



## Board of Directors Meeting Minutes

April 27th, 2024, 1:00 p.m.

### NAMES OF ATTENDEES AND ABSENTEES

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

Members Absent: Heather Guse

Others Present: Ryan Strand

Quorum: Yes

### CALL TO ORDER

Jason Botterill called the meeting to order at 1:30 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 March 16th, 2024.

Sarah Hartung motioned to approve the The Board Meeting minutes for March 16th, 2024. Caree Kovacevich seconded the motion.

Motion passed unanimously.

Site Planning Committee Update - Randy Peterson & Ryan Strand

- Randy Peterson & Ryan Strand have been doing extensive research on how to provide more space for our curling club. They presented the work they have been doing to the board and reviewed the options for making more space in our club. The presentation can be found under the [Board of Directors Meeting Minutes on the DCC website](#). They also presented a sample survey to send out to the club membership. The Board members made suggestions for additional questions to be added to the survey. Both the building space presentation and survey will be presented at the annual membership meeting June 11th, 2024.
- The committee will continue to work with the landlord and architect to revise the options that were presented at the meeting. Some of the highlights from the presentation and discussion were:
  - Adding a 900-1200 sq. ft mezzanine to expand the warm room and storage space.
  - Adding/moving locker rooms
  - Adding a cement floor to the ice shed

### ORDERS OF BUSINESS

## I. UNFINISHED BUSINESS

### Determine what the date/time for future board meetings.

Next board meeting Wednesday, May 15th, 6:00 p.m.

June 4th, 6:00 p.m. virtual to review annual meeting presentation.

Annual meeting Tuesday, June 11th, 2024, 6:00 p.m. at the Club with Potluck, 5:00 p.m. doors open.

Virtual option as well for the annual meeting.

Board positions open Sarah Hartrung, Heather Guse, Jon Skyberg. Terms expire June 2024

### Plaque to recognize Book Boy donation

Jason Botterill plans to have this completed by the annual meeting in June.

## II. NEW BUSINESS

### Executive Committee

#### Incident reports

One incident to report on 4/15/2024. A club member fell and went to the ER to get checked out.

**Action:** Update the incident report form with an email address field. Jason will get the form updated.

#### Update waiver forms

**Action:** Add a waiver form that indicates that members are responsible for their guests. We will communicate at the annual meeting that there will be another waiver form created for this purpose.

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

- USCA - The Annual General Assembly will be held on October 6 or 7th. They are no longer at Viking Lakes. They have relocated to a site in Eden Prairie. Need a board member to attend.
- TCCA - Jodie Skyberg will be the new DCC representative. The board agreed that we can support more days of the Big Spiel (Thurs, Fri, Sat). The TCCA president, Amanda Clore has been informed of both decisions. The TCCA Invitational will be June 1-2 at Chaska. DCC has the teams lined up for the event.
- MCA - The board agreed that DCC can be in the rotation for hosting the state championships.

### Finance Report

#### Approval of check register (March)

Jeanine Perera reviewed the check register and savings account with the board.

Jeanine reported that she moved another \$20,000 to the DCC savings account.

AnitaScott motioned to approve the check register. Sarah Hartung seconded the motion.

The Motion passed unanimously.

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

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

The budget is tracking according to plans with only minor adjustments.

#### Approval of Club Budget (March)

Allan McHugh motioned to approve the budget. Caree Kovacevich seconded the motion. The Motion passed unanimously.

#### Request for Financial Reports added to the website

Club members may request financial reports from the DCC Treasurer by sending an email to [treasurer@dakotacurling.org](mailto:treasurer@dakotacurling.org).

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

Heather Guse is following up on this item.

#### Electronic votes since last meeting

None.

### **Member Services Committee Update**

#### Fall League Status/Playdowns

Playdowns concluded April 20th, 2024.

#### Winter League Status/Playdowns

We have our teams that we are sending to the TCCA Invitational on June 1-2.

#### Practice Ice/Winter

Board discussed making more use of the Ice on Saturdays. Skills clinics, additional leagues.

#### 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

Club needs to set the next year's calendar. Jason and Sarah will start working on this.

#### Newsletter

Get entries to Sarah Hartung by Sunday April 28th, 2024 midnight.

#### 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. Frogtown has a set of junior stones they may be able to loan DCC. Caree will follow up with Jim McMann (Frogtown TCCA Rep).

#### Website clean up status

Board would like to review the list with Heather Guse at the next board meeting on May 15th if possible.

#### New Resident Flyers

300 DCC flyers were printed and dropped off at the Lakeville Chamber on April 19th, 2024.

## Volunteer Committee Update

### Member of the Month Process

No updates.

### Volunteer hour spreadsheet

Caree Kovacevich sent out the latest spreadsheet from Meg Smyrski. It is not current yet so she will continue to work on updating the spreadsheet. After Caree gets the spreadsheet updated she will send out individual emails to members that have not completed their hours.

### New app to organize and track volunteer hours

Caree Kovacevich presented the app that Darcy Ellarby developed and the board agreed that we should move to the new app. Caree will review the app with Sheryl Paulson-Price so she is aware of the changes to setting up events and getting volunteers.

## Facilities Committee Update

Ice Shed

- Maintenance in ice shed for this summer

Warm Room

- No updates.

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 leak
  - Jeanine Perera was presented with a \$4045 credit from the landlord for our overpayment of water. Jeanine will continue to pursue more credits from the landlord who is taking over the water bill disbursement between DCC and the Dance Studio.
- Club Site Committee - See update at the top of the minutes.

## 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 a chair for the committee)
  - Bonselis need sponsorships
  - Need a Bonselis calendar for next year with host assigned
- Club Advertisers Committee (no updates)
  - The club needs additional sponsorships from businesses
  - Sponsorship brochure for ads, bonselis and club events needs to be updated & printed
- Approve \$405 to advertise in the Lakeville Chamber of Commerce neighborhood magazine

again this year.

Randy Peterson motioned to approve the \$405 to advertise in the Chamber's magazine. Jon Skyberg seconded the motion.

Motion passed unanimously.

#### Corporate/Private Events

- April 27th, 4:00 p.m. 16 curlers
- May 2nd, 9:30 a.m. 15 curlers

#### Community Events

- Pan O Prog July 7-14
  - Curling Booth
  - Parade July 13, 5:30 p.m., registration \$600
    - Board approved participating in the parade again this year.

#### Plant Sale - Lori Wilson

Pick up for plants May 7th, 5-7 p.m.

#### Bonspiels

- Cinco De Mayo May 3-5th, Troy Carlson

#### Arena Playdowns April 5-7th recap

Jason Armstrong hosted the event and it went well.

#### 2024 L2C calendar

Done for this year

#### Bar area update

No update.

**Action from 3/16 meeting:** The board needs to follow up with where we will store cash going forward.

### **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.

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 members

Signage 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. Anita Scott seconded the motion. Motion passed unanimously.

**Next meeting: May 15th at DCC at 6:00 p.m.**

**Adjournment: 3:20 p.m.**