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**SHERWOOD PARK CURLING CLUB  
 BOARD MEETING MINUTES APPROVED  
 November 24, 2024  
 4:00 - 5:30 p.m. ONLINE**

Name	Position
<b>In attendance:</b>	
Chris Lemishka	President
Gerry Salm	Past President
Neal Woloschuk	Vice President
Heather Nedohin	SPCC Manager
Guy Algot	Monday Night Men's Representative
Pat Schryver	Tuesday Night Men's Representative
Pauline Erickson	Tuesday Ladies League Representative
Mary Plester	Wednesday Senior Mixed League Representative
Ashley Kalk	Wednesday Ladies League Representative
Ron Emde	Thursday Men's League Representative
Michael Semeniuk	Friday Senior Mixed League Representative
Blair Horn	Friday Night Mixed Representative
Ralph Maclean	Sunday Open League Representative
Herb Herder	Director at Large
Godfrey Huybregts	Director at Large
Doug Kroetsch	Director at Large
Mel Schaufele	Admin
<b>Regrets:</b>	
Mackenzie Giffen	Treasurer
Jody Zacharkiw	Secretary
Jen Forbes	Monday Night Doubles Representative
Rick Komick	Monday Seniors League Representative
Rita Clark	Thursday Ladies League Representative
Derek Estabrooks	Director at Large
Lynn Penner	Director at Large
Dee Matishak	Director at Large

## Quick recap

The meeting focused on the financial status of the curling club, with Mel providing an update and Heather discussing various league operations and staff updates. The team also discussed the need for Safe Sport certification and background checks, and the progress of the ice atomization project. Lastly, they reviewed the club's current situation, including the potential departure of a staff member and plans for new staff, and discussed the importance of allowing time for new staff training.

## Next steps

- Heather to proceed with negotiations for a new contract with Passionate Hospitality for the lounge catering.
  - A meeting was held on Dec 3 with Meeno & Kim Capjack. PHG will have a proposal contract back for the week of Jan 6 - 10th.
- Herb, Gerry, Mike and Heather to accelerate development of safe sport management policies and procedures.
  - Meeting on Tuesday, Dec 10th
- Heather to set up cardboard mockups of potential new lockers in the boot rack area by early December.
  - Completed full week league cycle Wednesday Nov 27 to Wednesday, Dec 4th.
  - Member survey went out on Friday, Dec 6th
- Mel to send out detailed financial spreadsheets to board members going forward.
  - Completed on Nov 24 - prior to the end of this meeting
- Heather to follow up on getting a larger clock installed on the curling rink wall.
  - Put up a digital clock above the door of the icemakers at the home end - Nov 26th
  - Purchased a large outside clock with hands at Costco - ice team to put up during the Dec 7th weekend flood
- Rules Committee to address potential conflicts between club championships and cities competitions.

**1) Call to Order (President, Chris Lemishka)**

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

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

Herb requested an update on the hiring of a head ice technician, which was confirmed to be part of Heather's report.

**Motion** to approve agenda as presented. Herb Herder moved. Mike Semeniuk seconded. Carried.

**3) Approval of Board Meeting Minutes, August 8, 2024 - 5 mins**

Herb requested an update on the safe sport training requirement.

**Motion** to approve minutes as presented. Godfrey Huybregts moved. Gerry Salm seconded. Carried.

**4) Financial Update (Bookkeeper, Mel Schaufelle) - 5 mins**

Mel discussed the financial status of the curling club, noting that they were likely to break even or possibly have a small deficit. She mentioned that the \$17 fees from Curling Alberta had not been deducted yet, which would affect the accuracy of the budget.

Heather added that they were still expecting some registration money and had interest from other teams to join mid-season. She also mentioned that they had to increase hourly staff due to Dave Solberg's absence.

Godfrey asked about the process of setting financial targets, to which Mel and Heather explained that they forecast monthly and send out a spreadsheet to the board.

Herb suggested that the Finance Committee should be the official entity for managing the club's budget.

Mel mentioned sending financials to Gmail accounts, except for directors at large.

**5) Early Season Check-in (League Reps) - 15 mins**

- Ashley reports that the Wednesday night ladies league is off to a good start with a full draw and plans for a Christmas celebration and fundraiser.
- Guy informed everyone that the Monday night league is going well with no comments on rule changes.
- Blair mentioned the Friday night mixed league is adjusting the schedule after finishing round one, with plans for a Christmas social and fundraiser for a local charity.
- Pat noted that the draw to the button tiebreaker has been working smoothly, but some

complaints about visibility of the clock and seeding of new teams.

