



Board of Directors Meeting Minutes Draft

March 8th, 2023, 7:45 p.m.

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Anita Scott, Heather Guse, Randy Peterson, Jon Skyberg, Allan McHugh, Sarah Hartung, John Smyrski

Members Absent: Jason Botterill, Jeanine Perera

Others Present: Sandra McMakin

Quorum: Yes

CALL TO ORDER

Sarah Hartung called the meeting to order at 7:45 p.m.

APPROVAL OF AGENDA

Allan McHugh motioned to approve the agenda. Heather Guse seconded the motion.

Motion passed unanimously.

APPROVAL of Minutes of the Regular Board Meeting Held February 8th, 2023

Minutes were approved electronically on February 24th, 2023.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Sandra McMakin Curling Skills Camp proposal

Sandra McMakin attended the board meeting and presented her proposal to provide curling instruction via various camps and clinics. The camps and clinics will provide curling skills instruction for Adults and Juniors (ages 10-21). The board has booked Sandra for a one day camp for April 15th, 2023. Registration will be available shortly at our website. She may also provide full weekend camps at some point in the future.

Action: Sarah Hartung will put the registration information about the April 15th camp in the next newsletter.

Action: Sandra McMakin will be sending the board more detailed information about the April 15th camp content and schedule.

Curling for All Kids

No update.

Ice Dedication and banner raising

Sarah Hartung reported that the banners are in the club. Jon Skyberg will install them within the next couple of weeks.

Professional Video Services (placeholder)

The club needs a volunteer to come up with ideas for what kind of video(s) we should create and follow up with the video service to make it happen. Some ideas mentioned at the board meeting were LTC or basic safety videos.

Ideas for raising money for the club

T-shirts/Hoodies/Mugs

In progress. Allan McHugh talked with John Smyrski and they will figure out the rollout of these items for the fall. Sarah Hartung noted that T-shirts and Hoodies should be available for purchase as part of league registration.

Bingo

Sarah Hartung did a quick look into bingo and she said it is quite involved and we may want to partner with an establishment that already provides bingo activities. We will need someone who has the time to volunteer to look into this in more detail.

Action: Sarah Hartung will put something in the newsletter to see if anyone has time to follow up on what it will take to provide Bingo at the club during the off season.

Mandatory Volunteer Hours

A meeting was held on February 21st to discuss options for getting more club members involved in volunteering. The following was discussed: 1) Require 10 hours of volunteering or \$150 dollars, 2) \$150 would be charged at registration for the fiscal year and would be credited to the members account if they completed 10 hours of volunteer work, 3) Food and supply donations for bonspiels would be tracked by a point system that would accumulate into a number of hours that would be put toward a members 10 hour requirement. The donation point system could be by category such as (Supplies 1 pts, Appetizer 1 pts, Salads 1pts, Entree 5 pts., Breads 1 pt, Snacks 2 pts, Fruit 2 pts, Desserts 2 pts.) e.g. 10 pts. Equals 1 hour. The board decided that we need more discussion to iron out all the details before presenting this to the membership.

Denver Curling Club spectators guide

No update.

32 inch TVs setup as virtual bulletin boards - No update

Jason Botterill talked about us possibly using these for electronic bulletin boards. We have not figured out where these should be placed or how the content would be managed. If anyone has ideas as to where to place the TV's and what content should be shared please bring it to the board.

Removing shoes before entering the warm room

The board discussed if we should provide a space at the front of the club for members to remove and store their shoes before entering the warm room. Some ideas were:

- Have people put their shoes in the cubbies in the airlock space before entering the club and make a dry path to walk on so you don't get your socks wet.
- Remove the desk area and provide enough space for people to remove and store their shoes and make a dry path to walk on so you don't get your socks wet.
- Place brushes and sticky mats in the airlock space and require that people clean off their boots/shoes before entering the club.

II. NEW BUSINESS

Executive Committee

USCA/MCA/TCAA updates - Jason Botterill & Anita Scott

MCA - Board meeting on Feb. 19th. Jason will be putting together a survey to be sent to all the clubs boards on what they would like to see MCA provide.

TCCA - Board meeting Sunday, March 5th. TCCA Invitational weekend of May 5-7. Jason will reach out to the DCC championship teams to see who can participate. TCCA grants should be coming to the clubs shortly. The grants were approved at the March 5th meeting.

