



## Board of Directors Meeting Minutes

April 12th, 2023, 7:45 p.m.

### **NAMES OF ATTENDEES AND ABSENTEES**

Members Present: Anita Scott, Heather Guse, Randy Peterson, Jon Skyberg, Sarah Hartung, John Smyrski, Jason Botterill, Jeanine Perera

Members Absent: Allan McHugh

Others Present:

Quorum: Yes

### **CALL TO ORDER**

Jason Botterill called the meeting to order at 7:46 p.m.

### **APPROVAL OF AGENDA**

Jason Botterill motioned to approve the agenda. Anita Scott seconded the motion. Motion passed unanimously.

### **APPROVAL of Minutes of the Regular Board Meeting March 8th, 2023**

Minutes were approved electronically on March 16th, 2023.

### **ORDERS OF BUSINESS**

#### **I. UNFINISHED BUSINESS**

Curling for All Kids update

No update.

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.

Code of conduct

Jason Botterill and Sarah Hartung are working on this for the annual meeting in June.

Ideas for raising money for the club

### T-shirts/Hoodies/Mugs

T-Shirts/Hoodies and DCC customized logo mugs will be available for purchase at the start of our next season in the Fall. Allan McHugh and John Smyrski will be following up as needed. This item will stay on our agenda until it is fulfilled.

### Bingo

Sarah Hartung placed a request for a volunteer in the newsletter. We have been unable to get a volunteer as of this meeting but will keep this item on the agenda for future consideration.

### Mandatory Volunteer Hours

The Board reviewed the draft club participation policy document that was created by the Volunteer Committee. The committee proposed that we publish the document as a draft to the club website for a question period from the membership. Once the committee and board review the membership questions the committee will finalize the document to be effective by July 1, 2023.

### Denver Curling Club spectators guide

No update. Jeanine Perera will work on this item for the fall.

### 32 inch TVs setup as virtual bulletin boards - No update

The board discussed that we can brainstorm more ideas for this item in the fall.

### Removing shoes before entering the warm room

It was determined that the board needs to brainstorm more on this item. It will be left on the agenda for that purpose. Of note are the ideas that have already been documented in previous minutes:

- 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

USCA - New Gov. 4.0 survey sent out to the club leadership for their input on membership models, etc.. Executive team reviewed the USCA survey questionnaire and will submit our responses.

MCA - The MCA survey will be summarized in the next week or so. They received about 20+ responses from different clubs. MCA represents 32 clubs. MCA is proposing a Curling Day in Minnesota for January 20th, 2024. DCC will put a placeholder on our calendar. It was discussed that we could do an open house with skill stations for people to try out curling.

TCCA -The Financial Assistance Committee has sent out the \$1000 grants to the 5 clubs. The TCCA Invitational is being planned for 5/5/-5/7 and we need to select our two DCC teams to attend. TCCA is

working on a new website and the board has created a new logo for the organization. They have also purchased Smart brooms and RedHawk tech for clubs to use. Our next board meeting is April 20th and we will be learning how to use the new tech items. Jason has been in discussions with the President of TCCA about DCC hosting some of the Big Spiel next year.



#### Board Member Succession Planning

Jason Botterill and Anita Scott are planning to stay on the board. John Smyrski's position will need to be filled at the June annual meeting.

#### Pan O Prog Parade Registration

**Motion:** Anita Scott motioned to approve spending \$500 to participate in the Pan O Prog Parade. Sarah Hartung seconded the motion.

Motion was approved unanimously.

#### Partnership Loons Landing Brewery

Loons Landing Brewery approached DCC about purchasing advertising space on their TV's in the restaurant. The board would like to try and barter with Loons Landing to exchange a club sponsorship or advertisement for our advertising at their restaurant.

**Motion:** Sarah Hartung motioned to approve Anita Scott contacting Loons Landing and bartering with them for advertising. Jeanine Perera seconded the motion.

Motion approved unanimously.

#### Celebrate Tourism Event May 11th

Anita Scott will coordinate with the Lakeville Chamber to get a booth at the event. This event will be held at Buck Hill and typically attracts 130 people from both the business sector and tourism industry. The board determined it would be good advertising for our Club.

#### Lakeville Chamber 1 minute video offering

The Lakeville Chamber of Commerce offered to do a 1 minute video for our club that will be on their website and that we can use for our own purposes. Anita Scott will coordinate with the Chamber to schedule the video and Jason Botterill will be the star of the show, talking about our club and all it has to offer.

#### Finance Report

##### Approval of check register (January/February, March)

Jeanine Perera, Treasurer reviewed the January, February and March check register with the board. Randy motioned to approve the check register. Jon seconded the motion.

Motion approved unanimously.

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

Jeanine Perera, Treasurer reviewed the January, February and March P&L and Proforma with the board.

Approval of Club Budget (January/February, March)

Anita Scott motioned to approve the budget. Heather Guse seconded the motion.  
Motion approved unanimously.

