



Board of Directors Meeting Minutes

March 16th, 2024, 1:00 p.m.

NAMES OF ATTENDEES AND ABSENTEES

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

Members Absent: Sarah Hartung, Allan McHugh

Others Present:

Quorum: Yes

CALL TO ORDER

Jason Botterill called the meeting to order at 1:04 p.m.

APPROVAL OF AGENDA

Randy Peterso motioned to approve the agenda. Jon Skyberg seconded the motion. Motion passed unanimously.

APPROVAL of Minutes of the Regular Board Meeting February 10th, 2024.

The Board Meeting minutes for February 10th, 2024 were approved electronically on February 29th, 2024.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

Next meetings Saturday, April 27th, 1:00 p.m., May 15th, 6:00 p.m.

The board needs to set an Annual Meeting date at the April 27th board meeting.

Plaque to recognize Book Boy donation

Jason Botterill has a plaque and he will work on the design.

SafeSport Refresher

Some board members still have to take the refresher. Jason Botterill noted that the board members should be getting notifications as to when your refresher is due.

II. NEW BUSINESS

Executive Committee

Incident reports

No incidents to report. Jason Botterill would like to get an email address added on the incident report form. He will get the form updated.

Action: Update the incident report form with an email address field.

Increase Liability Insurance.

It was determined that this is not needed because we have participants sign a waiver. Jason Botterill noted that we will update the waiver process to include a form for members that bring in guests.

Action: Add a waiver form that indicates that members are responsible for their guests.

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

- USCA - No updates.
- TCCA - DCC needs to get a new club representative to sit on the TCCA board. Anita Scott has notified the TCCA President that she will be stepping down on June 1st, 2024. DCC needs to line up skills clinics with the TCCA clinic coordinator. DCC will have its team names for the TCCA Invitational May 11-12th on April 20th after playdowns are complete.
- MCA - Arena Playdowns Friday-Sunday April 5-7th. MCA will be reaching out to clubs to get hosts for their events. Jason noted that Mixed playdowns and Arena playdowns fit our club side but we would not host every year. MCA is trying to get a five year plan scheduled.

Finance Report

Approval of check register (February)

Jeanine Perera reviewed the check register with the board.

Anita Scott motioned to approve the check register. Jon Skyberg seconded the motion.

The Motion passed unanimously.

Review of P&L, Proforma and Savings Account (February)

Jeanine Perera reviewed the P&L, Savings and Profoma with the board.

Approval of Club Budget (February)

Anita Scott motioned to approve the budget. Jon Skyberg seconded the motion.

The Motion passed unanimously.

Request for Financial Reports

Club members may request financial reports from the DCC Treasurer by sending an email to treasurer@dakotacurling.org. Anita Scott will have Phil Wilson update the website with this information.

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

Heather Guse looked into the Square mobile app and it should work on our Apple and Android phones for use during events where we need to collect money during the event.

Electronic votes since last meeting

New Resident Mailer

Board Meeting Minutes for February 10th, 2024.

Member Services Committee Update

Fall League Status/Playdowns

The board discussed that we will make the assignment of sheet rotations better during next season's league. Currently Sheets B and C are assigned for championship games during the playdowns.

Winter League Status

No updates.

Practice Ice/Winter

Scheduled and has volunteers assigned.

Adding Women's League

The board is still trying to get this established for next season.

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

No updates.

Calendar Updates

The calendar is up to date.

Newsletter

Caree asked that we get something in the newsletter about people getting their volunteer hours completed.

Youth Curling Program

Sarah Hartung is looking for additional volunteers to help her grow the program. We still would like to get additional curling stones with the \$1000 grant from TCCA last year.

Website clean up status

On going. The board would like a website clean up review at the next meeting. Review Heather's list to determine what is still outstanding.

Volunteer Committee Update

Member of the Month Process

No updates.

Volunteer hour spreadsheet

Caree reviewed the volunteer spreadsheet with the board. Jason noted that we will audit the spreadsheet and then get a hard copy posted at the club with a bulk email to members that have not entered any hours and another for members that have not completed their total 10 hours. Reminder that Social Members are not required to log volunteer hours. Jason also mentioned that first year members are exempt from volunteer hours. Volunteer hours must be completed by June 30th, 2024.

Facilities Committee Update

Ice Shed

- Ice flood completed on 3/16/2024
- Maintenance in ice shed for this summer

Warm Room

- Add additional hooks to broom and coat racks - complete
- Hardware upgrades to PC and cameras (no plan for this)

Club Improvements still outstanding

- Phase III - This will not be for this summer due to lease negotiations.
- Vinyl mesh to replace Tyvek - next season.

Repairs

- Replace wiring harness block - summer
- Glycol leak - summer
- Continuous water usage emails from the city - Jeanine Perera and Jon Skyberg have been communicating with the landlord and would like to get the club reimbursed for the \$5800 overcharge. Jeanine found out that we are sharing a water meter with the Dance Studio and the landlord needs to determine how to split the usage. Jeanine is also tracking the usage with the city.
- Club Site Committee - Randy
 - Randy did an Insurance coverage checkup for our space and we will be getting quotes for covering our compressor and dehumidifier.
 - Randy spoke with our Landlord about our lease renewal coming up in June 2025. They discussed a few ideas for expanding our space.

Business Operations Committee Update

Capital Improvements Fund

Raffle Committee - on hold, Allan McHugh is trying to get a chair for this committee.

Other Committees that need participants:

- Golf tournament committee - Andy Grassman
- Bonspiel Committee (Allan is working on getting chairs for the Bonspiels)
 - Bonspiels need sponsorships
 - Need a Bonspiel calendar for next year with host assigned
- Club Advertisers Committee (no updates)
 - The club needs additional sponsorships from businesses
 - Sponsorship brochure for ads, bonspiels and club events needs to be updated & printed

Corporate/Private Events

- March 12th, 12:15 p.m. 1 sheet
- March 22nd, Full Sheet, 40-60 curlers

Community Events

Ladies Night, February 10th, 2024 recap.

Heather reported that Ladies light was full and went well. She would like to continue these events in the future. Sam Smeester did the food for the event.

Plant Sale - Lori Wilson

The Plant Sale is in progress. Flyers are up at the club and Lori Wilson has been advertising during league nights. It runs through March 28th.

Bonspiels

- Double Trouble March 1-3
 - Heather reported that it went well and she is working on the numbers for the event. Paul and Darcy Ellarby did a great job hosting the event.
- Cinco De Mayo May 3-5th, Troy Carlson
 - Need to get the venue nailed down (i.e. tents for the overflow of people)

Arena Playdowns April 5-7th

Jason Armstrong and Justin Jay are the coordinators and will be scheduling bartenders and ice crew.

2024 L2C calendar

- Sat Mar 23 10am, has openings.
- Sat, Apr 13, 6pm, nearly sold out 24 spots

Bar area update

Darren Kermes put in the new tap system with new lines and we are able to house more beer in our existing kegerator. We will have a rotating beer from local breweries.

The board discussed using our safe in the mob room for storing cash.

Action: The board needs to follow up with where we will store cash going forward.

PLACEHOLDERSNames 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.

Jason Botterill reported that we have a Competition Committee that is working on getting the names updated on the club trophies.

Curling for All Kids update

Jeff Kennedy is working with some of the schools in the area. Moved to placeholder section per Jason Botterill .

Signage to welcome club membersSignage for Waivers

Jason noted that the laminated waiver QR coded posters are on the tables and door leading to the ice shed.

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

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

Next meeting: April 27th at DCC at 1:00 p.m.

Adjournment: 3:02 p.m.