



PO 3536  
Sherwood Park, AB T8H 2T4  
Phone 780-467-9412  
[www.sherwoodparkcurling.com](http://www.sherwoodparkcurling.com)  
[manager@sherwoodparkcurling.com](mailto:manager@sherwoodparkcurling.com)

**199 GEORGIAN WAY GLEN ALLAN RECREATION COMPLEX**

**SHERWOOD PARK CURLING CLUB  
BOARD MEETING AGENDA**

August 20, 2023  
4:00 - 5:30 p.m. ONLINE

Name	Position
<b>In attendance:</b>	
Gerry Salm	President
Rodney Yaremchuk	Past President
Mackenzie Giffen	Treasurer
Jody Zacharkiw	Secretary
Heather Nedohin	SPCC Manager
Rick Komick	Monday Seniors League Representative
Jen Forbes	Monday Night Doubles Representative
Guy Algot	Monday Night Mens Representative
Mary Plester	Wednesday Senior Mixed League Representative
Rita Clark	Thursday Ladies League Representative
Vern Schmidt	Thursday Men's League Representative
Mike Semeniuk	Friday Senior Mixed LEague Representative
Ralph Maclean	Sunday Open League Representative
Herb Herder	Director at Large
Donna Dosman	Project Lead for Art Mural Wall
Dee Matishak	Director at Large
Mel Schaufele	SPCC - Finance
Cara Richards	SPCC - Admin
<b>Regrets:</b>	
Chris Lemishka	Vice President
Pauline Erickson	Tuesday Ladies League Representative
Pat Schryver	Tuesday Mens League Representative
Ashley Kalk	Wednesday Ladies League Representative
Blair Horn	Friday Night Mixed Representative
Godfrey Huybregts	Director at Large
Lynn Penner	Director at Large

**1) Call to Order (President, Gerry Salm)**

The meeting was called to order at 4:01 pm.

**2) Approval of Agenda - 5 mins**

Key point of today's meeting is to review the budget and reserve plan for clarity and approvals.

**Motion** to approve today's agenda.

Michael Semeniuk moved. Rodney Yaremchuk seconded. All in favour. None opposed. None abstained. Motion carried.

**3) Approval of Board Meeting Minutes, April 23, 2023 - 5 mins**

**Motion** to approve minutes from April 23, 2023.

Vern Schmidt moved. Dee Matishak seconded. All in favour. None opposed. None abstained. Motion carried.

**4) Budget 2023-24 (Treasurer, Mackenzie Giffen) - 20 mins**

Operating budget

Core revenue is down \$6,500; mainly due to lower unexpected registrations as we are down 10 teams overall. Juniors are presently down 15 individuals. Hopefully we can increase this before the season starts.

There are a couple of new house sponsors this year, which will offset some of our costs.

Inflationary increases were the main cause of revenue deflation - some with year end accounting - ice maintenance had a bit of a cushion which gave way for expenses to come down - personnel increased 2% in general - some higher to compensate for honorariums and choice to take pay in lieu of honorariums for some admin, who have not taken them in the past couple years to help with expenses during Covid.

Supplementary revenue is down a little bit. Significant grants were received last year and less so this year. Casino revenue forthcoming is \$21,000.

Capital revenue sees \$13,000 of interest.

Q: Will casino revenue come in this year's income stream?

A: Yes, the funds will be coming in this year's budget. Budget looks like it's down about \$60,000, but that is not an actual reflection, with some in and out not reflected. Compared to last year, we are slightly

higher.

Forecast of expected surplus \$33,000 included is the \$13,000 in interest, which has been added to the accounts.

There is a line regarding the loan we were given of \$60,000, of which \$20,000 was forgivable. We have the \$40,000 set aside to give back by the end of 2023. This was recognized in 2021 when the loan was received.

Expected surplus of \$21,000 will be included in our casino account, for about \$30,000; and expecting to have about \$14,000 in the general account.

#### Reserve funds

There are 2 funds: operational and capital. Operational is set aside for emergencies and capital for said projects for the club. Operational reserve is projected to return \$4,400, and the capital reserve \$8,600.

Capital project list is continually being reviewed, but wanted to have some funds in the budget to allocate to some of our projects. We are proposing \$20,000 set aside in the budget for the finance committee to be able to spend on projects; for example, the AMEX upgrade. We are hoping for operating funds to cover this.

GICs - operating (2) one matures Nov other Jan 2024, and the capital reserve matures May 2024

**Motion** to approve this year's operational budget as presented.

Mackenzie Giffen moved. Mike Semeniuk seconded. All in favour. None opposed. None abstained. Motion carried.

**Motion** to approve the operations and reserve forecast presented.

Rodney Yaremchuk moved. Vern Schmidt seconded. All in favour. None opposed. None abstained. Motion carried.