Board Succession Planning

Sarah Hartung said Jeff Bransford is still on board for being the POC for interested candidates.

Policy Document (placeholder)

Jason Botterill recommended that the Executive Committee bring a proposal to the board for establishing a policy document to help keep track of club policies and decisions outside the bylaws (which should focus on the governance of the club). No updates for this meeting.

Some examples of what we may want to put in a policy document:

- Youth curling events (boy/girl scouts, schools, etc.) are priced at a different level than corporate and private events. They are charged \$20 a head and need a SafeSport certified person on the ice if parents are not onsite with their children.
- Non-club members can use practice ice but they must sign a waiver and give a donation of \$10-\$20.
- Club members can bring up to 2 family members with them to use practice ice but they must sign a waiver.
- Curlers with more than 5 years experience cannot sub for individuals in the Novice Leagues

New Resident Mailer

Anita Scott reported that the New Resident Mailers are sent out each quarter by the Chamber of Commerce. The cost of the fliers being included in the mailings and having our club advertised on the outside of the envelope is \$450. The Chamber will be sending me the numbers for the 1st quarter at the beginning of April and I will send the count to Sheryl Paulson-Price. Andrew Price's team at Edina Realty prints the fliers and provides the LTC coupon code that is included on the flier. Anita Scott will deliver the fliers to the Chamber each quarter.

The Chamber reported to me that last year we sent out approximately 2,200 flyers throughout the 1st quarter. Below is a schedule for 2023.

- 1st Quarter Mailing – End of April
- 2nd Quarter Mailing – End of July
- 3rd Quarter Mailing – End of October
- 4th Quarter Mailing – End of January 2024

Motion: Anita Scott motioned to approve \$450 to pay for the New Resident Mailers that the Lakeville Chamber of Commerce sends out each quarter. Sarah Hartung seconded the motion. Motion passed unanimously.

Action: Sarah Hartung will contact Sheryl Paulson-Price to ask her to create a separate coupon code for the fliers so we can track how useful the direct mailings are in getting us new curlers.

Finance Report

Approval of check register (January/February)

Jeanine Perera, Treasurer

Review of P&L and Proforma (January/February)

Jeanine Perera, Treasurer

Approval of Club Budget (January/February)

Plan to approve electronically once the treasurer notifies the board that the documents are available in the meeting minutes drive for January and February.

Lions Club grant application

Jeanine has completed some of the application and will need some input from the board to complete.

Donations receipts for taxes s- complete

Electronic votes since last meeting

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Member Services Committee Update

Guidelines for Novice League experience level

Sarah Hartung reported that we will make it more clear in the registration for Novice next year what skill level is acceptable for playing in the league.

Winter Registration Status

All slots are filled.

Daytime Wednesday League update

The league is still taking place and participation is steady.

Newsletter

Sarah Hartung asked that all input for the next newsletter be sent to her by Sunday, March 12th.

Youth Curling Program

Working on the lion's club application for funding the youth curling stones.

Website clean up committee

In progress. Randy Peterson and Heather Guse have been reviewing the website and Randy has gotten a few items knocked off already.

Facilities Committee Update

Warm Room

- Leak on bar floor update. We have relocated and secured the drain on the locker used to serve ice. This seems to have alleviated the problem.
- Water leak report from Lakeville Utilities. Now and again we have received emails from Lakeville advising us of a suspected water leak. This could be from a running toilet, for instance. We continue to monitor. The report shows no leaks for the last few weeks. (We are not convinced that our water service is perfectly separated from that of the Dance Studio. It is possible that the issue is on their side.)
- It has been proposed to remove some of the rugs in the warm room....specifically, the ones that run down the middle of the room. The thought being that "Rocky" (the vacuum) will do a better job of cleaning each evening. We would like to test by rolling those rugs up for a few nights and see how it goes. If it works, we will reduce our service with the rug company.

Ice Shed

Complete

- We have a "real" wheelchair curling delivery stick now Thanks to the efforts of Katie Lien and the generosity of the US National Wheelchair Curling Team. The delivery stick is being stored in the ADA dressing room. It should not be used by others as it is expensive and not particularly durable.

