Board of Directors Meeting Minutes

May 5th, 2025, 6:00 p.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: Jodie Skyberg
Quorum (more than half): Yes

CALL TO ORDER

Jason Botterill called the meeting to order at 6:03 p.m.

APPROVAL OF AGENDA

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

APPROVAL of Minutes of the Board Meeting March 29th, 2025.

Meeting Minutes from the March 29th, 2025 board meeting were approved electronically on April 2nd, 2025.

ORDERS OF BUSINESS

I. UNFINISHED BUSINESS

Determine what the date/time for future board meetings and annual meeting date
May zoom meeting to approve lease renewal TBD
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.

USPS changes to DCC mail delivery - moving from USPS P.O. Box to a Cluster Box Unit. All DCC mail will go to our street address at the Cluster Box Unit.
Jeanine Perera reported that the new mail boxes have been installed and she is waiting for the landlord to get her the keys to the new box.

Decision on joining USWCA - Randy Peterson will follow up with Amy McGill on if we have 20 people interested in joining. The cost is $7 which will be added as an option to the league registration signup. Following is a recap from previous meetings on this topic:

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.

Jon Skyberg followed up on if we need to add language to the waiver to inform participants that the games are being streamed. He was told it wasn't required but we may want to add it to the waiver or put a sign up in the club that games are being streamed. The board discussed adding a statement to the waiver when people register for leagues.

II. NEW BUSINESS

Executive Committee

Incident reports
No incidents reported.

DCC succession planning

Board positions up for election in June: **Randy Peterson, Allan McHugh, Jeanine Perera**
Allan McHugh will not be running again. Randy Peterson and Jeanine Perera will be running again.

Board positions to be filled (all through June 2026): **Jason Botterill (President), Anita Scott (Secretary), Caree Kovacevich**
Note: These can be filled at the board's discretion per the bylaws or through the election process
Secretary has sent position hand-off information to the board and placed it in the 5/5/2025 minutes folder.

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- Jason Botterill reported that we are not looking to host any USCA National Events because we don't have the space to accommodate these events.

MCA- No updates.
TCCA - Jodie Skyberg gave the board an update on the TCCA.
She reported on items that other clubs are doing that we may be interested in doing at our club. Such as: Being more active in the Lakeville Chamber of Commerce and Downtown Lakeville Business Association by attending regular meetings; Having an Olympics plan for the Fall; Expanding follow up communication to our LTC participants and new curlers.

TCCA would like DCC to communicate our needs for fall clinics. Jodie highlighted that we may want some skills clinics specifically for women curlers. The board discussed that we would like delivery and sweeping clinics to be scheduled at a minimum.

The TCCA will provide smart brooms for the clubs to have on site if they can store them securely. The board discussed that they would like to have a smart broom on site and could store it in the locked liquor closet which has a power outlet in case it needs to be charged.

TCCA needs additional instructors for the clinics. DCC should put a communication out to all members asking if we have volunteers who would want to be trained to help with the clinics.

TCCA is looking for additional outside coaches to run the clinics. DCC will ask Sandra MCMakin if she would like to be a coach for the TCCA clinics.

TCCA would like DCC's Bonspiel calendar for next season by mid summer 2025.

TCCA has grant money available for the clubs. The board discussed requesting money to replace our sliders that are used for our LTC program.

TCCA would like to know if DCC could provide information for a website they are thinking about creating that would show curlers what clubs have leagues that have open slots for teams or individuals to join. DCC League Apps has that information but timing would be important to ensure that the information is sent to TCCA before the league game schedules are created for the season. DCC would also need a volunteer to pull the data and get it to the TCCA contact.

The next all club TCCA meeting on 5/6/2025.

DCC will make sure that we don't double book during their TCCA Invitational next season.

Finance Report / Finance Committee *(The board will approve the March financials electronically when the Treasurer posts the documents in the Financials folder in the 5/5/2025 meeting minutes folder) or March financials can be approved at the next formal board meeting along with the April financials.*

Approval of check register (March)
Jeanine Perera reviewed the checking account balance for March with the board.
The check register will be reviewed and approved when the documents are posted.

Review of P&L, Proforma and Savings Account (February) - Jeanine Perera reviewed the Savings account balance with the board. The P&L and Proforma will be reviewed when the documents are posted.March P&L and Proforma with the board.

Approval of Club Budget (March) - The budget which includes the P&L and Proforma (budgeted vs. actuals) will be approved when the documents are posted to the Financials folder in the 5/5/2025 minutes folder as stated above.

Electronic votes since last meeting
Approval of March 29th, 2025 Meeting Minutes.

Member Services Committee Update

FY25 Winter Season

- Board reviewed the current Winter FY25 Program Summary Report showing that all FY25 invoices have been paid. (report in minutes folder)
- DCC Championships were held April 24th-27th. Two teams were selected to attend the TCCA Invitational, Team Mentor and Team Adair.

Practice Ice
No updates.

Learn to Curl
No updates

Calendar Updates
Website calendar up to date. Jason Boterill reported he will start working with Rob Graber on the calendar for next year. He will need the proposed Bonspiel calendar from Business Operations.

