



PO 3536
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199 GEORGIAN WAY GLEN ALLAN RECREATION COMPLEX

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

Jan 30, 2022

4:00 PM - 5:45 PM, ONLINE

Name Position
In attendance:
Donna Dosman President
Herb Herder Past-President
Rodney Yaremchuk President-Elect
Jody Zacharkiw Secretary
Dee Matishak Treasurer
Heather Nedohin SPCC Manager
Guy Algot (joined 4:08 pm) Monday Mixed League Representative
Mary Plester Monday Night Doubles Representative
Pat Schryver Tuesday Mens League Representative
Cathy Henbest Wednesday Ladies League Representative
Blair Horn Friday Night Mixed Representative
Bonnie Schmidt Seniors Mixed League Representative
<u>Lynn Penner Director at Large</u> <u>Ron Michaud Director at Large</u> <u>Diane Loesch Fika Director at Large</u> Mel Schaufele SPCC - Finance
Regrets: <u>Angela De Wolfe Sunday Open League Representative</u> Pauline Erickson Tuesday Ladies League Representative

Vern Schmidt Thursday Men's League Representative Marilyn Pickford Thursday Ladies League Representative Doug Kroetsch Director at Large

1. Call to Order (President, Donna Dosman)

The meeting was called to order at 4:00 pm.



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2. Approval of Agenda

Rodney Yaremchuk moved to approve the agenda as presented. Lynn Penner seconded. Carried 12 of 12 votes in favor.

3. Approval of Board Meeting Minutes, November 10, 2021

Noted items:

1. list of attendees - 's' missing in Seniors league
2. #7 roundtable discussion: comment was made but not included that seniors would not be holding a Christmas event.
3. question whether we have received money from the 50/50 bubble. Answer is \$1600, with an additional \$500 due to social media shoutouts. Other clubs got \$1100.
4. question pertaining to lounge use for the Women's Elite event. We don't have an answer, as nothing has yet been provided from the Hat. This response will be forwarded to the group when received.
5. pg 5 - Strathcona Cup is dated 2022; needs to be 2023.
6. Cathy Henbest - name misspelled

Bonnie Schmidt moved to accept minutes with 4 revisions noted above. Dee Matishak seconded. Carried 13 of 13 votes in favor.

4. Reports

4.1. Financial Report (Treasurer, Dee Matishak) attached

Presently, we are forecasting to be \$165 short of a balanced budget; much better than originally forecasted. Revenue from registration is close to budget, with about \$1000 still to be paid. There is a shortfall from Learn To Curl, but not all are paid for programs that are just commencing (such as the

winter programs).

There is a reduction in the estimate of corporate rentals. While there are leads and March looks more promising with a booked schedule, we likely will not reach the original projection of \$5,000.

Now that schools are back in and weather is improving, we are still looking to meet the \$4,000 budgeted target.

A few minor adjustments, such as advertising, were made to the operating expenses.



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Ice maintenance is looking to come in close to actuals from last year; being \$15,000. We will leave it at \$21,000 for now, in case of any unforeseen expenditures.

We are seeking volunteers to be on a committee to plan for the volunteer of the year, as we haven't had an opportunity to hold this for a couple years.

Will leave personnel costs as is for now, as estimates the hours are currently being worked on; but are looking to be a little less than projected.

A correction was made due to an error in holiday pay, but should not have a bottom line impact.

Due to recent information, an adjustment to -\$2,600 had to be made for WCB.

It is unlikely we will secure the targeted \$8,500 of 50/50 revenue, we are looking for input for other ways of generating funds in this area. We currently sit around \$3,000 half way through the season.

Note, the loan adjustment that needs to be paid back is by December 2022.

Some money for the curling calendars will have to be paid back (to pay for the calendars), but is a minimal amount.

All State had already committed to sponsoring 4 events, one of which was canceled. Heather will discuss the possibility of keeping that sponsorship and using it for the Juniors League.

The recent men's spiel is looking to be a success; details forthcoming.

