



Board of Directors Meeting Minutes

September 18th, 2023, 12:00 p.m.

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Randy Peterson, Jason Botterill, Caree Kovacevich, Anita Scott, Heather Guse, Jeanine Perera, Sarah Hartung, Allan McHugh

Members Absent: Jon Skyberg

Others Present:

Quorum: Yes

CALL TO ORDER

Jason Botterill called the meeting to order at 12:04 p.m.

APPROVAL OF AGENDA

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

APPROVAL of Minutes of the Regular Board Meeting October, 13th, 2023

The October 13th, 2023 minutes were approved electronically on October 31st, 2023.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

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

Sunday January 21st, 2024, 1:00 p.m.

Andrew Price donations to the club

Jon Skyberg will contact Andrew to determine if he will donate the new brooms heads, sliders, & grippers.

Moving website host in June 2024

Jason Botterill reported that he will ask Phil Wilson to plan to move the website host June 1st, 2024.

Plaque to recognize Book Boy donation

Jason reported that he has the design created and needs to verify the engraving information.

Policy for board member attendance and early replacement

Jason Botterill is working on this.

Updating website with policies and bylaws

Sarah Hartung reported that they are on the website.

Annual AED training

Most board members have reviewed the training. Sarah mentioned that there is a first aid training video that we may want to review as well.

SafeSport Refresher

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

Add safety incidents to agenda

Jason Botterill mentioned that we will add a safety/incident report review to our Board meetings. Reminder that the incident report forms are in the first aid box on the wall by the restrooms. We should do an incident report if a player comes off the ice and can't play or has hit their head. Heather Guse said that she will have the bar staff know where to find the incident reports. Sarah Hartung noted that the league hosts should also be told where the incident reports reside.

Member of the month process

Caree Kovacevich volunteered to put a process together to get this started.

II. NEW BUSINESS

Executive Committee

Curling Day January 20th, 2024

The board discussed that:

- We need at least 6-10 volunteers on the ice to help instruct at the skill stations.
- We will have participants register ahead of time.
- We need promotion of the event. Flyers at B52, FB advertising, direct emails, TCCA, MCA, etc.
- We will order pizzas for spectators/participants that will be served after the open house.
- We will place signs outside to encourage people to come in and watch the playdowns.
- We need 1:15 hours for ice maintenance between open house and playdowns.

End of builders wall June 30th, 2024

The board discussed the phase III expansion of the warm room and if we should include that plan in the current builders wall before closing it down. Phase III is the plan to move the exit door and expand into the ice shed with a half wall and an area where people could get ready. It was decided to close down the current builders wall on June 30th, 2024 and not to include phase III. We can revisit the phase III expansion with a new donation campaign in the future. We need to communicate to the membership that the current builders wall is ending so they can do their last donations to obtain a jacket.

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

USCA - The new membership model passed unanimously. Jason Botterill needs to get the roster submitted by November 30th.

MCA - DCC is hosting the Arena playdowns. An Arena playdown coordinator is needed. Jason asked that it be added to the volunteer opportunity spreadsheet. State playdowns will be held at Brainerd Curling Club.

TCCA - The TCCA Summit was held with the club presidents on Nov. 5th, 2023. TCCA granted Team Ponzio \$1000 to help with the cost of them going to Korea for Worlds. The TCCA has added a clinic coordinator position to manage clinics using the technology that the TCCA has purchased (smart brooms and rock hawk). The TCCA Financial Committee has increased the grant budget to \$10,000 for 2024.

Finance Report

Approval of check register (September/October)

Anita Scott motioned to approve the check register. Carrie Kovacevich seconded the motion. Motion approved unanimously.

Jeanine Perera would like to move some of the checking account balance to the savings account. The board is in agreement with this move.

Review of P&L and Proforma (September/October)

Jeanine Perera reviewed the P&L and Proforma with the board for September and October. Projected versus actuals are very closely aligned. Jeanine noted that we will be ahead for income if our actuals stay on course. The board asked that Jeanine include a review of the savings account going forward.

Approval of Club Budget (September/October)

Jason Botterill motioned to approve the budget. Heather Guse seconded the motion. Motion approved unanimously.

The club needs an electronic method to take money during events. etc.

The board discussed using Square to do electronic transactions for events since Venmo will not work out.

Electronic votes since last meeting

DCC Board Meeting Minutes for October 13th, 2023.

Member Services Committee Update

Fall League Status

Sarah reported no changes in Fall leagues. An announcement will go out for league hosts to ask teams about who will be registering for Winter leagues. League hosts need to communicate that if you opt out of Winter leagues you will lose your spot for the next Fall season.

Practice Ice

All dates have hosts assigned. See website calendar for dates.

Women's League

Heather Guse will send Sarah Hartung content for the newsletter to gauge interest in creating a women's league.

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

Anita Scott reported that people have been showing up for this league. There has been enough attendance to organize some teams and play 6 ends.

