Board of Directors Meeting Minutes

March 29th, 2025, 10:00 a.m.

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Jon Skyberg, Anita Scott, Randy Peterson, Brian Mong, Jason Botterill, Jeanine Perera, Allan McHugh, Jerry Schimmel
Members Absent:
Others Present:
Quorum (more than half): Yes

CALL TO ORDER

Jason Botteril called the meeting to order at 10:06 a.m.

APPROVAL OF AGENDA

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

APPROVAL of Minutes of the Board Meeting February 19th, 2025.

Meeting Minutes from the February 19th, 2025 board meeting were approved electronically on March 1st, 2025.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings and annual meeting date
No Board Meeting in April.
May 5th, 2025, 6:00 p.m. Board Meeting
June 9th, 2025, 6:00 p.m. Board Meeting
Annual Meeting June 23, 2025, Potluck 5:00 p.m. at DCC, Meeting at 6:00 p.m.

Decision on joining USWCA - Board approved joining at the December 15th, 2024 meeting.

Amy McGirl attended the board meeting and explained the process for joining the USWCA.

- All fees need to be paid by January 15, 2026
    - Fees include $25 for club per year
    - $7 per club member (minimum of 20 members) per year
    - Amy has posted a flyer in the club and has been speaking with people about joining

the USWCA.
- The Board needs to get the USWCA sign up added to the registration system. Rob Graber (League Manager) can get this process started in League Apps. The registration system will allow us to get a list of everyone who has paid to join the USWCA.

Communicate waiver policy to all members and guests

Board discussed putting a sign on the door that states that non-members need to sign a waiver before entering the ice shed. In addition, Skips will be asked to be responsible for getting waivers signed for subs on their teams that are not members of DCC.

Action: Allan McHugh will make a laminated sign for the ice shed entrance to indicate that non-members should not enter without signing a waiver.

Action: Add Skip waiver responsibilities to the communication at the Season starter Skip meetings. Board president or League Manager.

Action: Due to the installation of Curling Stadium Jon Skyberg will look into if DCC needs to add any language to our waiver to indicate that participants are being videoed while they are in the ice shed.

II. NEW BUSINESS

Executive Committee

Incident reports
No incidents reported.

Hot Shots Curling Camp Opportunities - October 15-18 or October 22-25, 2026.
- Board will target October 15-18, 2026 for the Hot Shots Camp during MN MEA week.

- Jason Botterill is willing to coordinate with Hot Shots to get contracts signed. The board needs to get a volunteer to reserve the coach's accommodations, order food for camp participants, and to be on site to help coaches with whatever they need.

Motion: Allan McHugh motioned to approve holding the Hot Shots Camp October 15-18, 2026 at DCC. Randy Peterson seconded the motion.
The Motion passed unanimously.

DCC succession planning
Jason Botterill sent out his resignation letter to the board and to all members. He will be leaving in June 2025. The list of the president's responsibilities is in the January 19th meeting minutes folder.

DCC Secretary Anita Scott will be resigning in June 2025. She will be sending out an email with contacts for the items that she has been covering for the club.

Caree Kovacevich has tendered her resignation from the board effective immediately.

Board positions up for election in June: **Randy Peterson, Allan McHugh, Jeanine Perera**

Board positions to be filled (all through June 2026): **Jason Botterill, Anita Scott, Caree Kovacevich**

Communications will be sent out to the membership that we have several open board positions that need to be filled. Randy Peterson will also put a brief notice in the Newsletter that DCC has several board positions opening up.

USCA /MCA/TCAA updates - Jason Botterill & Jodie Skyberg

USCA- No News.
MCA- Consideration for hosting Arena playdowns in early October, 2025.
Motion: Anita Sccot motioned that DCC host the Arena playdowns in October 2025 and Spring 2026. Jeanine Perera seconded the motion.
Motion passed unanimously.
TCCA - TCCA Invitational will be held at CCC May 3-4.Top 2 teams from DCC playdowns will represent the club.

Finance Report / Finance Committee

Approval of check register (February)
Jeanine Perera reviewed the check register for February with the board.
Anita Scott motioned to approve the check registers. Allan McHugh seconded the motion.
Motion passed unanimously.