- Michael gives a seniors update, highlighting increased speed of play, use of lounge areas, and a positive overall experience despite some slips and visibility issues with the clock.
- Ralph anticipates two new teams joining the Sunday league in January.
- Heather provides updates for the Thursday ladies league, including a rescheduled game in January to accommodate a corporate event.
- Pauline says the Tuesday ladies league is getting more competitive with plans for a Christmas turkey dinner.
- Ron had no complaints about the Tuesday/Thursday leagues.

## **6) Manager's Report (Heather Nedohin) - 15 mins**

Heather acknowledges being behind on paperwork due to training new staff, and provided an update on the head ice technician job posting process.

Heather discussed the club's current situation, including the potential departure of Terry Shea and the need for new staff. She also mentioned the success of the club's lounge upstairs, which has attracted corporate events and repeat customers. Heather addressed some minor service issues and announced plans to create lockers in the locker room area for better traffic flow. She also mentioned the success of the "Get Boozy with the Band" event and plans for a similar event in January.

Herb raised concerns about the staff member's commitment and the need for new candidates. Chris confirmed that the staff member would complete the season if he accepted another position.

Heather encouraged the league reps to assist with announcements and foster relationships with the staff.

Herb brought up the issue of discoloration on the mural wall, which Heather confirmed was being monitored and not affecting the artwork.

Herb also mentioned concerns about the visibility of the clock, which Heather confirmed was under discussion for a potential change.

Gerry raised a question about the contract with the caterer for the lounge upstairs, which Heather agreed to discuss further. Doug suggested pressing for a renewal of the contract quickly, while Heather expressed confidence in the strong relationship with the caterer and their staff. Doug emphasized the importance of allowing time for new staff training, while Herb added that this training is also crucial for PHG's major summer season food services.

Heather mentioned the Curling Club championship and the potential conflict with Cities. Guy raised a question about the precedence of club championships over Cities, which Heather agreed to discuss further.

Heather also clarified the Marc Kennedy Spiels' schedule, stating it would be held at St. Albert Crestwood and the SPCC would still host it on Friday and one draw on Saturday morning.

## **7) SPCC Consideration of Safe Sport Certification Update (Mike Semeniuk) - 5 mins**

Heather and Michael discussed the need for the board to be compliant with Safe Sport training and background checks. They agreed to accelerate the process of creating a Safe Sport management policy and to provide recommendations on the consequences of non-compliance.

Gerry pointed out that the current code of conduct already requires board members to have completed a police record check, but does not specify the consequences for non-compliance.

**Correction - Dec 10th - Gerry:**

- With respect to Board members, the Code of Conduct requires police record checks only for those board members who have financial signing authority or are administering financial transactions on behalf of the SPCC (ie. members of the Executive).

In terms of consequences for failing to get a police record check in time (for those that are required to have one), while there is no explicit policy regarding consequences, this failure could represent a violation of the code of conduct. As described in the **Consequences of Breach** section of the Code of Conduct, any individual who is found to have violated the policy may be subject to discipline, as determined by the Discipline Committee of the SPCC.

The team agreed to further discuss and refine these policies in future meetings

**8) Project Updates - 10 mins**

**a. Atomization Update (Herb Herder)**

Herb discussed the progress of the ice atomization project, estimating the cost of engineering and materials to be around \$28,000 by the end of the year. The project's installation cost was not included in this estimate. Herb also mentioned that the earliest opportunity to install the system would be August 2025.

Chris raised concerns about the project's continuation if the current ice technician were to leave. However, Heather and Godfrey argued that the project's goal of maintaining ice quality would continue regardless of the ice technician.

Herb also mentioned that the installation company is the same one that did the RO installation. Blair asked for a high-level estimate for the total cost, which Herb estimated to be around \$45K to \$50K, depending on the construction installation cost

**b. Locker room (Heather Nedohin)**

Heather discussed the locker room situation, mentioning a healthy waitlist (24) and plans to create a visual awareness demo.

**9) "For Information" Attachments**

**a. Operational Priorities Calendar**

**b. Curling Alberta Curling Club Championships**

**10) Next Meeting Date: January 19, 2025**

**11) Adjournment**

The meeting adjourned at 5:12 pm.

**Attachments:**

- 2 - Agenda Board Meeting November 24, 2024
- 3 - Draft Minutes from August 8, 2024 Board Meeting
- 8 - Manager's Report - November 24, 2024
- 10.a - 2024 -25 SPCC Operational Priorities Calendar