



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
AGENDA: Season 2006-07 Meeting 6  
November 26, 2006 2:00pm Lundin Room**

**Board Members Present:**

Dominique Banville  
Barry Bass  
Ann Drummie  
FL Ettl  
Michael Fry  
Brian Galebach  
Dave Hamilton  
Mark Hartz  
Rachel Sethi  
George Shirk

**Board Members Absent:**

Charrissa Lin

**Others Present:**

Charlie Jennings (*first part of meeting*)  
Roman Novak

1) **Call to order**

2:15pm

*Banville*

2) **Approve minutes of October 22, 2006 Meeting**

Charlie Jennings will check with Charrissa Lin if he can be named on the D&O insurance.

Motion – Barry Bass

Second – Dave Hamilton

Vote - Passed

*Drummie*

3) **Special Issues**

a) **Ice Scheduler Position**

Pam Martin has returned to the position.

*Hamilton, Banville*

b) **iPod Use on the Ice**

A report of a curler listening to an iPod/MP3 player while participating in a game on the ice was made to the Board. There was general discussion about the spirit of curling, hearing awareness, and the fixed capacity of attention. It may not prevent you from hearing but it may prevent you from being safely aware of your environment.

For safety, personal music playing devices are not appropriate on the ice. This message will be shared with the membership.

*Banville*

c) **Internet service in Warm Room**

To provide it as a service: The general estimate is about \$400 for 6 months. There was general discussion about how to pay for it and if there would be a contractual issue with the existing provider at the Gardens. As the Garden's service has itself admitted to being unreliable and has given some of our members refunds, we feel clear to pursue our own service. The club should cover at least part of the cost to meet its obligations as a host of a USCA event (Men's qualifier). It would be one more thing that makes it a club if it were a generally provided service. It would possibly improve conditions for members, making it easier to consider driving to the club earlier than rush hour knowing that you could finish work (for example) conveniently once you get to

*Ettl*

the club. We want to avoid the complications of restricted fund donations. We may encourage informal donations, perhaps when using the internet put some money in the can.

The provider: DSL has a higher upfront fee, but a lower monthly fee, but may have restart costs if we turn it off over the summer. Cable has faster speed, is more reliable and easier to restart. FL Ettlín and Howard Griffin will look into having a cable modem installed. [Since the meeting, it has been determined that cable cannot serve our location, so attention has shifted to DSL.]

4) **Committee Reports:**

a) **Finance Committee:**

*Lin*

i) Financial Reports ending October 31, 2006

Charlie Jennings presented the report.

We have \$50,000 collecting interest in a savings account, with close to \$50,000 in the checking account.

We are expecting another \$11,000 at the second half from those who have signed up for a half season membership now and/or payment plans.

Some expenses are still being submitted related to events such as liquor license. We also still need to apply a portion of the liquor liability insurance to specific events.

Charlie Jennings and Ann Drummie will work on getting GNCC/USCA dues paid ASAP, particularly juniors.

ii) **Progress update (990, MOTION: reserve policy)**

Roman Novak has been acting as our financial "Reviewer" for the last 23 years filling in all the paperwork required by the IRS and our by-laws. (It was simpler when we were a 501c7.) He confirmed the Financial Statements for the year 2004-2005 along with the various documents that were submitted to the IRS last year. Financial statements for October 1, 2004- September 30, 2005 (Rich Collins was Treasurer) were turned over the auditor who started to their "review report" in September. Schedule A and Form 990 have been filled out for the October 1, 2004-September 30, 2005 season. A copy of what was sent was distributed.

He summarized the responsibilities he's filled:

- confirm the bank reconciliation
- review payment of invoices
- determine the inventory of fixed assets and the depreciation thereof
- prepare adjusting journal entries
- review loan documents
- prepare the annual financial statements and the notes thereof in accordance with general accepting accounting principles
- prepare the IRS Form 990
- file the annual registration with the Secretary of State
- prepare and file the personal property return for the State of Maryland

He also announced that he was resigning from these responsibilities. He was sincerely thanked for all the work that he has done for the club.

Mark Hartz confirmed that Roman Novak has been a valuable "check and balance" piece on the finance team. It's an essential function for maintaining our reputation for fiscal responsibility. We will now be looking for his replacement, hopefully from within our membership. The ideal candidate is an individual with an accounting background.

