



## Board of Directors Meeting Minutes

October 13th, 2023, 8:00 a.m.

### NAMES OF ATTENDEES AND ABSENTEES

Members Present: Randy Peterson, Jon Skyberg, Jason Botterill, Caree Kovacevich, Anita Scott, Heather Guse

Members Absent: Allan McHugh, Jeanine Perera, Sarah Hartung

Others Present: Andy Grassman

Quorum: Yes

### CALL TO ORDER

Jason Botterill called the meeting to order at 8:10 a.m.

### APPROVAL OF AGENDA

Caree Kovacevich motioned to approve the agenda. Randy Peterson seconded the motion. Motion passed unanimously.

### APPROVAL of Minutes of the Regular Board Meeting September 13, 2023

The September 13th, 2023 minutes were approved electronically on September 26th, 2023.

### ORDERS OF BUSINESS

#### I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

Saturday, November 18th, 12:00 p.m.-2:00 p.m., Saturday December 16th, 12:00 p.m.-2:00 p.m.

Add Link for League Apps Store on main webpage

Complete. See the DCC website under "Support Us" to order shirts and hoodies.

Policy for board member attendance and early replacement

Jason Botterill is working on this.

Updating website with policies and bylaws

Still outstanding.

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

Annual AED training

Jon Skyberg sent the link for the AED training. All the board members need to review the video.

SafeSport Refresher

Board members need to do their SafeSport Refresher for this year.

**II. NEW BUSINESS****Executive Committee**USCA /MCA/TCAA updates - Jason Botterill & Anita Scott

USCA - Member Assembly meeting October 13th, 14th.

MCA - Needs a club to host the state playdowns that will take place in late January.

TCCA - Jason and Anita had a meeting on 10/11 with Amanda Clore (TCCA VP) and Bob Daun (TCCA President) to get any introduction of what is expected of our club for the Big Spiel on January 11th. DCC will be hosting two draws 5:30 p.m. and 8:00 p.m. The TCCA held their September board meeting at DCC on 9/27. The TCCA President is scheduling a summit with the affiliated club presidents for Sunday, November 5th. The Financial Assistance Committee sent an email to all the affiliated club presidents to get feedback on how they used the \$1000 grant from the TCCA. The Curler Retention Committee has the smart brooms set up and is looking to get volunteers to run some 2 hour clinics at the various clubs.

Finance Report TBDApproval of check register (September)

Treasurer report not available for this meeting.

Review of P&L and Proforma (September)

Treasurer report not available for this meeting.

Approval of Club Budget (September)

Treasurer report not available for this meeting.

Lions Club grant application

DCC was notified that we did not get the grant.

Create a Venmo Account for the club

Jeanine Perera did attempt to get this set up but there are some challenges with the two factor authentication process. Further investigation needed into how we could make this work.

Electronic votes since last meeting

DCC Board Meeting Minutes for September 13th, 2023.

## Member Services Committee Update

### Fall League Status

The Wed. Mini league was moved to 7:00 p.m. The Doubles league moved to Friday 5:15 p.m. and will start on October 27th.

### Practice Ice

The League Manager sent out the schedule to the group of people that normally cover practice ice. There are two dates that still need to be covered: Saturdays Dec. 9th, Jan. 13, 1:00 p.m.-4:00 p.m.

### Women's League

Still need to get an inquiry into the Newsletter and FB page to gauge interest.

### Wednesday 10:00 a.m. drop-in league

Paul Ellabry has been coordinating this league and is communicating through the Dakota Curling FB page. The league will start Wednesday, October 18th.

### Calendar Updates

Calendar needs a few updates. Instructional league will not start on October 22nd. Instructional league will be playing Sunday October 29th at 2:30 p.m.

### Hot Shots Camp October 20-22nd

Registration is full. Coaches accommodations have been taken care of. Planning for bartenders and hosts is in progress. Food has been ordered. Registrants have received their documentation packets from Hot Shots.

### Newsletter

Get content to Sarah Hartung by Sunday, October 15th.

### Youth Curling Program

DCC will apply the TCCA \$1000 to the purchase of the junior stones. **Action:** Anita will check with Frogtown about a set of junior stones they may have available for purchase or lease.

### Website clean up status

In progress. Sarah got in contact with Jackson Oppenheim and connected him with Phil Wilson to talk about helping with the website content management and support.

