

Pittsburgh Curling Club Board Meeting Minutes

10/11/2022

7:00

491 McCoy Road

MEMBERS PRESENT	Dustin Devine, Gerry Kyle, Travis Eiler, Deb Spang, Ryan Fissella, Burt Cubbison, Steve Buffington, Joe Walton, Leonard Jarabeck, Allison Devine, Erin McManus, Constantin Koehler
MEMBERS ABSENT	Sean Mizerski, Daphne Roberts, Sarah Fissella
OBSERVERS	Ryan Waskiewicz, Carson Turner, Alex Visnich
CALLED TO ORDER	7:07 PM

APPROVAL OF PREVIOUS MINUTES

DISCUSSION		
	<ul style="list-style-type: none"> • \$890 labor day raffle not \$910 • Reimbursement to Steve did not include liquor license as it was not a budgeted item 	
CONCLUSIONS		
	Approval of Previous Month's Minutes with corrections: Walton/Buffington ; carried unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEMBER COMMENTS

DISCUSSION
<p>From Marie:</p> <p>I had a couple of general questions:</p> <ol style="list-style-type: none"> 1. Is the infectious disease waiver still required? If not, I already printed quite a few combined liability/infectious disease waivers - we'll just use them up then switch to liability only. 2. Does general public (like friends - no stepping on ice) entering the building need to sign a waiver (if infectious disease waiver is no longer required this would be the liability waiver) 3. For Learn to Curls - are we going to go ahead with the \$50 gift card incentive program? IMO, this was a very well received gesture last spring. Some instructors graciously declined the card, but most took it. We already have a

quite a few LTC's set up for this fall and some of them are going to require some significant begging. For example there is the potential for a school event at 10A on a weekday in December for up to 30 curlers.

- Discussion:
 - Decision to keep the combined Infectious Disease/Liability waiver for now.
 - Everyone will continue to sign the combined waiver, regardless of whether they plan to step on the ice or not
 - LTC incentive gift cards
 - Discussion regarding whether the incentive achieved its goal in bringing additional volunteers
 - Comment regarding a members belief that incentive programs where there is only one winner aren't as effective at bringing in volunteers as programs where everyone receives something
 - Suggestion that something like a small gift card for each volunteer might be more effective
 - Member comment suggesting something such as "x number of volunteering sessions would earn you a free draw"
 - Comment that a board member feels the incentive program is unnecessary and ineffective, stating that while the precedent was set last year for this type of program they do not believe it's in the clubs best interest to continue this type of program.
 - Counterpoint was brought up that we continue to struggle to get enough volunteers for programming, and that this puts a strain on a select few members who either do all the volunteering, beg members to participate, or both.
 - Decision was made that the program would be stopped
 - Will explore other incentive programs that might be more inclusive to all participants
 - Gerry Kyle volunteered to compile these ideas and asked that all members with suggestions email him

From Sean:

After the meeting today Len and I got into a heated discussion where he mocked my stutter and called me a cancer to the club. This was not cool. I volunteer ALOT. I would like this brought up at the next meeting.

From Evie:

To whom it might concern,

It has come to my attention that a member of the board recently used ableist language while arguing with another board member and member of our community. This is deeply upsetting to me and makes me concerned about the quality of the board's judgment.

As of now is the board bound to any code of conduct? If not, could one be instituted?

Thank you for your attention,

Evie Fowler

Member in good standing

- Discussion combined for the two comments above:
 - President stated that he was not present for the start of the conversation/ensuing argument above, however once he became aware of the situation he did physically separate the two board members
 - Continued to state that this was unacceptable behavior of any members, let alone members of the board
 - Discussion that there was no one present who heard the start of the conversation
 - Discussion that the situation was a result of two parties, as either member had the ability to leave the situation and address it in an appropriate manner instead of continuing the escalation.
 - Suggestion that both parties should apologize to the board/club as actions on both sides were unbecoming of a board member
 - Comment that curling is an inclusive sport, and our club strives to be an inclusive environment. Stressing that using ableist or other offensive language needs to be addressed.
 - Comments that everyone agrees with this sentiment, but also that physically aggressive statements/posturing is also unacceptable
 - Board member asked for clarification as to whether there was physically aggressive behavior in this situation
 - President confirmed that one of the members was posturing/behaving in this manner when he felt the need to separate the two parties
 - Discussion that the board should create and implement a code of conduct for all club members
 - Dustin and Travis volunteered to create a potential code of conduct prior to next board meeting, so this could be debated/voted on at the November meeting

