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199 GEORGIAN WAY GLEN ALLAN RECREATION COMPLEX

**SHERWOOD PARK CURLING CLUB
ANNUAL GENERAL MEETING
JUNE 25, 2020
MINUTES
ONLINE**

The 2020 Annual General Meeting of the Sherwood Park Curling Club was held online; with the link being made available on the SPCC website.

In attendance

Lynette Carlson, Bonnie Schmidt, Cathy Henbest, Dee Matishak, Dianne Loesch, Donna Dosman, Doug Kroetsch, Greg Empson, Guy Algot, Herb Herder, Irene Kroetsch, Jody Zacharkiw, John Cabaj, Mary Plester, Mel Schaufele, Rodney Yaremchuk, Sheri Cholin, Theresa Blades, Tom Wispinski, Vern Schmidt

Lesley Stafiniak, Heather Nedohin, Cara Richards - SPCC members and staff hosting the AGM.

1. Call to Order (President)

The meeting was called to order at 6:37 pm by president Doug Kroetsch. Quorum for this meeting was met with 23 members in attendance online.

2. Presentation, Review and Acceptance of Agenda

Participants voted by online ballot. 17 of 20 participants voted in favour. Carried. The draft agenda for the 2020 Annual General Meeting was approved as presented.

3. Review of the Minutes of the 2019 Annual General Meeting (for approval)

The 2019 minutes were available for review on the website. Guy Algot moved the draft minutes of the 2019 Annual General Meeting be accepted as presented. Donna Dosman seconded. Participants voted by online ballot. 17 of 20 participants voted in favour. Carried.



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4. Review and discussion of SPCC Audited Financial Statements (as of May 31, 2019)

Lynette Carlson spoke to this. The audit of the financial statements for the year ending May 31, 2019 have been completed by Pennock, Acheson, Nielsen, and Devaney. The audited statements were distributed via the web in advance of this meeting.

A key highlight from the year was the positive season financially, ending the year with \$17,535 of excess revenues over expenses, so the club is fortunate to have excess cash reserves to see us through future events. One reason for that positive cash flow was the success of the U18 team event that the club hosted back in April 2019. Lynette Carlson extended a big thank you to all the regional, provincial, and national sponsors for making that event a success; as well as all the volunteers who helped.

The club also received a CFEP (Community Facilities Enhancement Program) grant from the government. The grant was \$16,754 and it is earmarked for upgrades to the Glen Allen recreation ice plant. Those upgrades were earmarked for upgrades to the recreation centre ice plant.

One of the expenses highlighted is our personnel because it's gone up by about \$60,000; one of the main reasons for that is the hiring of Terry Shea who is a level four head ice tech. The addition of Terry and his team of quality ice technicians have provided us with superior ice conditions.

As no questions arose regarding the financial statement, Donna Dosman moved the Audited Financial statement ending May 31, 2020 be accepted as presented. Guy Algot seconded. Participants voted by online ballot. 17 of 21 participants voted in favour, 1 abstained. Carried.

The Club will continue with Pennock, Acheson, Nielsen, Devaney for financial auditing.

5. SPCC Bylaws: Proposed Changes (Bylaws and summary attached to agenda)

Heather Nedohin, Donna Dosman, Doug Kroetsch and Herb Herder reviewed and proposed revisions to our Bylaws.

Below is a summary of the recommended changes to the Sherwood Park Curling Club Bylaws for consideration at the AGM May 2020 as presented by Herb Herder. The recommendations for each section are outlined:

Section 2.01

Add wording: Membership is renewed annually.



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Section 2.03

Change wording **from:** ...activities...

To: ...Programs...

Change wording **from:** ...without membership assessment.

To: ...with membership assessment.

Section 3.01

Change wording **from:** The Board of Directors shall consist of five (5) officers, one (1) member appointed from each curling league registered with the SPCC, and all Coordinators appointed at the Annual Meeting or Special Meeting of the SPCC for a maximum of 25 members. A league is defined as having a minimum of forty (40) members, with membership as defined by these bylaws.

To: The Board of Directors, which consists of 5 officers, 1 member appointed from each curling league registered with the SPCC, Program Coordinators, and Directors at Large, shall not exceed 25 members. All positions of the Board will be appointed each year at the Annual Meeting of the SPCC or Special Meeting as required.

Section 3.02

Add wording: ... as soon as possible...

Section 3.05

New section: Any Director, upon a two-thirds vote of members in attendance at an Annual, Special or General meeting of the Society, may be expelled from membership for any cause which the Society may deem reasonable.

Section 4.01

(a) Change wording **from:** The President shall be an ex-officio member of all Committees. He/ she shall, when present, preside at all meetings of the SPCC and of the Board. In his/ her absence, the President Elect shall preside at any such meetings, and in the absence of both, a chairperson may be appointed by the meeting to preside. The President shall have signing authority.