The Finance Committee submitted a proposal identifying at what point we assess if we have a surplus and what we would do with it. There is a lot of debt yet to cover, but eventually the concept of reducing membership dues will be on the table. The Board discussed incorporating plans for a building capital improvements and repairs fund in the process prior to determining surplus. We also need to take into consideration any penalties for paying off a debt early.

Motion to adopt the policy per the notes – Michael Fry  
Second – Barry Bass  
Vote - Passed

iii) **Development Committee:** Progress update

A draft plan was presented breaking out sources for achieving the \$25,000 target. It needs to be adjusted for how some sources were accounted for last year.

Sample sheets of “Scratch n’ Help” cards were distributed. More investigation is happening on the potential for the initiative, to perhaps launch in mid-January.

There are no sponsors at the moment.

b) **Membership Committee:**

*Bass, Sethi*

i) Progress update (Membership list, name badges)

A draft membership list was distributed for review.

The GNCC books have been received, and will be put out in the warm room for general pick-up.

We need to update the new member bulletin board with Polaroid pictures. Brian Galebach will ask league coordinators to assist.

The first order of membership badges is out for members to pick up. A second order will arrive soon.

c) **Events Committee:**

*Fry, Lin*

i) **Progress update** (Turkey Skins, BIG Spiel, Men’s qualifiers)

Turkey Skins: 10 participants. Bill MacDonald won the turkey throw. It was a nice event.

BIG Spiel: 16 teams. Few “over 5 year” curlers are involved. There was some discussion considering why experienced members aren’t more broadly participating – scheduling? broader issue with respect to connecting with experienced members?

Holiday Potluck Dinner: 6:30pm – 9pm Saturday Dec. 2; gift exchange (\$10-20).

Men’s Qualifier: Ann Drummie will send a copy of the contract to Mary McHugh. The deadline for entries is approaching, at which time we’ll know if we have enough entries.

GNCC Senior Men’s: plans are well underway

MACA: will promote Philadelphia MACA, December 9.

ii) **2007-08 Event season**

An overview calendar for next season is not yet mapped out. The concern remains about staffing all of the events versus mapping them out. Michael Fry will initiate a conversation with Chesapeake about them hosting the Meltdown two years in a row.

d) **Leagues Committee:**

*Galebach*

i) **Progress update**

Leagues are running very smoothly.

e) **Training Committee:**

*Ettlin, Shirk*

i) **Progress update** (Level II recap, Officiating clinic)

Registered Level II: Dave Hamilton, Doug Andrew, Howard Griffin

Certified Level II: Dominique Banville, George Shirk, Sandra McMakin (joining as reciprocal in the second half, from Pittsburgh)

George Shirk will work with Rachel Sethi to pick a locker for the training committee video camera equipment. He will think about a sign-out process.

No report re Officiating clinic December 16.

- f) **Ice Committee:** *Hamilton*  
i) **Progress update**  
There's ice. We will have a flood between Christmas and New Years.
- g) **Operations Committee:** *Hamilton, Sethi, Hartz*  
i) **Lockers**  
Rachel Sethi has a Doug Andrew spreadsheet, and is tracking down some payments. Will coordinate with Charlie Jennings. Will hang one in the key cabinet to take periodic updates.  
  
ii) **Rentals Committee:** Progress update  
We have had several rentals so far this year, with only one cancellation. Two are coming up on December 9 as well a daytime one soon.  
  
iii) **Building Committee:** Progress update (recycling, Building Fund plaques)  
Doug Andrew is proceeding with the plaques.  
Clai Carr has designated someone to talk with Charrissa Lin about recycling.  
  
iv) **Pro Shop Committee:** Progress update  
The first order of apparel has come in. Dominique Banville will try to have another order placed to arrive before Christmas. It was a week and half turnaround last time.
- h) **Outreach Committee:** *Ettlin*  
i) Progress update  
No report.
- i) **Communications Committee:** *Drummie*  
i) Progress update (Calendar - 2006-2007)  
The current calendar was distributed.  
George Shirk presented a commitment from Ardsley - They will send us as many teams to the Cherry Blossom as we send them for the Douglas February 23-25. (Note, it's up against the Kayser.)  
The announcements list has been used recently for spares. The message will be distributed highlighting the spares list; to use and sign-up for.
- j) **Vision Committee:** *Banville*  
i) Progress update  
Clai Carr has accepted to be on the committee.
- k) **By-laws Committee:** *Bass*  
i) Progress update  
No update.
- 5) **Other Business.**  
None.

6) **Next Meeting.**  
Sunday, December 17, 2006 2pm (George Shirk and Barry Bass not expected)

4:30pm