From Sarah:

A letter to the board about the open house:

First and foremost, I would like to thank the draw masters and board members that showed up to the open house (Constantin, Sean, Karyn, Wenjun, Amanda, Jacki, Steve, & Travis) I think for most of the current members the event was a success with some short games and fun. I am disappointed in how the event failed to function as community outreach though due to a last-minute decision of another member to request a \$25 fee from non-members. When I took on the event, I chose to run it as an Open house for all. I advertised it on Pittsburgh things to do pages and on our Facebook and I encouraged members who asked to bring friends and family to show them the club. When some community members came to the club they were told right after entry, they would have to pay \$25 if they intended on throwing a stone or going down to the ice at all. This was not disclosed to them on the flyer, so I think we blew any chance we had at getting any of the interested parties to sign up for a learn to curl or better yet a membership. The intent was for anyone that brought a friend or any members of the community to show up and see how much fun we have watch some short 2 end games being played have a tour of the club and let them get a sense of curling. No learn to curl involved but if they wanted to step on the ice touch the stone see how it works that was going to be fine. I know this was not something that was done intentionally but it also kind of ruined the vibe of the event. I was personally a little upset over it, but I know our members that brought people to show the club were more upset and embarrassed when this was presented to their guest that they had to pay. Ian brought the mayor of McKees Rocks and his wife to see the club and see also if they may be of any assistance to the club, but the experience did not go well. They were there for less than an hour and asked to pay money. Another group of people that came in from the advertisements also talked to Steve about possibly doing a private event. Their kids wanted to try and throw a rock which is why they came in, but they were also not allowed to do that so I'm not sure if that private event will happen or not. I want the club to succeed, and I want the members of the club to enjoy their time there and have fun including myself. I know that's what everyone wants ultimately but, it makes people not want to volunteer when things don't go smoothly or are taken over.

- Discussion:
 - Comments that the board believes this to be miscommunication
 - Several board members stated that they believed that the open house was intended to be geared towards current/past members not the general public
 - Recording from the previous board meeting when the open house was developed was referenced, there was no statement regarding outside members mentioned one way or the other or discussion regarding having fee's or not having fee's for outside participants
 - Suggestion that for future events we could/should create a document outlining the event so this miscommunication can be addressed beforehand

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Brainstorm new incentive programs for volunteers	Gerry Kyle	
Create Code of Conduct	Dustin Devine, Travis Eiler	
Apology letter to the board	Leonard Jarabeck, Sean Mizerski	

BOARD ANNOUNCEMENTS

BOARD MEMBERS

DISCUSSION		
CONCLUSIONS		
<ul style="list-style-type: none"> • Shed update <ul style="list-style-type: none"> ○ Trying to come up with some ideas for fundraising ideas for an outdoor space fund (shed, landscaping, etc). ○ Plan to work on shed construction this coming weekend • Chiller maintenance/service <ul style="list-style-type: none"> ○ Chiller was not starting initially upon trying to make ice. Service call was placed, reset button ended up needing to be pushed. ○ Service fee was around \$700 ○ One of the circuits on the chiller went into alarm during ice-making <ul style="list-style-type: none"> ▪ Service call was made again, but they were unable to diagnose the issue ○ Steve plans to contact Trane to discuss/argue these invoices, as they did not properly diagnose the issue ○ Several ice crew members should now have remote access to the chiller • Replacement panels have been mounted to the building to fix the vehicle damage that occurred over the summer <ul style="list-style-type: none"> ○ Panel cost was donated by the Sterling's, who also made the repairs • Camera instillation is complete in the ice-house • TV's should be mounted shortly in the warm room • SafeSport reminder for board <ul style="list-style-type: none"> ○ Must complete the course and notify Secretary/President when complete ○ Will resend SafeSport training link • Transitioned to at-large member within USAC, and notified USAC that we intend to vote separately from the region • Need first aid kits <ul style="list-style-type: none"> ○ Have the first aid bags, and some donations for the kits. Will get that to the club. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Send SafeSport link	Dustin Devine	
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MEMBERSHIP