In Process

- Roof Leak. Metro Equity had their roofer go up and check the leak location. There was not much they could do but they were going to come back on a warmer day to clear the area around the leak....I didn't ever hear if that happened. Meanwhile we put up a "Leak Diverter" to catch any dripping that might continue. It seems to be working (on the second install).
- Pebble Durability. Currently running a couple of tests to see if we can get our pebble to last longer through a draw. (Pebbling closer to the draw time and using water right out of the DI Filter instead of water that has been sitting in our tanks).
- Chiller Update: No update since the last meeting. We are waiting to see if we can source the transducers more economically through Jason Botterill's contacts.
 - Gartner brought in for a service call to replace transducers on Compressor #3. They didn't have the right one. We had one spare. Replaced it and found more issues with our wiring as well as corrosion on the board that the transducers plug into. New wiring harness was added by splicing into existing wires.
 - Current state: Compressor 3 is still failing. Need additional transducer and potentially a new expansion valve. We will know if the valve needs replacing after we replace the transducer. We have the part for the valve. Have the quote from Gartner on the valves (\$335.40 ea). We should purchase 5 or so. Jason is checking on a more cost effective

source for these. Also should probably replace the transducer card reader that has gotten corroded. (\$855)

- COST:
- Invoice s/b coming for service call ~ \$1,080
- Expansion valves \$1,677 if we can't find another source
- Transducer card \$855
- Service Call ? (\$750) if expansion valve needs replacing

Good news is that we all feel quite confident that the 3 working compressors can manage the load of chilling our ice.

- Full Sheet solution for Ice Markings. Finally heard back from "Hack to Hack Solutions". They have a very nice product but it costs \$4,000 (plus shipping) per sheet.

Improvements Committee List of open items

- Re-Hang the DCC sign - complete (looks marvelous)
- Rework front desk area (in progress)
- Coat Hangers/Broom Hangers
- Electrical circuit run to desk area -
- High top tables along the window wall (Phase I)
- New stools (Phase I)
- Ceiling Fans
- Bag and broom storage area - Bench along west wall (approved)
- Tyvek upgrade or get full sheet solution that has markings included

Plan for the summer for things that Jon wants to happen in the ice shed.

- Ice shed painting
- Full sheet solution for ice markings (we need numbers on the cost)

Business Operations Committee Update

Capital Improvements Fund

- Raffle Status - Not happening this year. Jason could not change the date. We will revisit it next year.
- Plant sale is on track.
- New Builder's Wall display - Dean Skallman is working on this. It will be located in the same spot on the wall as the current builders display. The display will need an electrical outlet nearby. No updates for this meeting.

Corporate/Private Events

- February 10th, 2023 - MPR Ortho - 1 sheet \$589.19
- February 10th 2023 - Thomas Reuters - 1 sheet \$589.19
- February 21st, 2023 - Full Club - \$1714
- February 27th, 2023 - Team TTI - 1 sheet \$535.63
- March 4th, 2023 - 1 sheet - \$428.50

Community Events

No updates.

Club Events

- Hot Shot curling camps. October 20-22, 2023 for Hot Shots Camp. Already being advertised and registration is open. Posters will be coming from Hot Shots for us to display in our club. We will need help with the hospitality side of the event. There will be 48 people total. We can use some of the registration fees to purchase food.
- Sandra McMakin will be hosting a one day skills camp on April 15th, 2023. See details under "Unfinished Business" section.

Bonspiels

- Triples March 25 - Jason Botterill, Sarah Hartung, Katie McHugh
- Cinco De Mayo April 28-30 - Troy Carson + 1, Allan and Heather will be meeting with him next week to go over what is required.

Bar area update

- Need to have a backup for Darren Kermes. Sarah will put in a request in the newsletter for an assistant bar manager.
- Towel laundry - Heather Guse will figure out a process with Darren Kermes.
- Larger kegerator - leave on as a placeholder
- Procedure for maintaining the ice maker - The ice machine seems to be working well again. If it fails to produce ice, please unplug (behind Coke Fridge) and leave off for several minutes. Then plug back in. Please don't touch the screen. The unit should reset to "start up" whenever unplugged long enough to clear the memory board. If it does not fire back up, please call, text, or email Darren
- License upgrade and Certified Food Protection Manager (CFPM)
Action: Heather Guse reported that she will take the class and get certified. Heather is taking the exam this Saturday.

III. OTHER DISCUSSION

CLOSING

Allan McHugh motioned to adjourn the meeting. Anita Scott seconded the motion. Motion passed unanimously.

Next meeting: April 12th, 2023

Adjournment: 9:41 p.m.