Newsletter
This will move to the Volunteer Committee.

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
None this month.

New Resident Mailers
356 printed and delivered to Lakeville Chamber for the first quarter of 2025.
Motion: Anita Scott motioned to approve spending $425 for DCC to advertise in the Lakeville Directory again this year. Brian Mong seconded the motion.
Motion passed unanimously.

Facilities Committee Update

Ice Shed

- Chiller repair status
    - No updates. Items have been approved and will be done over the summer.

Warm Room

Curling Stadium Stadium

- 2 of the bird dogs have been replaced.
- 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 - complete. It looks awesome!
- Flags in Ice Shed will be raised to reduce shadows.
- Blow out the rafters in the ice shed - will be done on May 6, 2025.
- We need to replace the liner that sits under the ice. The liner will cost $1500.
- Modify hanger for stone measurement tool - not complete
- Recover club broom heads - Jason Botterill will send Jon Skyberg the names of the individuals that will be replacing the heads.
- Addition of lockbox on ice shed thermostat - not complete

Club Site Committee

- Updated pricing from final Mezzanine drawings. *We have a bid for $215,000.*
- Rand Peterson started lease negotiation discussions with Metro Equity":
  Randy received an RFP (Request for Proposal) from the landlord for the lease renewal. Randy has some changes he would like to make to the agreement. The proposal included Rent, Insurance, CAM (Common Area Maintenance), and removed the extra league fee that was in the current lease. It also included 5 and 10 year lease options. Rent would be similar to what we pay today. If Metro Equity finances the Mezzanine construction our rent would go up $3000 - $5000 monthly depending on the terms of the lease (5 or 10 year) to pay off the loan.

Business Operations Committee Update

Volunteer Committee.

- Volunteering and hours tracking application
    - Sarah Hartung will chair the volunteer committee with Megan & Connor Thielfoldt. 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. Would also take on league host coordination, and the Newsletter.
    - The committee would like to meet with the new board to review all the expectations for this committee. They would like a pitch for their committee in the slides for the Annual Meeting on June 23rd.

- Jeanine Perera followed up on all the volunteer tracking for this year and last year to determine who still needs hours.. She sent individual emails to members and is tracking their responses. Anyone that does not meet the 10 hour volunteer requirements or pay the $100 opt out fee will get invoiced when they register for the fall season. The board discussed that the $100 will be prorated based on how many hours a member has logged. (e.g. if they have 3 hours logged @ $10 an hour they will owe $70).

<u>Capital Improvements Fund</u>
Raffle Committee - Add to the volunteer application
DCC Sweatshirts/T-Shirts - Designing, purchasing, etc. Add to the volunteer application

Other Committees that need participants:

- Bonspiel Committee (Volunteer Committee will work on getting a chair for the committee(s))
  - 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 2 month before = full refund minus processing fees
    - Cancel 1 month before = 50% refund minus processing fee
    - Cancel after 1 month before = 0% refund
  - We would still like to have sponsors for Bonspiels
  - Update Bonspiel calendar - Jason Botterill reported that he will start working on the calendar for next season.
  - Send Bonspiel calendar to TCCA to post on their website.
- Club Advertisers Committee (Area for Volunteer Committee to follow up on)
  - 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.
    - 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.
    - Need to ensure that ads in the ice are positioned correctly for the Curling Stadium cameras.
- Corporate/Private Events
  - Hot Shots Curling Camp - October 15-18, 2026. Jason Boterill will coordinate with Hot Shots to get contracts signed but the Board needs a volunteer to reserve the coach's accommodations, order food for participants, and to be on site to help coaches with whatever they need during the camp.
  - DCC Host the Arena Playdowns Spring 2026
  - Golf event will be September 19th, 2025
    - Entry fee free if you get a $200 sponsor for a hole
    - Volunteer hours for the next season covered if you get a $200 sponsor for a hole (add this information to the event advertisements)
  - Plant sale pickup May 7th, 2025.
- Community Events

    - First Ever Lakeville Food Truck Festival Saturday, May 17th
        - All DLBA members invited to B52 on May 20th at 7:30 p.m. for a post event feedback session
    - Metro Development Summit, Thursday, May 22nd, Jason Boterill on the panel
- Bonspiels
    - Triples Spiel April 5th. Event was successful and everyone had a great time.
    - Cinco May 2-4, Troy Carson, Chair. The event was well organized and a ton of fun. Lots of teams from different clubs attended and the extra curricular activities kept things lively. One drawback was that we didn't get a lot of volunteers to help out with the event which meant that the Chair had to be present all three days to host.

Bar area update
Jeanine Perera is going to meet with Darren Kermes to clean up the ipad selections to make it easier to account for the sales at the bar.

Health Dept. Inspection Wed. 7th, 2025.

PLACEHOLDERS

Print business cards that contain the login information for the Curling Stadium Dakota YouTube channel
Create business cards to handout at Private events that contain the Curling Stadium login information so participants can view the video of their event.

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, June 9th, 2025, 6:00 p.m. (tentative)
Adjournment: Jeanine Pera motioned to adjourn at 8:12 p.m. Anita Scott seconded the motion. Motion passed unanimously.