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199 GEORGIAN WAY

GLEN ALLAN RECREATION COMPLEX

BOARD MEETING MINUTES

Wednesday, April 19, 2017
7:00 PM, SPCC Meeting Room

1. Call to Order

President Ralph Maclean called the meeting to order at 6:59 P.M.

Name	Position
In attendance:	
Ralph Maclean	President
Barry Wagg	Past-President
Greg Empson	Vice-President
Allison McKinnon	Secretary
Rhonda Gibson	Thursday Ladies League Representative
Ron Michaud	Thursday Night Men's League Representative
Lesley Stafiniak	Director at Large
Vern Schmidt	Tuesday Men's League Representative
Blair Horn	Friday Night Mixed Representative
Rodney Yaremchuk	Director at Large
Don Steinbach	Director at Large
Dianne Loesch Fika	Director at Large
Heather Nedohin	SPCC Business Manager
Mel Schaufele	SPCC Bookkeeper
Corwin Chomay	Director at Large
Jeanette Torgerson	Tuesday Ladies League Representative
Guy Algot (as of 8: 20 PM)	Bonspiel Coordinator
Regrets:	
Robert Friedt	Senior Mixed Curling League Representative
Cliff Bezaire	Saturday Night League Representative
	Wednesday Ladies League Representative
Faye Steinbach	Director at Large
Karla Satchwell	Sunday Open League Representative
Cheryl Miles	Treasurer
Gary Mykitiuk	Monday Night Mixed League Representative

2. Presentation by the Belvedere Golf and Country Club on Provision of Food and Beverage Services

President Ralph MacLean provided the Board with background information on the status of contracting food and beverage services for the SPCC. He then welcomed and introduced staff of the

Belvedere Golf and Country Club: Scott Hippe – General Manager; Ryan Chimlar- Executive Chef; and Amber Anderson – Food and Beverage Manager.

For consideration by the Board, a “Sherwood Park Curling Club Food Services Proposal” was tabled by these representatives of the Belvedere Golf and Country Club, along with an example of Menu Items (see the Proposal). Questions were posed by Board members regarding specific aspects of the Proposal, the potential to increase food and beverage sales within the SPCC, possible costs for food and beverage items, and approaches that staff of the Belvedere Golf and Country Club may use to provide high quality food and beverage services to meet the needs of the SPCC and other potential customers using the Glen Allen Recreation Centre.

As next steps, the Board agreed to discuss the proposal in more depth. The SPCC Business Manager will inform the Belvedere Golf and Country Club of its decision to accept, or decline, this proposal, no later than the first week in May.

3. Introduction of New Board Member

Rhonda Gibson was introduced and welcomed as the new representative of the Thursday Ladies Curling League.

4. Approval of Agenda

The draft Agenda circulated in advance of the meeting was approved as circulated, with the addition of:

- Item 7.2 Email Addresses for League members
- Item 7.3 Fees for New Curling Leagues
- Item 7.4 Proposals for Provision of Food and Beverage Services

5. Review of Board Meeting Minutes, March 5, 2017

The draft Minutes of the Board Meeting held on March 5, 2017 were approved as circulated.

6. Reports

6.1. Financial Report

A draft SPCC Financial Report/ Income and Expense Statement for the period June 1, 2016 to March 31, 2017 was tabled for review by the Board (see report). H. Nedohin, SPCC Business Manager, and M. Schaufele, SPCC Bookkeeper, presented the Financial Report and responded to questions raised on specific line items. The report was received as information.

7. New Business

7.1 Draft 2017-18 Budget

A draft budget for the 2017-18 year was circulated in advance of the meeting. Hard copies of the draft budget were tabled for the information and review of the Board (see draft Budget documents). Questions were raised on specific line items, including:

- the reporting of income and expenses for Double Boards. This information is to be reported separately from other revenue and expenses related to Sponsors.
- league fees for 2017-18 and 2018-19; see item 7.2 Fees for New Curling Leagues;
- proposed increases for ice maintenance expenses;
- proposed increases to program costs for Learn to Curl programs and Junior programs;
- proposed increases to administrative staff expenses;

- proposed expenses for capital equipment (such as a reverse osmosis system), and for a creation of a capital expenses reserve fund of \$7,500.00 annually;
- potential for increased revenue from food and beverage sales; and
- potential for increased revenue for curling instructional services, resources permitting.

The review of the proposed budget raised broader issues for consideration by the Board, including the timing of the budgetary planning process, the apparent need for a current Business Plan to guide decision-making on the budget, as well as overall planning for the SPCC, and allocation of Board and staff resources throughout the year to plan and implement sound fiscal policies for the SPCC.

The discussion was concluded by a call for a vote on the proposed budget, with the following amendments:

- Report proposed revenue and expenses for Double Boards separately from other Revenue and Expenses related to Sponsors;
- Report the Capital Equipment Reserve fund as a separate budgetary line item, with the amount of \$7,500.00 allocated for the 2017-18 year.

It was MOVED by Greg Empson, SECONDED by Corwin Chomay that the draft 2017-18 Budget, as amended, be approved. Motion was CARRIED.

7.2 Email Addresses for League Members

The new Club Manager software is designed so that an email address is needed for each individual member of the SPCC. To date, there has been a significant amount of staff and volunteer resources required to implement this new software system. To enable completion of the new registration system, League representatives are asked to contact curlers in their league for whom an email address has not yet been provided. H. Nedohin will be sending the names of curlers for whom an email address is needed to the respective League representatives, so that they may contact these individuals and request this information.

7.3 Fees for New Curling Leagues

In the context of the 2017-28 Budget discussion, H. Nedohin tabled a “Forecast for League Fees Rates and Revenue Projections 2017-2018”. If new curling leagues are planned for the SPCC, what would be the appropriate league fees, given the current fees charged for various leagues in the SPCC? Is it timely to consider an increase to all league fees?

The budget for 2017-18 was partly based on the assumption of no (0 %) increase to league fees in 2017-18, due to the current balance of funds in the SPCC bank accounts. However, it is recognized that league fees are not equitable across leagues, and that there is an apparent need to revisit the issue of league fees for 2018-19, on a timely basis, so that members and league representatives may plan accordingly. This important issue needs to be addressed at a future Board meeting.

7.4 Proposals for the Provision of Food and Beverage Services

Three proposals have been received for the provision of food and beverage services. The three vendors are (1) Lucky Star Catering (M. Lai); (2) Purple Perogy Food Truck; (3) Belvedere Golf and Country Club.

It was noted that only the Belvedere Golf and Country club requested, and were provided, an opportunity to present its proposal to the Board.

All three written proposals were circulated to members of the SPCC Board in advance of this meeting. A discussion was held on the merits of each of the three proposals.

MOTION: It was MOVED by B. Wagg, SECONDED by R. Michaud, that the SPCC choose one of the three vendors that have submitted proposals to provide food and beverage services for the Sherwood Park Curling Club. Voting by a show of hands, the proposal submitted by the Belvedere Golf and Country Club was ACCEPTED.

8. Next Meeting Date

In conclusion, Ralph Maclean thanked the members of the Board for their work in the past year. The next SPCC Board Meeting will be held at the call of this President, at a time and date to be determined.

9. Adjournment

There being no further business, the meeting was adjourned at 9:35 PM.

Respectfully submitted, Allison McKinnon – SPCC Secretary.