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**199 GEORGIAN WAY GLEN ALLAN RECREATION COMPLEX**

**SHERWOOD PARK CURLING CLUB  
DRAFT MINUTES FOR A BOARD MEETING**

April 8, 2021  
6:30 PM, ONLINE

**In attendance:**

<b>Name</b>	<b>Position</b>
Herb Herder	President
Doug Kroetsch	Past-President
Donna Dosman	President-Elect
Jody Zacharkiw	Secretary
Dee Matishak	Treasurer
Heather Nedohin	SPCC Manager
Guy Algot	Monday Mix League Representative
Mary Plester	Monday Night Doubles Representative
Vern Schmidt	Tuesday Mens' League Representative
Cathy Henbest	Wednesday Ladies League Representative
Marilyn Pickford	Thursday Ladies League Representative
Rodney Yaremchuk	Thursday Mens' League Representative
Blair Horn	Friday Night Mixed Representative
Bonnie Schmidt	Seniors League Representative
Lynn Penner	Director at Large
Ron Michaud	Director at Large
Mel Schaufele	SPCC - Finance

**1. Call to Order (Herb)**

Called to order at 6:32 pm.

**2. Approval of Agenda**

Guy Algot moved the agenda be approved as presented. Rodney Yaremchuk seconded. Carried.

### **3. Review of February 4, 2021 Board Meeting Minutes - For Approval**

Ron Michaud moved the Minutes of Feb 4, 2021 meeting to be accepted as presented. Lynn Penner seconded. Carried.

### **4. Reports**

#### **4.1 SPCC Manager's Report (Heather)**

As presented in the Manager's April 2021 report.

Thanks to Herb, Doug, and Donna for being part of the Covid Response team and the hours that have been put into keeping everyone safe.

Brought attention to the Lease. We were only charged for the time period of utilization. The County gave us a reasonable rate as a result. The relationship is strong and we look forward to continuing moving forward with them.

Addressing changes to Terry Shea's contract for next season; he looks forward to coming back.

Propose we delay the "Hold My Spot" to gain as much time as possible. Having registration in July will provide enough time to follow the process. We need to decide in early August to Go / No Go because we need to let Terry know the plan, as he will be driving back to Alberta (flights are expensive given the situation).

Refund policy revision is a work in progress; we are making adjustments for consistency and fairness. This will be brought forward at the July meeting.

Calendar for 2022; March 26 would be Championship Day due to spring break being March 22 of that year and people like to be wrapped up by then. Estimate roughly two weeks for playoffs.

Rocks - we are getting new rocks; our rocks are looking for a new home and belong to Strathcona County. Strathcona County is going to recondition theirs. Ardrossan is deciding what they will do. Strathcona County is looking at keeping 4 sets for future outdoor activities. Our new rocks would arrive around the same time as Terry will.

Safe sport training - across Canada initiative; SPCC will incorporate.

AGM (June 6) - nomination forms for Executive positions will be forthcoming.

Events - we need to capitalize on leveraging Heather's connections; try to host a women's event during Championship season. If we are going to run spiels, they need to make money.

Donna - shout out for heading the Strategic planning committee.

Bonnie - shout out for the time spent developing the Strategic plan content.

#### **4.2 Updated 2020-2021 Financial Report (Dee, Heather)**

Highlighted areas from this year (year to date look).

- Refunds - \$158,543
- Donations \$20,000 (approximately)
- Grants and subsidies \$95,971
  - \$20,000 -relaunch grant
  - \$50,000 - CWS rent relief

- \$17,000 - more coming in hopefully
- Projected ytd: loss of \$64,401
  - Rock replacement extra negative due to timing and a payment due in May.

Tried to keep operating expenses down once we knew we had to shut down. Core expenses, we tried to save and ensure we didn't spend unnecessarily.

Net income loss before supplementary revenue was higher than expected. Supplementary revenue was higher than forecasted thanks to successful application for government grants. The ultimate result is that we are in a slightly better position than our forecasted best case scenario.

With the rock purchase we are still in a better position than our forecasted worst case scenario with a loss of \$78,000.

## **5. Draft 2021-2022 Budget Preparation, Review (Dee)**

Learned from experiences of the past year with Covid & government restrictions. We still don't know what the financial opportunities will be in the fall, if there will be government support and what other means are available. Kudos to Mel for her efforts in securing government grants this past year.

This is a recovery season. We need to rally back.

Budget estimates are based on:

- Anticipated registration rate is based on 85% of the 2019 - 2020 registrations.
- This assumption is similar to the actual registration numbers for the 2020 - 2021 season.
- This assumed level of registration will result in another loss if fees are not raised.
- Budgeted for the ice ads to be down from 2019-20. Not sure of how our sponsors will be able to respond over the upcoming season post Covid 2020.
- Includes additional \$13 for each person for the Curling Alberta Membership fee will be implemented.
- Core Operating expenses (personnel and ice related costs) - assume these will be the same as a regular year. Core expenses are required regardless of how many games or teams are involved.
- Hoping we can do some events to bring supplemental income - bonspiels and such. We just have to ensure they are a money maker. Have not been included in the budget forecast.
- Championship day - looking to start a subcommittee to manage this event.