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To: The President, when present, shall preside over Board meetings, the Annual General meeting as well as any Special and General meetings of the SPCC. The President is the Chair of the Executive Committee. He/she shall be an ex-officio member of all Committees. The President shall oversee the affairs of the Board and act as a spokesperson for the Society. The President shall have signing authority for the SPCC.

(b) **Add** wording: The President Elect is a member of the Executive Committee.

(c) **Add** wording: The Past President is a member of the Executive Committee.

(d) Change wording **from:** He/ she shall keep such records and correspondence as may be directed. The Secretary shall have signing authority.

To: He/ she shall have charge of all the correspondence of the SPCC Board under the direction of the President and the Board. He/ she shall keep such records and correspondence as may be directed. The Secretary shall have signing authority for the SPCC.

(e) Change wording **from:** ... a statement duly reviewed by an accounting firm or by two (2) members of the society as hereinafter set forth of the financial position of the SPCC, and submit a copy of the same to the Secretary for the records of the SPCC. The Treasurer shall have signing authority for the SPCC.

To: A statement of the financial position of the SPCC, duly reviewed by an accounting firm, is submitted to the Annual Meeting and upon approval the Treasurer shall submit a copy of the same to the Secretary for the records of the SPCC. The Treasurer is a member of the Executive Committee. The Treasurer shall have signing authority for the SPCC.

Section 5.01

Remove wording: ... or by two (2) members of the society elected for that purpose at the Annual General meeting.

Section 6.02

New section: In the event that an in person meeting is not appropriate due to extenuating circumstances, alternative meeting formats will be employed.

Section 7.01

Add wording: ...or by acceptable alternate format as noted in Section 6.02.



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No questions were asked pertaining to the proposed bylaw changes.

Dee Matishak moved the proposed bylaw changes be accepted as presented. Cathy Henbest seconded. 18 of 20 participants voted in favour. Carried.

The approved bylaws will now be sent to the Alberta government for registration. They will be then posted on the website when the registration process is complete.

6. Election of Officers, 2020-2021

The end date for nominations was June 18. The following nominations were received and the following board members have been acclaimed:

President Herb Herder

President Elect Donna Dosman

Treasurer Dee Matishak

Secretary Jody Zacharkiw

7. Other

Summary of performance review of 2017 – 2020 Business Plan

Herb Herder reported on the performance review. The SPCC was extremely active over the past 3 years and made great strides in achieving or progressing on the majority of the goals set out in the 2017-2020 Strategic Business Plan. Of the 25 objectives set out, the Club achieved 14, has made good progress on 8, postponed 2 and was unable to achieve 1. Below is a summary of the highlights.

- A 5 year Lease agreement for use of facilities within GARC, was signed with Strathcona County.
- Hired a highly qualified Head Ice technician and raised the level of training of our assistant ice technicians.
- Obtained grants from the Government of Alberta for improvements to the ice making equipment.
- Purchased and installed new equipment to improve ice quality.
- As indicated in the SPCC March 2020 membership survey, 94% of those surveyed replied that the curling ice was good or excellent.



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- Maintained a successful, ongoing program of curling training and clinics.
- Ran a successful Junior Curling program.
- Hosted a range of successful bonspiels and 'elite' curling events.
- Strengthened efforts to sustain and improve the food and beverage service provided in the SPCC lounge area.
- Provided a Pro-shop service for the convenience of members and other curlers.
- Optimized ice and facility rental opportunities.
- Continued improvements of the governance and management of SPCC through the review of structures, procedures, and documents as well as the development of new policies and procedures.
- Ensured competitive curling fees and financial sustainability of the Club.
- Staffed at sufficient levels on the administrative team to ensure high service levels.
- Improved information management with the Implementation of ' Curling Club Manager ' registration system, including a personal risk waiver as part of registration process.
- Continued efforts made to improve Member's safety and awareness of risks. (Decision made in March 2020 to end the season earlier, to protect Members in light of the COVID virus.)
- Continued improvements being made in Human Resource Management documentation and procedures.
- Awarded Curling Alberta's ' Club of the Year ' for the 2018/2019 curling season.

Herb Herder thanked everyone for their efforts and looks forward to continued improvements in the coming years.

Acknowledgement of Outgoing Executive

Doug Kroetsch acknowledged the outgoing board members, reminiscing of the history they have together and especially thanked them for their commitment to the Sherwood Park Curling Club. Lynette Carlson has served as treasurer for three and a half years. Greg Empson has served from 2017 to 2020. Nicole Einkenrein has served for the past year as secretary. Doug also thanked Colleen Empson and Irene Kroetsch for volunteering to take on the secretary position in the interim, when we were for a period of time or without a secretary; thank you so much for stepping up and helping us out. Best wishes to all the outgoing members.



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8. Adjournment

The meeting was adjourned at 7:01 pm.

Minutes submitted by Jody Zacharkiw

Approved by Doug Kroetsch

Date: June 30, 2020