trailer
 - Need to clean up and prep building
 - Member's need to get personal belongings out
 - Need to deep clean/vacuum
 - Food
 - One gluten allergy
 - Still looking for volunteers
 - Will need wheeled cart which is currently in ice house for kitchen items
 - Volunteers have been light so far
 - Sean sending out individual emails, will also be sending a club wide email asking for additional volunteers
 - Bar
 - Steve notified Stowe Twp police of the special event liquor license and the dates of the event
 - Informed of possibility of plain clothes state police showing up to check on bar status
 - Will need to send form into LCB no less than 48 hours in advance that confirms we are having the event
 - Will use drink cards, these are printed
 - Discussion whether RAMP certification is necessary for our servers
 - This is not specified on the application, will double check to ensure compliance
 - Auction
 - Letters sent for donations for auction either for this or future events
- Spring Training
 - Currently 10 teams signed up, have a few teams possibly ready to sign up
 - Will likely end up at 12, 14, or 16 teams

- Food
 - Sarah Fissella volunteered to take over meal prep for one of the days
 - Can look at assigning items to prep for several different members

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING ADJOURNED	Motion to adjourn: Connolly/Mizerski; carried unanimously
NEXT BOARD MEETING	March 8 th , 2022 at PCC

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE