



Board of Directors Meeting Minutes

September 13th, 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, Heather Guse

Members Absent: Jeaine Perera

Others Present: Andy Grassman

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 August 8th, 2023

The August 8th, 2023 minutes were approved electronically on August 21st, 2023.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

Jason Botterill suggested that we get the next two meetings on the books and then go from there because there are limited openings for evening meetings this season due to the curling schedules of the board members. Friday, October 13th, 8:00 a.m., Saturday, November 18th, 12:00 p.m.

Schedule Skips Meeting

The skips meeting has been scheduled for September 26th, at 6:30 p.m.

Link on League Apps to order T-Shirts/Hoodies

Jason Botterill sent a request to Phil Wilson to put the League Apps Store link on the website. An email has been sent to membership to advertise that the T-Shirts/Hoodies are available for purchase.

Policy for board member attendance and early replacement

Heather Guse asked if the club had a policy that covered the requirements for board member attendance

at meetings and early replacement of board positions. Jason Botterill responded that we do not have a policy covering those areas. **Action:** Jason said he may have this written up for the next meeting.

Order DCC Pins for club

Jason Botterill reported that they put in the bulk order for 100 DCC pins for the club.

Updating website with policies and bylaws

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

II. NEW BUSINESS

Executive Committee

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

USCA - The member's assembly will be held on October 13th. DCC can send a representative but MCA will cast the votes on our behalf. The board voted to ratify the new membership model which was reviewed at our August 8th, 2023 board meeting (the details are in our August 8th, 2023 meeting minutes). MCA will vote for ratification.

MCA - DCC Hosting Arena Clubs State Championship April 4-6.

TCCA - Big Spiel registration is open. DCC is hosting the Big Spiel Thursday draws. The TCCA new website is live.

Finance Report

Approval of check register (July, August)

Jason Botterill reviewed the check register with the board and there are no issues.

Anita Scott motioned to approve the check register. Caree Kovacevich seconded the motion.

Motion passed unanimously.

Review of P&L and Proforma (July, August)

Jason Botterill reviewed the P&L and Pro forma with the board and there are no issues. The \$20,000 expense on the pro forma has been transferred to the Club Savings Account for capital reserve.

Approval of Club Budget (July, August)

Jon Skyberg motioned to approve the budget. Sarah Hartung seconded the motion.

Motion passed unanimously.

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. She has not received an update from them on the status of the grant.

Create a Venmo Account for the club

Sarah Hartung motioned that we should open a Venmo account for the club to be used for events

where we have raffles, games and other activities that require people to pay to participate. Heather Guse seconded the motion. The board discussed that this will not be used for the bar, league registrations, or anything that is currently being run through our Square platform. Motion passed unanimously.

Volunteer policy

Jason reported that the volunteer policy has been updated to reflect some recent changes. The board reviewed the policy changes.

Allan McHugh motioned to update the policy with the changes. Sarah Hartung seconded the motion. Motion passed unanimously.

Electronic votes since last meeting

DCC Board Meeting Minutes for August 21st, 2023.

Member Services Committee Update

Fall League Status

Sarah Hartung reported that the Saturday league does not have enough interest to fill the time slot. She requested that we take it off the schedule. She also noted that the Wed. Doubles and Friday 5:15 p.m. are still not full enough to operate and need to be addressed. The board discussed that we will push the Doubles and Friday 5:15 p.m. leagues start by two weeks to try and get this figured out.

Women's League

Sarah Hartung suggested that we have some options based on the regular leagues not being full for Saturday, Wed. and Friday 5:15 p.m. However, we need to determine interest and may make this a shortened 6 week league. Sarah Hartung will put something in the newsletter to gauge interest.

Calendar Updates

Calendar is up to date.

Hot Shots Camp October 20-22nd

Jason reported that the camp is full and we are in a good financial position. They are still organizing transportation for the coaches. Allan, Katie, and Jason will organize the food. The hotels have been booked. Sarah has 3 people who have said they will volunteer for hosting or bartending.

Newsletter

Sarah Hartung requested that content for the newsletter needs to get to her by Sunday, September 16th.

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. Sarah has the dates for 7-12 year old curlers. There are no dates for junior curlers yet.

Website clean up committee

Jackson Oppenheim contacted Rob Graber about helping with the website development/support. Sarah Hartung will have Jackson Oppenheim (jacksonopp@gmail.com) contact Phil Wilson about helping with the website.

Volunteer Committee Update

Volunteer opportunities posted to website & process for signing up and tracking volunteer hours

Caree Kovacevich reported that she got the list of opportunities from Sarah. Caree noted that the website needs to be updated with the opportunity list and who to contact for each opportunity. Caree met with Meg Symrski and ironed out the process for reporting volunteer hours. There will be a physical form in a binder at the bar for members to record their volunteer hours. Meg will update a spreadsheet with the information from the binder and send it to Caree to upload to the google drive.

Action: Caree asked Sarah to put the process for logging volunteer hours in the newsletter.

Action: Caree will talk with Phil to get the volunteer page on the website updated with the new information.

