

**Circle City Curling Club, Inc.**  
Regular Board Meeting Minutes  
July 17, 2023

**Opening**

The regular monthly meeting of the Circle City Curling Club was called to order at 7:02 PM on July 17, 2023 (online meeting)

**Attendance:**

Present: Jim Puckering, Matt James, Keith Hammer, Sharon Martin, Bruce Johnston, Jeff Timmons, Jim Gangnon, Andrew Sand

**Review and Approval of Minutes:**

- June 19, 2023 regular board meeting minutes were unanimously approved (with correction of typo in Treasurer's Report: "spend" to "spent")

**Treasurer's Report:**

- Utilities in off-season are a little higher than expected; probably due to humidifier being run to dry out ice liner/tubes and presence of crews being there for construction
- Approx \$44,000 in building fund at end of June
- June financial reports were unanimously approved

**Committee Reports:**

**Facilities Committee Report**

- Underground plumbing is in, concrete has been filled in
- Powerwashing and painting happening in next week
- Cave has been framed and drywall hung
- New transformer is in place but is not hooked up yet
- The electrical contractor will pull the permit
- Goal for end of August is to have the event/lounge space painted and to have electrical and plumbing roughed in
- Good chance that we will be able to use the event/lounge space by the first bonspiel

**Fundraising Committee Report**

- Expansion fundraising campaign is underway; approx. \$6,000-\$7,000 raised so far

**Operations Report**

- The rental floor cleaner (Menards) worked well and is cheap (\$40 per rental) so we will continue to rent as necessary rather than purchase our own equipment. Vacuum equipment still needs to be purchased

**Election of Officers**

- A motion was made by Keith Hammer to nominate Jim Puckering as President for a one-year term; seconded by Matt James and unanimously approved
- A motion was made by Jim Puckering to nominate Matt James as Vice-President for a one-year term; seconded by Bruce Johnston and unanimously approved
- A motion was made by Sharon Martin to nominate Keith Hammer as Treasurer for a one-year term; seconded by Andrew Sand and unanimously approved

- A motion was made by Andrew Sand to nominate Sharon Martin as Secretary for a one-year term; seconded by Keith Hammer and unanimously approved

### **Old Business:**

#### **Tabled Agenda Items**

- Competition/leagues committee charter
- Liquor Liability coverage
- 2023-24 Opening Gala event
- Email communications schedule

#### **Liquor License Renewal**

- Issue appears to have been resolved
- There is a meeting on Aug 9<sup>th</sup> but excise office says we do not need to attend

#### **Committees/Volunteers**

- Bonspiel Committee – Keith Hammer to serve as chair; each bonspiel/friendly will have a subcommittee
- Private Events – Jim Gangnon to serve as chair; Jim P. to assist
- New Member Integration – Tammy Hoffman to serve as chair with Andrew Sand as board liaison
- LTC Committee – TBD (Sharon)
- Volunteer Coordinator – TBD (Sharon)

#### **DEI – Anti-Harrasment Policy / Code of Conduct / Minor Athlete Abuse Prevention Policy (MAAPP)**

- A proposed Code of Conduct and MAAPP has been drafted
- Members will be required to annually submit a membership application that includes signing the CoC
- **Action Item** – All board members to review drafts and submit feedback to Sharon Martin within the next two weeks
- **Action Item** – Jim Puckering to research process for new board members to become SafeSport certified

### **New Business:**

#### **Annual Meeting Documentation**

- **Action Item** – Sharon Martin to develop minutes for Annual Meeting (record agenda and attendees)

#### **Vacant Director Position**

- Need to appoint someone to a three-year term
- **Action Item** – Jim Puckering to offer position to Jonathan Intravia; if he accepts the board will vote on the appointment at August board meeting

#### **GLCA and USWCA Representative**

- A motion was made to appoint Tammy Hoffman as both GLCA rep and USWCA rep for the 2023-24 season; motion was unanimously approved
- Tammy will be asked to report back to Board GLCA and USWCA meetings and actions

### **Ice Equipment Purchase Request**

- Ice crew needs additional scraper blade (cost \$1100 Cdn from Thompson Rink Supplies)
- A motion was made to authorize the purchase; motion was unanimously approved

### **Additional Computer Purchase Request**

- An upgraded computer is needed to support the Club's video needs (cost \$3000)
- A motion was made to authorize Matt James to spend up to \$3500 on a computer upgrade from the operating fund; motion was unanimously approved

### **Bylaws Update**

- New draft of bylaws has been developed to reflect changes to voting process and the adoption of a Code of Conduct; will be voted on at Aug board meeting

### **USCA Membership Model**

- Cost for club to be a member of USCA is \$750 per sheet (\$2250 total)
- Cost for individual to be a member is \$25 (with \$5 going back to club)
- CCCC's new membership levels:
  - \$125 full membership including USCA membership
  - \$105 membership without USCA membership
- **Action Item:** Keith Hammer to draft email communication re: new membership model structure/fees as well as league signups
- Outstanding questions – does this new structure affect our liquor license in terms of:
  - who is considered a "member" for the purposes of purchasing alcohol
  - which events must be guest days
  - **Action Item:** Bruce Johnston to investigate

### **GLCA – Stones Purchase**

- Tammy Hoffman has advised that the GLCA may be interested in purchasing a set of stones; we have an extra set that we would be willing to sell; Tammy to follow up

### **Next Meeting:**

- Thursday Aug 17<sup>th</sup>, 2023 at 7pm – Regular Board Meeting

Meeting was adjourned approx 10:00pm

Minutes submitted to the Board by Sharon Martin