Lions Club grant application

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

Liquor License Renewal

Jeanine Perera will work with Darren Kermes to get the renewal completed.

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.

Electronic votes since last meeting

February 8th, 2023 Meeting Minutes.

**Member Services Committee Update**

Playdowns

In Progress.

Sandra McMakin Curling Skills Camp April 15th registration status

Sarah Hartung reported 17 people signed up as of 4/12/2023.

Hot Shots Camp October 20-22nd registration status

Sarah Hartung reported we are at 65% full as of 4/12/2023.

Lawn Bowling League

Jason Botterill will confirm the cost within the next two weeks and send out registration information to the teams.

Daytime Wednesday League update

The board discussed that this league may need to fine tune some processes around payment or volunteer tasks that could be performed in lieu of payment.

Newsletter

Sarah Hartung requested that all content for the next newsletter be sent to her by Sunday 4/16. Sarah will put a picture of the new builders wall in the newsletter.

### Youth Curling Program

Sarah Hartung is working on the lion's club grant application for funding the youth curling stones for next year. It was discussed that we could also use the \$1000 grant from TCCA toward purchasing the stones.

### Website clean up committee (see email from Heather)

Heather Guse submitted an inventory of all the updates that need to be made to our website and requested that we let her know if there are other changes that are needed. Sarah Hartung noted that we need to make it clear that our mailing address is the P.O, Box and not the club. Heather will be working with Phil Wilson on getting the website updates completed.

### New Resident Mailer

The first quarter mailers have been dropped off at the Lakeville Chamber. There are 275 new residents for the first quarter. Sarah Hartung contacted Sheryl Paulson about tracking the LTC coupon in the mailer and found out that Sheryl can track who is using the mailer coupon for their LTC.

### **Facilities Committee Update**

The committee presented a request for the following club improvements to be completed this summer:

1. Board approval for up to \$8,500 to proceed with Warm room improvements Phase 1
2. Further investigation for Phase 2 (\$15K expansion) and with refinement of pricing come back to the Board for direction
3. Compressor repairs - \$1,700 (to occur ASAP ahead of Cinco)
4. Removable Hacks - \$1,000
5. Ice Shed painting - \$1,000 (spring/summer)
6. Relocate Raspberry pi connections to more accessible locations (tbd)  
– Jon A indicated to me he can do this for us (less than \$500?)

The board discussed that the compressor repairs fall under maintenance/repairs and are already covered in our budget. The committee was going to do some follow up on the budget for the other items and submit an electronic vote for board approval.

### Warm Room

Fire Inspector update. Remediation was completed last month. See prior meeting minutes for details. No follow up as of yet from the Fire inspector.

Open Improvement Items:

- Rework front desk area
- Bag and broom storage area - Bench along west wall (approved)
- Electrical circuit run to desk area
- High Top Tables
- Stools
- Ceiling Fans

### Ice Shed

- Hung the "Welcome to DCC" sign complete
- Smoke test 4/8 complete- need to review results

- Roof Leaks - roofer performed some temporary and permanent repairs. The landlord indicates a permanent fix will occur this spring/summer.
- Pebble Durability: Earlier pebbling and warming ice tests did not appear to make a significant difference. We believe more thorough testing is needed to be conclusive.

Open Improvement Items:

- Tyvek upgrade or get full sheet solution that has markings included
- Painting
- Removable hacks

**Business Operations Committee Update**

Capital Improvements Fund

- Plant sale - no update
- New Builder's Wall display - Complete

Corporate/Private Events

DCC has held 8 corporate/private events since our last board meeting on March 8th. As of December 15th 2022 the club has brought in approximately \$22K in revenue from corporate/private events.

Community Events

Pan O Prog July 9th-16th, 2023 - DCC will be participating in the Street Market again this year. Anita Scott will contact the Pan O Prog committee to find out how we reserve our spot in front of the club.

Pan O Prog Parade July 15th @ 5:30 p.m. - DCC will be participating in the Parade again this year. The board approved the entry fee at this meeting and Anita Scott will be submitting the parade application.

Bonspiels

- Triples March 25th recap, Jason reported that it was profitable approx. \$2500.
- Cinco De Mayo April 28-30 - Troy Carson is chairing the event. Correspondence has gone out to the teams on the draw schedule and the Phoenix Center has been reserved for Saturday, April 29th..
- Sponsorship for bonspiel posters need to be done by May.

Bar area update

- Larger kegerator - leave on as a placeholder
- License upgrade and Certified Food Protection Manager (CFPM). Heather Guse has received her CFPM.

**III. OTHER DISCUSSION**

**CLOSING**

Jason Botterill motioned to adjourn the meeting. John Smyrski seconded the motion. Motion passed unanimously.

**Next meeting: May 10th, 2023**

**Adjournment: 9:53 p.m.**