Fee increase: was an approved increase last March 2020. This increase was deferred for the Covid season and the Board accepted a projected budget deficit. A fee increase is inevitable.

3 options presented for this 2021 - 2022 season:

- A fee increase originally approved for 2020 season
- B double option A
- C triple option A

Even if we are at 100% return to play, we are unlikely to be in a positive balance for the 2021 - 22 season. We still need to secure additional revenue from sponsorship and corporate events for which we do not have a clear idea how the recovery will take.

External Scan: Analyzed the variances in the fees between our leagues in our club and other clubs. Also looked at the variation of fees within our club. In reviewing the proposed increases, some look like they are up or down more than others because the fees are slightly different but

the length of season also differs.

Identified the need to find a consistent unit of comparison: examined the fees by the hourly ice cost.

The SPCC exec is looking to come out of this meeting with approval of a recommended fee increase only, not a budget approval at this time. Every club is hurting and will have to look at increased fees to sustain another year.

Bonnie inquired as to the cost to rent a sheet of morning weekday ice. Dee indicated it is \$110.38 for a 2 hour block.

There are significant gaps between leagues and the question is why. We will take a look at the gaps by comparing like leagues and we have to do this over multiple years.

Discussion was held around the differences, percentages of increase, a possible flat rate, etc.

Doug suggested at this time we go with Option C in order to carry on with a curling season for 2021 - 22 and look at equity in the coming years.

Moved by Bonnie Schmidt that Option C be applied as the league fee increases for 2021 - 22 season. Ron Michaud seconded. Carried.

Lynn Penner moved that the SPCC address equity between daytime Ladies leagues and other daytime league sheet rates ( cost per player per hour ) when preparing the 2022-2023 operating budget. Seconded by Cathy Henbest. Carried.

## **6. Old Business**

### **6.1 New Curling Rocks (Heather)**

New rocks have a deposit down and will be delivered in August 2021.

### **6.2 Reserve Policy Update (Donna)**

Approved last October. There was a change in terminology from revolving fund to annual operational reserve. Operational reserve title changed to emergency operational reserve (what we used this year). This is to align with a more accurate description of what these funds are used for.

Heather and the Treasurer hold this responsibility at present. The Exec suggests establishing a Finance committee to assess overall reserve planning and bring ideas/plans to the board.

Cathy Henbest moved the creation of a Finance Committee. A temporary committee will be put in place and then people would be elected into positions at the AGM. Marilyn Pickford seconded. Motion passed.

A document outlining roles and responsibilities for various positions will be created and presented for approval at the July Board meeting.

### **6.3 Strategic Planning Update (Donna)**

Discussed a Business plan vs Strategic plan.

The planning group used the Toronto Public Library as the skeleton by which to build the SPCC strategic plan. The notion of enablers became prevalent as a way to develop this plan.

Key points discussed:

- ❖ Keep it short and sweet
- ❖ Can members be proud of the plan
- ❖ Competitive level is hard to define - it is whatever it is to you
- ❖ Looking to be a community focused club

Approval of Strategic Plan to be addressed at July Board meeting. Development of the Business Plan will be initiated.

## **7. New Business**

### **7.1 Strathcona Cup (Godfrey H.)**

Proposal to host Scottish curlers - an event going on for 100 years - switches every 5 years. SPCC to host again as last was 2015. Media coverage. Local curlers to compete. Generate revenue to offset costs that will incur. Entertain and pay for some meals. 2 days (Jan 19/20 in 2023)

Breaking even is the target. Alberta Strathcona Cup committee would need to know by the end of year if we are in for sure.

Recommendation to host - Board approves this in principle.

Donna moved the SPCC to host the Strathcona Cup Dee seconded. Approved.

A detailed plan to be presented at the September Board meeting.

### **7.2 Bylaws Update (Donna)**

- ❖ Manager's position will be a non voting member.
- ❖ Change the deadline for AGM to align with the fiscal year end, which is May 31.
- ❖ Add the online component of meetings - not having to be present in person - through electronic means.
- ❖ Revisions to be presented for approval at June 6 AGM.

### **7.3 Senior Mixed League (Herb)**

In reviewing the structure of the organization, the SPCC and SML executives have been meeting and discussing the relationship between the two. Governance, consistency and monitoring / managing revenue are areas of specific focus. The relationship between the SML and the SPCC is different than it is for other leagues.

How governance is managed and the idea of consistency are at the forefront of this clarification. Curling Club Manager (CCM) includes all leagues, offering consistency for how all leagues are handled administratively and how money is handled.

The SPCC executive have asked the SML to decide if they want to be organized as a member league or a rental league. Once the SPCC is advised of the SML's decision, we will proceed accordingly.

**7.4 2021 / 22 Events (Heather)**

As presented in Manager's April 2021 Report

**8. Round Table Q & A - Time Permitting**

Any questions and comments further to this meeting can be directed to Heather.

**9. Next Meetings**

<b>AGM</b>	<b>Sunday, June 6</b>	
<b>Board</b>	<b>Thursday, July 8</b>	<b>(Registration Update)</b>
<b>Board</b>	<b>Thursday, August 5</b>	<b>(Go / No Go Decision)</b>

**10. Adjournment**

Meeting was adjourned at 8:49 pm.