



Board of Directors Meeting Minutes

May 15th, 2024, 6:00 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: Brian Mong

Quorum: Yes

CALL TO ORDER

Jason Botterill called the meeting to order at 6:02 p.m.

APPROVAL OF AGENDA

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

APPROVAL of Minutes of the Regular Board Meeting April 27th, 2024.

Approved by electronic vote on May 10th, 2024.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings.

Review annual meeting presentation - June 4th, 6:00 p.m. (virtual)

Draft of presentation in the minutes folder.

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

After the annual meeting the new board will determine the next board meeting dates.

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. Jason reported that he has made progress.

II. NEW BUSINESS

Executive Committee

Incident reports

None.

Update the incident form

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

Updated waiver forms

The change will be introduced at the annual meeting but form will not be done for the meeting. TJ Svensson offered to help create the new waiver forms.

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

- USCA - August Annual Assembly August 11-13th will be held at Chaska. DCC can have a board member attend. We have a couple of board members interested in attending. If we are not in attendance our vote is cast with MCA's.
- TCCA - TCCA Invitational June 1-2 at Chaska. DCC submitted two teams to participate in the event. We will be having a catch up meeting with TCCA board executives on May 21st. Some topics for discussion are skills clinics and Big Spiel expansion.
- MCA - DCC signed up to host the MN Mixed Playdowns next year in February.

Finance Report

Approval of check register (April)

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

Sarah Hartung motioned to approve the check register. Randy Peterson seconded the motion.

The Motion passed unanimously.

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

Jeanine Perera reviewed the P&L and Proforma with the board.

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

Water bill reimbursement from landlord

Jeanine researched all the DCC water bills back 7 years and created a spreadsheet to show the clubs overpayment for water usage. She presented the information to our landlord and they are reimbursing the club for the \$8200 that we overpaid.

Approval of Club Budget (April)

Allan McHugh motioned to approve the budget. Jon Skyberg seconded the motion.

The Motion passed unanimously.

Motion: Sarah Hartung motioned to approve up to \$600 dollars to cover the registration fee for one person per curling season to attend Ice Crew Certification Training. Allan McHugh seconded the motion.

The motion passed unanimously.

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

Heather Guse is following up on this item before the Golf event in September.

Electronic votes since last meeting

Board meeting minutes.

\$1500 for architectural and structural review.

Member Services Committee UpdateFall/Winter Seasons (review the calendar)

Sarah Hartung reported that the preliminary calendar has been updated and she reviewed the changes with the board. The calendar will be updated on the website when it is finalized. The calendar still needs mini leagues added and TCCA skills clinics. One change of note is that the Fall season will end in December and Winter leagues will begin in January. Also, spring break is not included in the calendar and the Youth Program has not been scheduled yet. Doubles moved from Fridays to Wednesdays and we will be piloting 3 leagues on Wednesday. The club championships have also been moved to the end of the year and an end of year season close out party will be planned.

Practice Ice

On the calendar.

Adding Women's League

The board is still trying to get this established for next season. There are slots in the calendar for "Brunch" which can be used to organize events or additional leagues.

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

Drop in league will still be on the calendar for next season

Newsletter

Get entries to Sarah Hartung by Sunday, Midnight May 19th.

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 clean up spreadsheet that was created by Heather Guse to determine which items have been completed.

Volunteer Committee UpdateMember of the Month Process

No updates.

Volunteer hours tracking

Caree Kovacevich sent out a series of emails to people who need to address their volunteer hours. There are about 40 people that she has not received a response from. She will be sending out one more reminder and if members do not complete their hours they will be required to pay the \$150

before they register for next season's leagues.

The board discussed allowing volunteer hours for members getting advertisers and sponsorships for bonspiels and events. Sarah Hartung volunteered to update the list of what advertising and sponsorship opportunities are available and the cost for each so members have the information needed to obtain advertisers and sponsors for events.

New app to organize and track volunteer hours

Caree Kovacevich reported that the app is ready to go and just needs some final tweaking. It will be available with registration for the Fall season.

Facilities Committee Update

Ice Shed

- Jon reported they are almost complete with the ice melt. It is draining well but the damn seal is failing a bit so the crew is going to look at what they need to do to shore it up before the end of next year.

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.

Club Site Committee

Randy Peterson reported that we will be doing the architectural and structural review with the landlord to determine our options for expanding our space. The committee is hoping to have more to report at the annual meeting to let the membership know if adding a mezzanine is feasible.

Randy reviewed the updated proposed membership site survey with the board. Board members need to review the questions and send Randy comments by Sunday May 19th so we can get the survey sent out to the membership by the end of May. We would like the results for the annual meeting.

Business Operations Committee Update

Capital Improvements Fund

Raffle Committee - Allan McHugh is trying to get a chair for this committee so we can do a raffle next year.

Other Committees that need participants:

- Golf tournament committee - Andy Grassman, Friday, September 20th
 - We need at least 10 volunteers to help run this event
- Bonspiel Committee (Allan is working on getting a chair for the committee)
 - Bonspiels
 - Pirate Spiel or Tune Up Spiel? September 27-29, no chair
 - Triples November 9th, no chair

- Holiday December 14th, Allan McHugh
 - Big Spiel January 9-11, Jodie & Anita
 - 5U Spiel Jan. 31-Feb. 2, Megan
 - Doubles Spiel March 14-16, Darcy?
 - Cinco May 2-4, tentative chair
- All Bonspiels need sponsorships
- Club Advertisers Committee
 - The club needs additional sponsorships from businesses. This is being added to the volunteer opportunity list.
 - Sponsorship brochure for ads, bonspiels and club events needs to be updated & printed. Sarah Hartung updated a list of the cost for sponsorships and advertising for the volunteers to use to sign up businesses.

Corporate/Private Events

Done for this year.

Community Events

- Pan O Prog July 7-14
 - Curling Booth - Friday July 12th and Saturday July 13th
 - Need help setting up the curling table on Friday July 12th
 - Parade July 13, 5:30 p.m., registration \$600
 - Anita Scott will be filling out the application and submitting it to the Lakeville Pan O Prog committee.

Plant Sale - recap

Lori Wilson and team did a great job with the plant sale. The club was hopping with plants and people celebrating the end of the curling season.

Bonspiels

- Cinco De Mayo May 3-5th recap
 - The Cinco Spiel went great and everyone had a good time. The tent to accommodate overflow worked out very well and should be considered for next year's event.
- Special thanks to Troy and Sara Carson for all their hard work organizing and running the spiel.

2024 L2C calendar

Done for this year

Bar area update

No update.

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 .

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

Next meeting: Annual Meeting June 11th, 2024

Adjournment: Jon Skyberg motioned to adjourn. Anita Scott seconded the motion.