The financial group will be meeting in the coming weeks and will look to delegate for the Strathcona cup.

There is no change to capital expenditures since the last report. We are currently waiting on information from the accountant regarding what year to place specific items.

Overall looking to be in a better position than previously projected. Ron mentioned the return of \$200 in cash regarding expenses, due to a previous miscalculation.

An invoice is still forthcoming for the engineering study previously approved to spend up to \$8,000. Herb looked for clarification whether this is incorporated as a budget item. This will be cross checked.

Donna reminded everyone to brainstorm ways to generate fundraising revenue. Currently February opportunities are full, but we can target to do something in March, leading up to Championship Day; perhaps an online 50/50 in March for a final push.



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4.2. SPCC Manager's Report (Manager, Heather Nedohin) attached

The tri curling outdoor spiel had to be canceled. The weather has not been favorable for ice to be installed. There was a possibility of utilizing Half Moon Lake but the same issues exist. The sponsor will continue fostering the idea into next year.

There are corporate events booked for all Saturdays leading into Championship Day. There might still be some room left in February for opportunities, but looking hopeful to fill these up as well.

Some of the ice team has been off with covid protocol and are back in full operation. Final flood is taking place in February and has to be out by April 8. Championship Day will be the final event and the day after we will be officially closed for the season.

Reminder to all there is a need to fill some positions for league reps.

The Junior Plus program is doing fabulous. Griffin Algot's team won the Excel Cup at the Ellerslie Curling Club. Alyssa Nedohin's U18 team is heading to Nationals. There is an opportunity to raise their banners, hopefully this can be done at our club. U15 is going to their first provincials this weekend. Heather is putting out the idea of more swag, new jackets, trying to get people to wear gear during the offseason to gain exposure and hopefully increase registration for next year.

Bonnie shared a contact for a potential school group looking to book some ice time. Heather will reach out. There is a need to finalize the draw for playoffs for March; for the last couple weeks of leagues.

Reminder to continue to seek additional revenues.

The CFEP grant application has been submitted; fingers crossed we will be a successful candidate.

Kudos to the gentleman on the recent spiel and work already done for the upcoming Strathcona Cup.

A double board sponsor has recently come forth for the Tuesday Mens.

There is a lot to look forward to for the future.

5. Old Business

5.1. Reserve Fund Plan - summary and new capital expenditure (Dee Matishak) attached



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Financial Calendar: Fiscal year end is May 31. We will await the completion of accountant review and begin work on budget planning for next season. There will still be some work heading into the year end. There will be a capital planning session, development and review of the plan. Reserve and capital expenditure along with the budget will be ready for approval in the fall. The Executive will be putting forth some motions leading up to this.

Reserve Fund Policy- proposed changes:

- The *Reserve Emergency Fund* is proposed to be called *Contingency Reserve*, which will be dedicated to unexpected items or circumstances that may arise.
- Propose to change the amount set aside from a calculation of 7 months to a set amount of \$150,000. This contingency amount allows for 2 bad years in a row that will allow us to operate with the next year.

Presently there is about \$327,000 in savings, with about \$45,000 needed to cover expenses through the summer.

There remains about \$132,000 in the account to plan for capital expenses, of which we are looking to spend an average of \$11,000 this year. Each expenditure will be approved at the September meeting. . The tables presented at this meeting will be reviewed yearly; this will help determine asset replacement needs once inventory is complete each year. This process will help the club manager and treasurer in planning and executing the wishes of the club and budgeting process.

There will need to be a postseason period of planning in May and June outlined in the financial calendar. We will also include some questions in an annual survey sent out to all members to elicit their ideas to be included in the planning session.

Motion to accept the financial calendar as presented, pulling it into the treasurer section and will include the roles and responsibilities of the treasurer.

Dee Matishak moved. Dianne Fika seconded. Carried with 14 votes in favor.

Motion to approve in principle changing the term emergency operational reserve to contingency reserve and change the amount of the contingency to \$150,000.00

Dee Matishak Moved. Lynn Penner seconded. Carried with 14 votes in favor.

