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**SHERWOOD PARK CURLING CLUB**

**GLEN ALLAN RECREATION COMPLEX**

Board Meeting Minutes

Nov. 23, 2014

1:00 pm GARC

Agenda

- I. Call to Order
- II. Review/Acceptance of Agenda
- III. Review/Acceptance of Oct. meeting minutes
- IV. Financial Update
- V. Club Manager's Report (see attached copy)
- VI. Special Events/SPCC Raffle
  - i. Raffle Ticket report
  - ii. Grey Cup event/Raffle draw – Nov. 30, 2014
- VII. Facility Renovation Update
  - i. Survey responses
  - ii. Survey discussion
- VIII. Executive Positions (vacancies)
  - i. President Elect position to be filled
  - ii. Executive positions/shadowing prior to January 2016 AGM
- IX. Policy Matters
  - i. League(s) play-off format
  - ii. Bonspiel budget proposals
- X. New/Other Business
- XI. Next Meeting: January 25, 2015

Meeting:

Attendance: executive – Michelle Lyster, Donna Dosman, Sherry Ash

Club Manager – Heather Nedohin

Board Members – Vern Schmidt, Ron Michaud, Lesley Stafiniak, Dianne Loesch Fika, Don Steinbach, Corwin Chomay, Lynn Penner

- I. Call to Order: 1:05pm
- II. Acceptance of Agenda – add the following to X. Other Business:
  - i. Club Manager position review in January
  - ii. Cancelling or forfeiting games
  - iii. Discussion regarding start times for Tues/Thurs Mens' leaguesACCEPTED AS AMENDED
- III. Acceptance of Oct. meeting minutes – ACCEPTED AS PRESENTED

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IV. Financial Update – (Financial reports are in the secretary’s binder)

Donna distributed the current financials and discussed key points in the project vs actual budget.

ACCEPTED AS PRESENTED

V. Club Manager’s Report (see attached)

The following points are clarification or discussion of the material presented in the report.

- Pro Shop hours will be modified in December to accommodate Heather’s absence. The membership will be informed of the changes.
- The curling club and pro shop will be closed from Dec. 22 – Jan. 2 inclusive

VI. Special events/SPCC raffle

- i. At the last count there were over 900 books sold. All contacts have been made for missing books. AGLC guidelines must be met and reports will be made for the missing tickets. Corwin has attempted, unsuccessfully, to ascertain what the procedure is regarding outstanding tickets. He will continue to pursue. In addition, he expressed that the time and effort put in to the raffle doesn’t warrant the money received.

- ii. Currently, the draw is scheduled to be held @ half-time during the Grey Cup in the upstairs GARC lounge.

In conclusion, the consensus is that most members were understanding and offered little opposition to the raffle. However, the implementation was not effective. It isn’t recommended to do this again.

VII. Facility renovation update

- i. Almost 400 responses to the survey had been returned at the time of this meeting. Written responses have been informative and appreciated. Michelle feels that communication-based responses require addressing. The proposed plans to include and inform the membership are: Executive review, Board review, Curling Club Open House review and Neighborhood Open House review.
- ii. In discussion of the survey itself, it was indicated that it is necessary to communicate the results of the survey to the members.

VIII. Executive Positions (vacancies)

- i. President Elect position – should be filled by a member who is familiar with the board and it’s procedures. As well, to allow for a smooth transition, the President elect should be mentored to fill the President position for at least a year. Major items that are taking place within the club for the next two-three years require prior knowledge and background information to be acted upon. For example: lease agreement discussions, renovation meetings, budget preparation.

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- ii. Executive positions/shadowing prior to Jan. 2016 AGM  
Those individuals who come forward to fill these vacated positions should be mentored to have and understanding as to what the job entails. Ron suggested that the same should apply to league reps and other board positions.  
**ACTION ITEM: Sherry send job descriptions to Michelle.**
- IX. Policy Matters
  - i. As the league play-off format varies between leagues, consistency is an issue. **After discussion, it was determined that the matter is not for board discussion and it was put to a committee to decide the format for play-offs. Diane Loesch Fika came forward to chair the committee of league reps. The issues to be considered are fees, continuance of play-off games and league consistency.**
  - ii. The budget proposal/requests for bonspiels are to be submitted 30 days prior to the events.
- X. New/Other Business
  - i. Re-scheduling/forfeiting games – the question was raised as to how much notice is required and how much time is allowed for the cancelled game to be re-played.  
**ACTION ITEM: Michelle will check the current policy and relay the information.**  
Discussion included a suggestion to assign a point value that could be adjusted once the postponed game had been concluded.  
**The discussion was deferred to the League Rep. Committee.**
  - ii. Vern and Ron feel that there is little possibility of completing 8 ends in their leagues on the early draw. In discussion, teams have suggested that starting @ 6:30 will improve that likelihood.  
**This item was moved to the League Rep. Committee.**
  - iii. Club Manager position  
Heather was hired May 1, 2014 as an employee of the SPCC. Review of her position is due in January, 2015. Discussion and feedback was provided.  
**MOTION: Vern Schmidt moved that we offer Heather Nedohin a maximum 3 year term of employment at the January review.**  
**Second: Don Steinbach**  
**Discussion: varying terms 2 years, 5 years**  
**Vote: 8 in favor None opposed CARRIED**
- XI. Next Meeting: AGM Sunday, January 25, 2015 3:30pm GARC Upper Lounge  
Board meeting to follow

Adjourned: 3:25pm

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