DISCUSSION		
<ul style="list-style-type: none"> • Are at around 100 current members • Drawmasters will submit attendance for each draw • 20th anniversary pins are in <ul style="list-style-type: none"> ○ Donated by M. Purvis ○ All current members will receive a pin <ul style="list-style-type: none"> ▪ Pins will be distributed this week at the members primary draw ○ Surplus pins will be available for sale • Member inquired about getting a list of last year's members who have not signed up yet this season <ul style="list-style-type: none"> ○ Plan to call these members to inquire about why they have not signed up 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact past members regarding their plan to rejoin, or reasoning for not doing so	Gerry Kyle	

OUTREACH

DISCUSSION		
<ul style="list-style-type: none"> • Sponsorship update <ul style="list-style-type: none"> ○ Flyer for advertisements has been developed <ul style="list-style-type: none"> ▪ Stressed to continue pushing members to look for additional wall banners ○ Gerry is creating a document with contact information for current sponsors <ul style="list-style-type: none"> ▪ Will plan to contact sponsors prior to their sponsorship expiring to try to get them to re-commit ○ Suggestion to add sponsorship information to website for easy access 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update website with sponsorship information	Burt Cubbison, Gerry Kyle	

FINANCIAL

DISCUSSION

Pittsburgh Curling Club Financial Reports			
	As of 09/30/2022		Months of Solvency 3.75
Current Assets			
Cash/Checking/Savings			
	Dollar Checking	0.00	
	Dollar Savings	15,457.08	
	Charles Schwab	1,006.43	
	PayPal	0.00	
	PNC - Money Market	36,010.88	
	PNC - Primary Checking	11,393.81	
	PNC - Secondary Checking	6,614.75	
	Undeposited Stripe Funds	0.00	
	Undeposited Other Funds	0.00	
	Total Cash/Checking/Savings	70,482.95	
Other Current/Restricted Assets			
	122001 · Giant Eagle Gift Cards	-	
	12100 · Prepaid Expense	7,912.66	
	Other Current/Restricted Assets	7,912.66	
Total Current Assets		78,395.61	
Movement Between Accounts			
	Transfer from PNC - Secondary Checking to:		
	PNC - Primary Checking	14,000.00	
	PNC - Money Market	23,000.00	
Current Liabilities			
Paid Liabilities through PNC		PAID	NOTES

	GNCC Legacy Trust	1,347.65	10/5/2022	PAID	
	Wm T Hutchinson Co PSP	2,707.75	10/5/2022	AUTO	
	Comcast	196.29	10/5/2022	AUTO	
	Dollar Bank	1,500.00	10/6/2022	AUTO	
	Columbia Gas	33.18	10/11/2022	AUTO	
	West View Water	22.72	10/13/2022	AUTO	
	Intuit Qbooks	26.75	10/14/2022	AUTO	
	Iron City Express	96.00	10/20/2022	AUTO	
Total Planned/Current Liabilities		7,794.73			
Pittsburgh Curling Club Financial Reports					
For the period 09/01/2022 - 09/30/2022					
Income					
	Direct Public Grants				
		Non-profit Organization Grants			0
	Total Direct Public Grants				0
	Direct Public Support				
		Corporate Contributions			0
		Individual Contributions			0
		Member Contributions			0
	Total Direct Public Support				0
	Other Types of Income				
		Interest Income			9
		Food Sales			0
		Refreshment Sales			0
	Total Other Types of Income				9
	Total Member Dues				10,280
	Program Income				
	Gift Certificates Sold				0
	Sponsorships				1,400