Motion to accept the 3 tables as presented that make up the reserve and capital asset management plans that will be presented to the board at the fall board meeting each year.

Dee Matishak moved. Herb Herder seconded. Carried with 14 votes in favor.

5.2. Business Plan (Donna Dosman)



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The work continues on this and a finalized version will be presented in May, and is being driven by 5 goals. Donna reminds everyone to continue seeking and providing input as they speak with people in the club.

6. New Business

6.1. Lease Agreement (Past President, Herb Herder)

Herb, Donna and Heather have been in regular discussions with the County. While the County wants a lease in place by April 15, 2022 to take effect for September 1, 2022, there continues to be gaps between what is in the document and what SPCC is looking for.

An advantage of the proposed lease is a locked-in rate of \$95,908 plus gst per season for the first 5 years. There are semantics to work through surrounding some details.

Blair inquired as to any big stumbling blocks at present. One uncertainty is what years 6-10 will look like for rates. We would like to have some flexibility in the start and end dates to accommodate unknown opportunities or circumstances. Additionally, we need to ensure the document is consistent and concise. For example, any common area space and shared space such as the old zamboni room, the kitchen space, and related responsibilities pertaining to the ice plant need to be defined.

6.2. R/O plan and grant (Herb Herder)

The County has engaged the services of Associated Engineering, as per the approved \$8,000 to move this project along. The first draft study results were provided in January with a document including plans issued for construction. Some feedback was provided and we are now waiting for updated IFC package

The next step will be to get 3 quotes for bid on the package.

The way it is currently written, the responsibility to purchase and install the equipment lies with the chosen contractor. An option to consider is whether we proceed in that manner, or use the technical expertise and purchase equipment we want (as opposed to the equipment the contractor might supply) and proceed with owner supplied equipment and contractor install.

The grant application is for \$77,000. of which we are asking for half of that. The next round for CFEP applications is May 15, so we hope to have a decision by then.

GARC needs 2-3 weeks to get organized and have this in place. We would like to see it installed before the fall. There are no supply chain issues known at present, so if everything proceeds well, this project could be completed by our desired target date.



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7. Round Table Discussion (League Reps Updates)

Blair reported one team was lost through the Christmas break, but happy to share a temporary team is in place to finish out the season. The Christmas social collected \$1,385 from the raffle baskets, which was donated to the Strathcona food bank.

Mary indicated their playoffs are upcoming after this week, then teams will be selected for club championship

Lynn will forward forthcoming numbers from their league's fundraising

Pat mentioned the positive comments regarding the club and their procedures coming out of the Men's spiel.

Bonnie mentioned the 4 senior leagues are hopeful to hold a year end social March 16. She inquired as to the process of the committee vetting the playoff rules. She will forward some edits on behalf of the Seniors League. An email was sent on December 9, 2021 outlining the rules. Heather reminds any league rep who would like to join this committee is welcome; currently the committee consists of Guy, Ron, Lynn and Heather.

Cathy reminded the group she will be stepping back and looking for a rep for next year. She reported the Women's spiel is on track, but suggests the possibility of sitting in on the process the men go through for their spiel with the intent it will help the women grow their spiel in the years to come.

Ron mentioned the playoff committee needs to look at the whole picture moving forward in making the rules for play.

In addition to league rep reports, Herb proposed holding a scotch and dinner night on February 26. The lounge area could support 70-75 seats and would be open to all members of the club, not just as a men's function. The maximum number would have to be determined based on allocation of tables in the lounge and viewing area. There is a scotch rep willing to offer a number of shots for sampling and the Hat would serve an East Indian dinner to follow, for an approximate total cost of \$70 including GST.

The question was raised about the financial benefit to the club, to which the response is "likely a cost neutral outcome or slight revenue". A suggestion was made for the potential to include raffling bottles of scotch as a means of fundraising.

Board members supported Herb in looking to move this forward.

8. Next Meeting Date: April 24, 2022 @ 4pm

9. Adjournment : The meeting was adjourned at 5:41 pm.