Facilities Committee Update

Ice Shed

Completed:

Painting, new scraper storage area, carpeted to the chair rail level on both end walls, re-hung items on the walls, rerouted a few outlets, annual chiller check-up (ok), cleaned up of the chiller area, pressure washed all the cooling fins on the chiller unit

Open:

DCC logo (8'x8') on order, Ice making in process "Tyvek-Ready", high pressure failure on compressor 1 (vendor is sending a couple of transducers to swap out), cork-strip for hanging temporary decorations, vinyl mesh instead of Tyvek potential for 24/25 season.

John Anderson JR has been preparing the live stream cameras and system. Some final adjustments needed and adding "security" cameras. Also need to find a spot for the PC in the ice shed. Heather Guse mentioned that the PC needs to be replaced and that she has one she can donate. **Action:** Heather will contact John Anderson about the PC replacement.

Ice Markings–Need sponsors confirmed, standardize hotlines, confirm ice marking plan.

Warm Room

Completed:

New tables, new benches, new shelves/coat-broom rack, new stools, cleaned up desk area, cleaned out mop room, wall hanging plan confirmed by board, move rolling white boards and strategy board to vestibule, move all office supplies to mop room shelves.

Open:

Put up wall hangings, get rid of the desk, get rid of the file cabinet and old refrigerator, reposition the tall bookcase against the wall for trophies, etc., reposition the small bookcase against the wall for brochures, etc., need a plan for the remaining red chairs. The board discussed putting some in the warm room in

between the benches and putting some in the ice shed, needing an electrical outlet in the vestibule for the Boot-Boy boot cleaner.

Annual AED check-out. Need to review that everyone with keys to the building has been Trained (3 minute video) on the use of the AED. **Action:** Jon Skyberg will email the link to the training to the board of directors.

Business Operations Committee Update

Capital Improvements Fund

Raffle - Allan McHugh reported that he will not be organizing the Raffle and wanted to know if the club is still going to pursue doing one. The board discussed that the revenue from the Raffle was very helpful to our budget so Sarah will put a request in the newsletter to see if she can get a volunteer to organize and run the raffle. Jason mentioned that we have time constraints for applying to do a Raffle.

Corporate/Private Events

Ladies Night, October 7th, 2023, 7:00 p.m.

Action: Heather will get Sarah a write up for the newsletter.

Donation requests for events

The non-profit girls fastpitch team the MN Bombers requested a donation of 2 sheets for a team building event on October 7th. The board discussed the request and we will respond that we can give them the non-profit rate of \$20 a head and they would have to be done by 6:30 p.m. on October 7th.

Edric Funk requested a donation of a 1 sheet private event for the United Way. The board is in agreement with this request.

Community Events

Lions Club Health and Wellness Fair October 7th, 9:30 a.m.-2:00 p.m. - Heritage Center. Anita Scott will be setting up a table for our Club at the event.

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, need sponsor

Double Trouble March 1-3 - Need chair and sponsor

Triples October 28 - Need chair and sponsor, Allan will send an email out to see if we can get some people to run the Spiel

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

The website needs to be updated with the current Bonspiels information.

Golf Tournament Status September 25th- Andy Grassman Chair

Andy Grassman attended the board meeting and reported that we are at full capacity for the tournament plus one extra team. Crystal Lake does not have enough carts for an additional team and it will be hard to fit another team into the rotation. We did not get as much sponsorship money as expected to go toward prizes. We will create a SignUp genius to request volunteers to run raffles and games during the tournament. Andy needs to contact all the teams with the itinerary and requested that we post the

itinerary on the website. Dakota Curling is donating 2 brooms for the tournament prizes. Andy requested a list of all the sponsors and all the teams.

Club Advertising

Heather Guse and Allan McHugh will follow up with our current advertisers.

Arena Playdowns

DCC will be hosting the MCA Arena Clubs Championship April 4-6.

Instructor Clinics for L2C, Corporate Events, Doubles League, Triples

These are "how to" clinics to encourage volunteering for L2C and Corporate Events and to get people to sign up for doubles/triples leagues.

- How to play Doubles clinic scheduled for Sept. 27th @ 6:30 p.m.
- How to for Instructors for L2C is on the calendar Saturday October 7th

Bar area update

- Larger kegerator - leave on as a placeholder.
- Plan for using the updated bar license
- Bartender Training scheduled for September 26th at 6:00 p.m.

PLACEHOLDERS

Names for Club Trophies

We have several trophies that need to have name plates created for the winning teams. The board discussed researching who the winners were over the years so the club can get the plates created.

Curling for All Kids update

No updates for this meeting. Moved to placeholder section per Jason Botterill .

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 - Complete

T-Shirts/Hoodies are available for purchase online at the League Apps Store.

Mugs - TBD

Denver Curling Club spectators guide - Complete

Jeanine received the guide and Sarah Hartung printed copies for our club. The guides will be available on the observation tables at the club for spectators to learn about curling.

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.

Ceiling Fans in Warm Room

No updates.

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

Allan Hartung motioned to adjourn the meeting. Caree Kovacevich seconded the motion. Motion passed unanimously.

Next meeting: October 13th, 8:00 a.m. at DCC with a google meet option

Adjournment: 8:53 p.m.