	Member League Fees		19,717
	Drop-in Curling		0
	Instruction		
		Learn to Curl	0
		Group Curling Events	0
	Total Instruction		0
	Competitions		
		Bonspiel Entry Fees	420
		Other Income	890
	Total Competitions		1,310
	Retail Shop Sales		
		Sales Tax Collected	(10)
		Goods Sold	148
		Giant Eagle Cards Sold	0
	Total Retail Shop Sales		138
	Total Program Income		22,564
Total Income			32,853
Expense			
	Business Admin Expenses		
		Insurance	404
		Office Expenses	27
	Total Business Admin Expenses		430
	Building and Equipment		
		Equipment	3,879
		Insurance	0
		Interest	9,692
		Repairs & Maintenance	105
		Taxes & Fees	8,837
		Utilities	1,140
	Total Building and Equipment		23,652
	Operations		

	Event Expenses		
		Bar & Bar Supplies	0
		Food & Food Supplies	0
		Gifts & Prizes	0
		Entertainment	0
	Total Event Expenses		0
	Advertising		95
	Bank Fees		586
	Charge Processing		
		PayPal Fees	0
		Square Fees	0
		Stripe Fees	736
	Total Banking & Processing		1,322
	Curling & Ice Costs		
	Equipment		0
	Instruction Costs		0
	Membership Costs		
		Association Dues	23
		Insurance - Member	0
	Total Membership Costs		23
	Supplies		78
	Total Curling & Ice Costs		102
	Retail Shop Expenses		
		Inventory COGS	0
		Giant Eagle Cards	0
	Total Retail Shop Expenses		0
	Website & Internet Expenses		0
	Total Operations		1,519
	Total Expense		25,601
	Debt Service		
	WT Hutchinson PSP		0
	GNCC Legacy Trust Loan		1,238
	Dollar Bank Construction Loan		8,297

Total Debt Service		9,535
Net Income		(2,282)

- Highlighted sections are still being verified in quickbooks
 - Quickbooks is almost entirely updated outside of those few sections
- \$120 liquor license fee was not a budgeted item
- Advent ads (in ice and wall) are for services rendered. Originally they intended to invoice us for services from construction of the building, but instead decided to take advertising.
- Invoices for banner/in ice printing includes sales tax, might be able to save on this if we provide our non-profit status
- Board gave approval to reimburse Jackie moving forward for pizza ordered during the Friday night pizza league
- Allie Devine now has signature authority at PNC
 - Burt Cubbison will still need added for signing authority
- Small financials
 - Donately: September - \$210.00; YTD - \$9665.00
 - Undeposited Funds - Honor Snax: \$118, Tip from LTC: \$16
 - iii) Deposited Funds - Since last board meeting: \$1400
- Sponsorships have brought in about \$1400 this season
- GNCC not currently interested in buying our spare rocks
 - Could look into renting rocks to a local arena club

CONCLUSIONS

Motion to reimburse Steve Buffington \$120 for liquor license for 20th anniversary spiel; Fissella/Walton; carried unanimously

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS

DISCUSSION

- GNCC Women’s/Sr Women’s championship 2/23-2/26
 - GNCC has accepted our offer to host
- We will decline the USAC wheelchair mixed doubles national championship
- Don’t believe we will meet our budget goal for bonspiel revenue with our current event line-up
 - May need to look at adding/modifying our line-up to meet our goal
 - Increasing Tropicurl teams?
 - Small local tournament?
 - Doubles/mixed doubles spiel?
- 20th Anniversary Spiel
 - Looking for significantly more volunteers
 - Encourage participants from the club to stay and volunteer after/between draws
 - Raffles

- Has three baskets currently
- Looking to put together 3-4 more
 - Hoping to get assistance in looking for these donations
- Three team spares from PCC
 - Will be getting information to these players in the next day or two
 - Decided to add these 3 team spare's so that the spiel would be 24 teams to give the outside participants a better experience
 - Felt we owed them this due to past issues with our spiels since the building opened
- Proposal to create an event proposal committee to look into additional revenue creating events

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Event proposal committee	Joe Walton/Ryan Fissella	

MEETING ADJOURNED	Motion to adjourn: McManus/Eiler; carried unanimously
NEXT BOARD MEETING	November 8, 2022 at PCC

EMAIL VOTES

ALL

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE