



## Board of Directors Meeting Minutes

August 8th, 2023, 6:00 p.m.

### NAMES OF ATTENDEES AND ABSENTEES

Members Present: Randy Peterson, Jon Skyberg, Sarah Hartung, Jason Botterill, Allan McHugh,

Caree Kovacevich, Anita Scott

Members Absent: Heather Guse, Jeaine Perera

Others Present:

Quorum: Yes

### CALL TO ORDER

Jason Botterill called the meeting to order at 6:01 p.m.

### APPROVAL OF AGENDA

Allan McHugh motioned to approve the agenda. Sarah Hartung seconded the motion.

Motion passed unanimously.

### APPROVAL of Minutes of the Regular Board Meeting July 11th, 2023

Minutes were approved electronically on July 20th, 2023.

### ORDERS OF BUSINESS

#### I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

The board decided on Wednesday, September 13th, 6:00 p.m. at Dakota Curling Club for our next meeting. However, future meetings during the season will need to be worked around the board members' league schedules.

Curling for All Kids update

No updates for this meeting.

Lakeville Chamber Donations for online auction

Allan McHugh motioned to approve a single Private event sheet donation to the Lakeville Chamber Police & Fire Event on September 9th. Carrie Kovacevich seconded the motion.

Motion passed unanimously.

### Lakeville Chamber Amazing Race Event Participation August 28th

This event is for the new teachers to experience what the businesses in Lakeville provide to the community by having them participate in activities similar to what is done on the Amazing Race TV show. The board discussed that the club will still be under construction at the time of the event so we cannot participate.

## II. NEW BUSINESS

### Executive Committee

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

##### USCA

The board discussed the email sent out with the new membership dues model information. Allan McHugh motioned to approve the ratification of the USCA new membership dues model, whereby DCC will pay the \$750 a sheet for dedicated club dues for FY24, with the individual membership dues process to be decided prior to the FY25 season registration. Randy Peterson seconded the motion. Motion approved unanimously.

If the USCA proposed membership model is ratified Sarah Hartung will communicate the ratification of the model to the membership via the club newsletter.

MCA - Jason Botterill will let MCA know our club's position on the USCA new membership model. He also confirmed with the MCA that we will host the Arena playdowns in April.

TCCA - Anita Scott reported that the TCCA board met on July 24th. The TCCA will be providing smart brooms and Rock Hawk delivery tech that the clubs can use once the board gets a process in place for training, distribution, and tracking. The TCCA is also going to purchase 1 sheet of Klutch curing tech to be installed at one of the affiliated clubs. Carrie Kovacevich reported that Klutch curling is sold out for this year so TCCA will have to get on the list for next year to purchase the tech. Anita also reported that the club grant amounts will be increased. The TCCA will also pay for Curling Etiquette posters. The clubs will be contacted by the seller to determine what branding they want on the posters.

##### DCC Governance

Jason Botterill created the volunteering and legacy registration policies and reviewed them with the board. The board discussed getting the two documents posted to the DCC website. Sarah Hartung suggested putting them under Members, adding a "club policies section". The board also discussed having the bylaws posted on the website.

**Action:** Sarah Hartung will talk with Phil Willison about updating the website with the policies and bylaws.

Anita Scott motioned to approve the volunteer and legacy registration policy documents. Career Kovacevich seconded the motion. Motion passed unanimously.

##### Finance Report

###### Approval of check register (July)

Jeanine Perera, Treasure was not present at the meeting and communicated via email that the

July club Financials would be completed by next week. Once they are completed the board will approve electronically.

Review of P&L and Proforma (July)

To come.

Approval of Club Budget (July)

The board will approve electronically once the Treasurer completes the Financials and uploads them into the Meeting Minutes folder dated 8//8/2023.

Renew Sheryl Paulson-Price contract for administrative services

Jason Botterill reported that Sheryl Paulson-Price's contract for administrative services has been renewed.

Lions Club grant application

Sarah Hartung reported that the application has been submitted for \$4200 to purchase the additional set of junior curling stones for the club.

Electronic votes since last meeting

DCC Board Meeting Minutes for July 11th, 2023.

**Member Services Committee Update**

Fall League Status

Sarah Hartung reviewed the Fall leagues that still had some openings.

Women's League

The board discussed that we may have difficulty filling a women's league and finding a time slot that works in the current league schedules. The board will continue to follow up on this item.

Calendar Updates

Sarah Hartung reported that we are close to having all the updates made to the calendar.

Hot Shots Camp October 20-22nd

Sarah Hartung is following up on the hotels for the instructors and needs someone to coordinate the event for the food, bartenders, and hosts.

Newsletter

Sarah Hartung requested that content for the newsletter needs to get to her by Sunday, August 13th.

Youth Curling Program

The Lion's Club grant application has been submitted for funding the youth curling stones. Sarah is also working on the youth program calendar.

Website clean up committee

The clean up is ongoing. A document was created some time ago with a list of areas that need to be addressed.

### New Resident Mailer and Teacher coasters

The new resident mailers and new teacher coasters have been delivered to the Lakeville Chamber of Commerce for them to distribute.