Calendar Updates

Jeanine Perera and Sarah Hartung introduced the idea of having another ladies night on February 10th, 2024. Heather Guse was in favor of this and it will be added to the calendar.

Newsletter

Sarah Hartung requested that if you have anything that needs to be communicated to the league hosts or in the newsletter to get it to her so she can include it in the communications that goes out.

Youth Curling Program

Sarah Hartung reported they have a smaller group this session so we don't have an immediate need for the curling stones right now, but we are still interested in getting a second set of stones. Anita Scott talked with Frogtown about using their extra set of youth stones. We are awaiting a response from them.

Website clean up status

In progress.

Volunteer Committee Update

Volunteer webpage updates

Completed.

Tracking volunteer hours

Meg Smyrski has been taking the log book home and filling out the spreadsheet. Hard copies of the volunteer opportunities are on the board at the club for people who don't have access to the website.

Action: Jasson asked that Caree put the TidyCal signup link for the LTC and the Instructional instructors on the volunteer spreadsheet. TidyCal is a new tool that is being used to sign up for helping with LTC and Instructional leagues.

Volunteer hour spreadsheet location

The spreadsheet will be located on the Google drive. We need the exact folder location.

Facilities Committee Update

Ice Shed

Randy Peterson reported that they have added all the ice maintenance hours to the calendar. Jason asked that Randy reach out to Sheryl Paulson-Price if there is maintenance that conflicts with an event that she has scheduled.

Jon Skyberg sent an email to communicate the ice maintenance over the Thanksgiving break. Ice will be available Monday and Friday-Sunday for events and make up games.

Warm Room

Boot Boy installation

The Boot Boy will be operational once the electrical is installed in the vestibule.

Power installation in the vestibule

Jon Skyberg has a plan for tapping into the existing electrical.

Hardware upgrades to PC

Heather reported that Jon Anderson will replace the video card in the PC. Jason mentioned that we need to fix two of the cameras as well.

Club Improvements still outstanding

Signage to welcome club members since we moved the welcome sign to the Ice Shed. No updates.

Repairs

Replace wiring harness block - no updates

Glycol leak - no updates

Continuous water usage emails from the city - still occurring no updates

Create an exploratory committee to review future club site options

Randy Peterson reported that he would like to get some people together to start researching alternatives for a new site. The committee would start by determining the clubs short and long term goals for the club. Jason mentioned that the effort to move is substantial and needs at least a 1.5 to 2 years lead time. Our current lease re-negotiations begin on June 1st, 2024. There are 18 months left on our current lease. Randy Peterson will do the lease negotiations in June because he has experience in this area.

Business Operations Committee Update

Heather Guse reported that she donated PA equipment to the club that can be used during events.

Capital Improvements Fund

Raffle

Corporate/Private Events

November 25th 1:00 p.m. - Private Event, 1 sheet

November 30th 12:45 p.m. - Private Event, 1 sheet

December 4th, 2:15 p.m. - Private Event, 1 sheet

December 9th, 5:00 p.m. - Private Event, 2 sheets

December 13th, 2:00 p.m. - Private Event, 3 sheets, 30 curlers

Community Events

Holiday on Main downtown Lakeville December 2nd, 2023

Ladies Night, February 10th, 2024

Bonspiels

- Triples October 28th recap - 8 teams participated. We struggled to fill this spiel because it was Halloween weekend and there were other spiels at other clubs that weekend. We will not do Halloween weekend next year. We don't have the expense/profit numbers at this time.
- Holiday Spiel Dec. 2, Allan McHugh, Open for registration, almost full
- 5 and Under Feb. 2-4, Jason/Brian, Open for registration
- Double Trouble March 1-3, Still needs a Host
- Cinco De Mayo May 3-5, Troy
- Sponsorships for the bonspiel poster(s). Need to get sponsors lined up.
- Jason noted that we need to get our bonspiel calendars in place for next year with assigned hosts.

Club Advertising

- Heather reported that Sarah followed up with current advertisers. Heather gave an update on the current sponsor's open invoices. Heather asked if there is a list of old advertisers. Jason and Sarah gave her some leads to follow up with.

Sponsorship brochure

Anita Scott gave Heather Guse a copy of the old sponsorship brochure to use as an example.

Arena Playdowns

DCC will be hosting the MCA Arena Clubs Championship April 4-6. We need ice crew scheduled and a bartender/host)

Bar area update

PLACEHOLDERS

Crystal Lake Golf Course Free Passes

Jason Boterill 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

Jeff Kennedy is working with some of the schools in the area. 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.

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.

Start a club podcast

Talk about club history, interview members, and have special guests. - Jason

Create a club History wall

The board discussed creating a wall with the History of the facility and the Dakota Curling club.

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 McHugh motioned to adjourn the meeting. Heather Guse seconded the motion. Motion passed unanimously.

Next meeting: December 16th, noon at DCC with a google meet option

Adjournment: 2:30 p.m.