### **5) Project Updates - 20 mins**

#### **a. Strategic Planning (President, Gerry Salm)**

The current planning team reviewed the previous team's recommendations from 2021 who navigated through covid. A review of the strategic plan began last season. The plan was initiated in 2020 but was never able to be completed with detailed goals and objectives, with which will be used to measure the club's performance in achieving these goals. Using that baseline, the clubs' needs moving forward were evaluated and a fresh approach to a new 5 year plan will carry us forward through 2028. This is not to say there were issues with the previous plan, but is intended to adapt to the changing climate as we navigate the club's return to regular operations post Covid.

The current document is something that can be made available to board members for review and offer

suggestions.

**b. Mural Project (Project Lead, Donna Dosman)**

Blackline drawings will be available this week for review. The group will proceed on a consensus basis and the artist will provide a second update if required, then will work on a coloured rendering. Final concept design for the board is slated for September. Currently work is being done on a grant for \$15,000 on behalf of the artist. This would offset the end cost and is hoped money will be in place by the end of this year, and will update the board should this not be successful.

May of next year is the targeted timeline for the mural to be completed and is anticipated to take about a month.

**c. AMX Panel System Project (Manager, Heather Nedohin)**

Acquiring this panel at the pro shop would allow admin and event team members to make announcements from the pro shop without having to switch over between regions and would tie into the current device. The current quote reflects an increase of about \$2,000 from the initial quote of 2 years prior and it has been a struggle to obtain multiple options for this project. Due diligence has been followed.

**6) 2024 Curling Alberta Club Championship Qualifier (Men & Women) - SPCC Method of Selection**

Curling Alberta hosts this event yearly. Last year an invite was extended to have 2 of each mens and womens teams be included. SPCC previously decided on the method of selecting participants through round robin play. It is an open ended challenge in how many teams want to participate. This year's approach to selecting those teams will be based on the standings after the second round of play. We don't know how many teams will be invited this year, so we are looking at a seeding formula for selecting the top teams, which will reduce the number of games required to be played.

Question of why doing it this way as opposed to round robin. For example, if there were 10 teams interested in playdown, that would be a stress on the budget of ice and admin. Question arose of charging teams if that is the case. This is an option that was discussed but ice availability and timing was a concern as well

Q: If there is only 1 team invited, but 2 men's leagues, how do we decide?

A: That will be something for the committee to come up with to deal with this moving forward, as the event style has been taxing on the clubs' operations. The committee can look at another means by which to simplify the process and way to approach this.

**7) "For Information" Topics - 10 mins**

**a. Manager's Report Manager, Heather Nedohin)**

Heather was able to join the meeting and highlighted a couple key points from her report attached:

- Teams need to be networking in the community, as we need support from our own league reps to increase membership
- Design of the Boston Pizza sponsorship houses was changed
- Thursday Mens is at 31 teams, so reach out to anyone you think might be interested

**b. Operational Priorities Calendar (Past President, Rodney Yaremchuk)**

Heather runs a comprehensive daily / hourly calendar.

Wanted to create a document for a month by month priorities list, thinking it would be helpful for the board to have an overview of the priorities each month. This would also be used as an orientation tool for future board members to have an overview of the key activities throughout the year. It could be viewed as an operational activities calendar.

**c. Project List (Treasurer, Mackenzie Giffen on behalf of Finance Committee)**

Finance committee met over the summer. The list is informational; projects that are being suggested through surveys and concerns brought forward. Now looking at a process by way of prioritizing. The AMEX panel is the first such project we are looking to proceed with.

Q: Will these decisions be handled by the committee?

A: if we are within the \$20,000 approved amount, the finance committee will decide on proceeding. Anything above that would be presented to the board for approval of bigger projects.

**8) Board Meeting Plans for 2023-24 (President, Gerry Salm) - 5 mins**

Intention is to give board members advance notice of board meeting schedules, and include the primary reason for those meetings. Hoping this will aid new board members in a general idea of said commitment times. We are looking to provide information to the board 10 days prior in order to give time for review of documents prior to the meetings.

**9) Next Meeting Date: November 26, 2023**

**10) Adjournment**

The meeting was adjourned at 5:07 pm.

**Attachments:**

- 2 - Agenda Board Meeting Aug 20, 203
- 3 - Draft Minutes from April 23, 2023 Board Meeting
- 4 - SPCC 2023-2024 Budget Highlights
- 5.a - Strategic Planning 2023 - 2028 Board Update

- 5.b - Mural Project Status Report
- 5.c - AMX Project Status Report
- 7.a - Manager Report - Aug 14, 2023
- 7.b - 2023 -24 SPCC Operational Priorities Calendar
- 7.c - SPCC Project List
- 8 - 2023-24 Plan for SPCC Board Meetings