### **Volunteer Committee Update**

#### Volunteer opportunities posted to website

**Action:** Sarah Hartung will help Caree Kovacevich get the list of opportunities that need to be posted to the website. Jason Botterill will help Caree get her access to google email and the google drives sorted out.

#### Process for signing up and tracking volunteer hours

**Action:** Caree will contact Meg Smyrski to find out how she wants to track the volunteer hours. Caree mentioned using SignupGenius to track some of the opportunities. Caree noted that other sports organizations use DIBS to track volunteer hours. The board is open to using whatever tools that the committee wants to use to support volunteer sign up and tracking.

### **Facilities Committee Update**

#### Ice Shed

Update on vinyl mesh samples to replace Tyvek - Jon Skyberg reported that he has the samples but he needs to follow up with the vendor to determine if he received the correct samples. Jon noted that once we make a final decision on what product to use it will take about a week to receive it.

Removable Hacks purchase status - Jon Skyberg reported that they have purchased the hacks.

Painting status - Randy Peterson reported that the painting is complete. He needs to get some volunteers to help with cleanup and touch ups.

Roof Leaks status - Randy Peterson reported that he was up on the roof a few weeks ago after the landlord patched some of the roof. It appeared that the areas that were leaking had been patched but we will have to keep an eye on it going forward.

#### Warm Room

High top tables, stools, benches, coat/room racks - The High top tables will be completed this week. Randy is still chasing stools. Benches and coat/broom racks are complete.

Monitoring feeds(raspberry pi) to PC for live streaming, relocating cameras -

**Action:** Randy will meet with Jon Anderson tomorrow night 8/9 to figure out a plan.

Jason mentioned that he would like to consider putting some security cameras in as well.

**Action:** Randy will talk with Jon about the security cameras.

Boot-Boy for cleaning shoes - Jon Skyberg reported that it is coming in September.

**Action:** We need to put electrical in the airlock for the boot cleaner.

Caree Kovacevich mentioned that we should have the HS kids do a video of how to use the cleaner and post it in the newsletter.

Club Improvements still outstanding:

- Rework front desk area (in progress) - Board discussed clean up and some ideas of how to rework the area. They discussed creating new window clings for the inside door that would welcome the members. Anita Scott volunteered to clean out the file cabinet and shelves to start the clean up process.
- Ceiling Fans TBD

#### Repairs

Chiller repairs are scheduled during the annual checkup before labor day.

#### **Business Operations Committee Update**

##### Capital Improvements Fund

No updates for this meeting.

##### Corporate/Private Events

Ladies Night. No updates for this meeting.

##### Community Events

Lakeville Chamber of Commerce Police & Fire Ball September 9th

Lions Club Health and Wellness Fair October 7th - Heritage Center

##### Pan O Prog Street Market July 14th-16th, 2023

Anita Scott reported that the Pan O Prog street market went well. We had a lot of interest in our leagues and private events and handed out lots of flyers and coasters.

##### Pan O Prog Parade July 15th

Anita Scott reported that the parade went well. We handed out several pounds of candy and many coasters. Having more club members participate would have been nice. We also need to order some additional T-Shirts for the people who walk in the parade. We are almost out.

##### Bonspiels

The board discussed the assigned chairs and co-chairs for all the bonspiels.

Holiday Spiel Dec. 2nd - Allan McHugh

5 and Under Feb. 2-4 - Jason Botterill / Brian Duff

Double Trouble March 1-3 - Need chair

Triples October 28 - Need chair

Cinco DeMayo May 3-5 - Need chair - possibly Troy again

- Sponsorship for bonspiel posters - discussed TORO sponsoring the 5 and Under spiel again this year and that we would not need to update the poster if they agreed to sponsoring.

##### Golf Tournament

Allan McHugh reported that 12 teams are registered. He is working on getting more sponsors for the event.

##### Club Advertising

No updates.

##### Arena Playdowns

April 4-6.

### Instructor Clinics for LTC, Corporate Events, Doubles League, Triples

These are “how to” clinics to encourage volunteering and to get people to sign up for doubles/triples leagues and bonspiels. Board discussed adding the dates to the calendar.

### Bar area update

- Larger kegerator - leave on as a placeholder.
- Plan for using the updated bar license

## **PLACEHOLDERS**

### 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

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.

*Update: Allan McHugh brought samples of the hoodies and T-shirts to the meeting for the board to check out. He will be following up with the supplier on quantities and sizing after he tests how the products hold up to washing and drying.*

### Denver Curling Club spectators guide

Jeanine Perera reported that this will be available when we reopen in the fall. This item will stay on the agenda until fulfilled.

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

Jason Botterill noted that we will see how/if these TVs fit into the renovated warm room this summer. This item will stay on the agenda until fulfilled.

### 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

### **III. OTHER DISCUSSION**

#### **CLOSING**

Caree Kovacevich motioned to adjourn the meeting. Jon Skyberg seconded the motion.  
Motion passed unanimously.

**Next meeting: September 13th 2023 at 6:00 p.m. at DCC**

**Adjournment: 7:47 p.m.**