## Volunteer Committee Update

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

Caree Kovacevich reported that Meg Smyrski put a binder on the bar for people to log their volunteer hours. Members have been logging their hours in the binder. Caree designed the volunteer web page and sent it to Phil to update the DCC website. There will be a link to the spreadsheet of all the opportunities for volunteering on the webpage. Caree will work with Meg to get the volunteer hour spreadsheet updated on an on-going basis.

## Facilities Committee Update

### Ice Shed

Randy Peterson reported that they are working on the ice maintenance schedule to come up with the optimum cycle. The cameras are set up in the ice shed and will be adjusted as needed. Jason Botterill reported that the Sheet B camera is not working. Randy reported that our PC needs to be updated and that Jon Anderson is going to do the hardware upgrades. The Boot Boy cleaner has arrived and needs to be set up in the vestibule. Jason noted that he will make a plaque to recognize who donated the Boot Boy. We need to get power installed in the vestibule to be able to run the Boot Boy. The board discussed if the vestibule is the best location for the Boot Boy. It was determined that we will try it there and see how it works out.

DCC logo (8'x8') received and needs to be mounted in the ice shed.

Randy and Jon reported that we can get replacement broom head pads for \$15 a piece instead of replacing just the fabric on the broom heads which is time consuming. They estimate it would cost approximately \$500 dollars to replace all the heads.

**Motion:** Jason Botterill motioned to approve spending \$500 to replace the brooms head pads on our club brooms. Randy Peterson seconded the motion.  
Motion passed unanimously.

Randy Peterson reported that the club keeps receiving continuous water usage emails from the city. He noted that facilities cannot find anything running so they have contacted the landlord to get his help in tracking down where the leak may be.

Chiller update: Jon Skyberg reported that we are running all 4 compressors. While replacing the transducers they found that the wiring harness block is corroded. Jon noted that we may want to replace the wiring block this year. He also noted that we have a glycol leak that needs to be addressed. The system has to be drained for the glycol fix and will require Gartner/vendor support and is estimated to cost between \$3000-\$4000.

Open:  
Cork-strip for hanging temporary decorations.

### Warm Room

Looking good.

## **Business Operations Committee Update**

### Capital Improvements Fund

Raffle - No one has stepped up to organize the raffle. Caree Kovacevich will put this item on the volunteer spreadsheet.

### Corporate/Private Events

Ladies Night, October 7th, 2023, 7:00 p.m. – Heather Guse reported that 14 people showed up and that everyone had a good time. She is planning on trying to set up another one sometime in January.

### Community Events

Lions Club Health and Wellness Fair October 7th - Anita Scott reported that she got a couple of prospects that were interested in corporate events. She also noted that several people took flyers and coasters for \$5 off L2C.

### Golf Tournament Recap

Andy Grassman reported we made approx. \$4700 on the event. Our expenses were approx. \$1600. He delivered all the proceeds for the event and reviewed the detailed expenditures with the board. He also noted that we need to get more sponsorship next year to cover more of the cost of the prizes.

### 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 - Jason Botterill is helping with this

Cinco De Mayo May 3-5 - Troy

### 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. They are scheduled on the calendar.

### Bar area update

- Bartender training was well attended. We have a long list of volunteers. Most of the league nights are covered and a spreadsheet is being finalized with contact information for hosts who need bartenders for bonspiels and private events.
- Kari and Dan David are teaming with Darren Kermes to manage the bar.
- Jeanine has all the licenses and buyer paperwork completed and on file for the year.
- Annual inspection from MDH will be on November 1st.
- Larger kegerator - leave on as a placeholder.
- Plan for using the updated bar license—The MDH inspector will go over the rules with Darren for serving food at our bar. Darren will create a cheat sheet for the bar that can be used by hosts and bartenders.
- Bartenders and Hosts will need Heather to do some food handling training.
- Larger Refrigerator - Darren is looking for a larger refrigerator to handle food and bar incidentals that are currently being stored in the keg cabinet.
- Darren will need Facilities to make some changes to the white storage cabinets in the bar if we get another refrigerator.
- Darren was approved to acquire another refrigerator for the bar at the last board meeting on September 13th.

## PLACEHOLDERS

### Crystal Lake Golf Course Free Passes

Jason Botterill received 4 free passes for golf at Crystal Lake as part of the DCC Golf Tournament that was held at their golf course. The passes will be used as prizes at one of our club events.

### 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

Mugs - TBD

### 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

Jason motioned to adjourn the meeting. Caree seconded the motion.

Motion passed unanimously.

**Next meeting: November 18th, noon at DCC with a google meet option**

**Adjournment: 9:53 a.m.**