Review of P&L, Proforma and Savings Account (February) - Jeanine Perera reviewed the February P&L and Proforma with the board. Jeanine Perera mentioned that she will be looking at all the Square processing fees that we are paying for bar transactions and determine if we should adjust prices accordingly.

Approval of Club Budget (February) - Jeanine Perea reviewed the February budget with the board and the budget versus actuals are tracking favorable on most line items. Private events are showing underperformance at this time but this may be due to transactions being rolled up to the wrong category in Square. Jeanine will investigate.
Jason Botterill motioned to approve the budget. Randy Peterson seconded the motion.
Motion passed unanimously.

Electronic votes since last meeting
Approval of February 19th, 2025 Meeting Minutes.
July 2024 - January 2025 Budget approvals.

Member Services Committee Update

FY25 Winter Season

- Board reviewed the current Winter FY25 Program Summary Report showing all paid and unpaid invoices as well as the numbers for Players and Teams. (report in minutes folder)
- DCC Championships April 24th-27th, 5:15 p.m. - 9:30 p.m.
    - Invites will come out within the next few weeks. Justin Jelinek is coordinating.

- Possible Season Ender Tournament/Event April 28th-May 1st, 5:15 p.m. - 9:30. The board needs a volunteer to organize a single or multi-day event. This was planned to be a fun social event to close out the season. More to come if the board gets a volunteer to organize this event.

Practice Ice
- Practice Ice: Mar. 29, Apr. 12, 19

Learn to Curl
- Mar. 29, 6:00 p.m.
- Apr. 12, 6:00 p.m.

Calendar Updates
Website calendar up to date.
Club needs to start working on the Bonspiel calendar for next season.

Newsletter
The board still needs a volunteer to take input from the board meetings and create the newsletter each month with Sheryl Paulson-Price. In the interim the board is sending a list of items to Sheryl Paulson-Price after each board meeting to include the Newsletter.

Youth Curling Program
Board discussed if we still need the $1000 set aside for curling stones or if we should re-allocate the funds to something else. More discussion to come.
Action: Jason will follow up with Sarah Hartung, Youth Curling coordinator to determine what to use the money on.

Website Updates
Still need to get advertising and sponsorship rates created and put on the website.

Badge Orders
Builders badges were ordered and placed on the door at the club.

New Resident Mailers
The mailers go out quarterly. The Club will be paying $195 to be included in the mailers for the year. Sheryl Paulson-Price prints out the mailers upon request from Anita Scott and Anita delivers the mailers to the Lakeville Chamber of Commerce.

Facilities Committee Update

Ice Shed
- Facilities have not yet implemented the receiver heaters that were approved for purchase in the last board meeting. (Since this is a fix for the issues we have in the most extreme cold, it is no longer a rush to get this done. Will schedule with other maintenance to reduce trip charges.
- Had a serious issue with the chiller late at night on 3/21 resulted in the entire chiller to shut down and necessitated cancelling leagues on Friday evening. A short on CP4 caused the contactor to explode and the main fuses in the building to blow. Got Gartner out and they

were able to replace the contactor and borrowed fuses to get the chiller running again without CP4.
- Since CP1 was already out due to a freon leak, we are currently running on only CP2 and CP3. This was enough to get ice back for our maintenance weekend and league play starting on Sunday.
- The To DO LIst for the Chiller now consists of:
    - Get CP4 back on-line. (we are awaiting parts. Gartner s/b doing this early this coming week.)
    - Get CP1 back on-line. (Plan to do this work over the summer break)
    - Apply a more permanent fix to the glycol leak caused earlier in the year. (Plan to do this work over the summer break)

- Putting together teams for ice maintenance during the Triples Spiel and then the Cinco.

Warm Room
Curling Stadium Status
- Physical install complete
- 2 of the bird dogs that control the images to the TVs in the warm room are having issues. The Vendor is replacing those.
- Vendor has now shared the tool to control the streaming service.
- Still awaiting the instructions/ability to control the system remotely as well as the information to manage the YouTube channel contents.
- Board needs to change the name of the channel to Curling Stadium Dakota Curling Club.
- Board needs to encourage people to go out and use the YouTube channel. If we get lots of views we could leverage our clicks and subscribers to get advertising dollars.

Club Improvements/Repairs
- Ice Shed lighting
    - Installed a second sample fixture that is not quite as intense. We like this option better. The lights are available within one week of ordering. Would like to do this install right after the Cinco Spiel while the Ice is still in place.
- Flags in Ice Shed. Did an audit against the WCF countries and found: 10 are missing, 2 not in WCF, 2 are upside down. Plan to resolve when we rent a lift for Lighting Installs. Need to purchase 10 flags at ~ $20 each.
- Blow out the rafters in the ice shed. While we have the lift rented, blow off the dust and dirt off the rafters.
- We need to replace the liner that sits under the ice. We have patched it several times and it's time to just replace it. Will come up with cost estimates for board approval in our next meeting.
- Modify hanger for stone measurement tool
- Recover old club broom heads - anyone know the status? I have forgotten who it was that took this task on.
- Addition of lockbox on ice shed thermostat

<u>Club Site Committee</u>
- Updated pricing from final Mezzanine drawings expected in the next week
- Started lease negotiation discussions with Metro Equity
- Requested a draft lease with proposed terms in the next 2 weeks

- Discuss main terms - rent, CAM, tenant improvement dollars, added fee that exists based on number of members, other

Business Operations Committee Update

Volunteer Committee.

- Volunteering and hours tracking application
    - Sarah Hartung has offered to start a committee with Megan & Connor Thielfoldt to follow up on the volunteer activities at the club. The committee will be providing help with: Communicating the volunteer opportunities available, getting members access to the volunteer tracking application, teaching the members how to use the application to sign up for opportunities and report hours, etc. Getting all the volunteer opportunities into the application and helping the Treasurer with identifying who has not completed their hours.

Capital Improvements Fund

Raffle Committee - Allan McHugh still hasn't been able to get a volunteer to take this on. Of note that we need 30 days to get a license to have a raffle.

Sweatshirts - Allan still has not been able to get a volunteer to take this on. If we do get a volunteer they can set up a store for purchasing merchandise in League Apps.

Other Committees that need participants:

- Bonspiel Committee (Allan is working on getting a chair for the committee)
    - Put a how to organize a Bonspiel document together
    - Ensure that all catering for Bonspiels is invoiced to the club and not put on personal credit cards.
    - Determine a cancellation policy for Bonspiels. Example would be:
        - Cancel 1 month before = full refund minus processing fees
        - Cancel 2 weeks before = 50% refund minus processing fee
        - Cancel 1 week before = 0% refund
    - We would still like to have sponsors for Bonspiels
    - Update Bonspiel calendar with hosts assigned
    - Send Bonspiel calendar to TCCA to post on their website
- Club Advertisers Committee (no updates)
    - The club needs additional sponsorships from businesses. This is being added to the volunteer opportunity list.
    - Advertising and Sponsorship brochure for ads, bonspiels and club events needs to be updated & printed. Allan McHugh was going to follow up with revising the pricing and getting the brochure created.
        - Would like to make wall and sheet signs the same size so they can be interchangeable.
        - We would like Curling Stadium streaming advertisement opportunities to be added to the brochure.
- Corporate/Private Events
    - March 30th, 12:00 p.m., 2 sheets
    - April 29, Private Event, full club

- Community Events
    - Lakeville Downtown Easter Egg Scramble April 5th
    - The Food Truck Festival coming in May has been moved to the Lakeville Art Center so will not impact our area.
    - Metro Development Summit, Thursday, May 22nd, Jason Boterill on the panel
- Bonspiels
    - Triples Spiel April 5th, Lori Wilson, Angie Lueschen
    - Cinco May 2-4, Troy Carson

Bar area update
Allan McHugh mentioned we need to fix the ice tray under the iPad so it does not make so much noise when it is pulled out.
Action: Board will let Darren Kermes know that the ice tray needs some repair.

PLACEHOLDERS

The club needs an electronic method to take money during events, etc.- Jerry Schimmel
Jerry Schimmel to contact Sheryl Paulson-Price and find out if we can set up a Square account to use from our phones during events. No Updates.

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: Monday, May 5th, 2025, 6:00 p.m.
Adjournment: Allan McHugh motioned to adjourn at 12:08 p.m. Randy Peterson seconded the motion. Motion passed unanimously.