



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
AGENDA: Season 2006-07 Meeting 7
December 17, 2006 2:00pm Chamonix Room @ Gardens café**

Board Members Present:

Dominique Banville
Ann Drummie
Michael Fry
Brian Galebach
Dave Hamilton
Charrissa Lin
Rachel Sethi

Board Members Absent:

Barry Bass
FL Ettlin
Mark Hartz
George Shirk

Others Present: none

- 1) **Call to order** *Banville*
2:17pm

- 2) **Approve minutes of November 26, 2006 Meeting** *Drummie*
Motion – Dave Hamilton
Second – Brian Galebach
Vote - Passed

- 3) **Special Issues**
 - a) **PG County Board Member** *Banville*
Our by-laws, for various reasons, clearly identify that one of the Directors needs to be a resident of Prince George's County. Dave Hamilton was the only Director who lived in PG County, and he has recently moved. As such, the Board needs to initiate a change.
Mark Hartz offered his resignation to Dominique Banville but will continue to help the club in any way that he can. After discussing the role with Benjamin Yeung, a PG county resident, and previous Board candidate, the Board appointed him and welcomed him as a Director. He will serve until the next round of elections at the annual meeting.
Benjamin acknowledged and accepted the responsibility for managing the liquor licenses.

 - b) **Internet service in Warm Room** *Sethi*
The expected service turn-on date is December 19, 2006. We don't expect to turn it off over the summer because of restart charges.
The password will be distributed through a formal email, along with a comment about voluntary donations.

 - c) **January Open House and Learn-to-Curl** *Bass, Sethi*
The Board confirmed a desire to host both events and reviewed various dates and times:

Thursday, January 11, 2007: Open House 6:30pm-8pm then pick-up
Saturday, January 13, 2007: We have breakfast league, Saturday league, and reservations for both rental slots.
Sunday, January 14, 2007: Learn-to-Curl 11-2pm (need to coordinate with the ice committee)
Thursday, January 18, 2007: Open House 6:30pm-8pm then pick-up
Saturday, January 20, 2007: have an Open House (noon-2pm sharing with the league if need be), then schedule LTC slots (3pm-6pm). The Funspiel and the Club nationals will shrink the volunteer pool.

With further discussions, the final published calendar will be:

POTOMAC CURLING CLUB OPEN HOUSE

Thu. Jan. 11, 6:30-8 p.m.

Thu. Jan. 18, 6:30-8 p.m.

Sat. Jan. 20, noon-2 p.m.

POTOMAC CURLING CLUB LEARN-TO-CURL CLINICS

Sat. Jan. 27, 2:00-5:00 p.m.

Sun. Jan. 28, 11:00-2:00 p.m.

4) **Committee Reports:**

a) **Finance Committee:**

Lin

i) **Financial Reports ending November 30, 2006**

Reports from Charlie Jennings were distributed.

It appears we should meet the membership revenue target.

It will be tough to meet the budget target for Curling Events.

ii) **Progress update** (USCA/GNCC dues, reserve policy)

The USCA/GNCC dues were paid last week.

Dominique Banville confirmed that we will only pay USWCA dues for adult members. This will be paid shortly.

iii) **Development Committee:** Progress update (annual letter)

The annual letter was sent and folks have received it.

We will decide if we will pursue the Scratch N Help campaign at the next meeting.

The committee was asked to determine a plan for wall of tiles. If more tiles are to be sold, consider only making them in the successful color options. Perhaps the existing donations can be converted to an alternative form, relieving the wall space.

b) **Events Committee:**

Fry, Lin

i) **Progress update** (BIG Spiel, Holiday Party, Men's qualifiers, Scot Tour)

The BIG Spiel achieved expectations. It may have even made \$350.

The Holiday Party had an exciting gift exchange game with 25 participants. The party was well attended, with maybe 10-15 non-bonspiel participants coming.

Mary McHugh has needed to step down from full chair of the Men's qualifiers, so Charrissa Lin is now the chair. We have a draw schedule and are working on setting up ice maintenance (Barry Nichols) and officiating (Fred Hopke). Nine teams are coming.

Bob Pelletier has plans underway for the Scot Tour. A first wave of invitations has been mailed.

Plans are well underway for the GNCC Senior Men's.

Charrissa Lin will pull up the liquor liability insurance policy to review its implications to the functioning and expenses of our events.

ii) **2007-08 Event season** (Meltdown)

Chesapeake is open to the idea of hosting two years in a row, but a date needs to be coordinated.

Charrissa Lin suggested that we think about hosting our own events (Inaugural, Cherry Blossom) every other year instead of every year, as some other clubs do. Pros: alleviates scheduling issues, increases anticipation Con: can drop off radar risking low turn-out

c) **Training Committee:**

Ettlin, Shirk

i) **Progress update** (Officiating clinic)

There were approximately 15 participants at the officiating clinic. Some came from outside the club. The instructors did a great job.

d) **Membership Committee:**

Bass, Sethi

i) **Progress update** (Membership list, name badges)

The first order of name badges has arrived, and the second order has been placed. [Arrived a few days after the meeting.]

The committee is considering how to discuss with members the perceived value for membership; what issues newer and older members are seeing as good and bad. There is significant concern about morale at the club, particularly of longer-standing members. If there is an issue, we need to get to the root of it, and see if there are things that can be changed, to make it an attractive, positive experience to be a member. Do we have a club atmosphere versus a facility? The aim is to set-up some interviews and focus groups in mid-February.

e) **Operations Committee:**

Hamilton, Sethi, Hartz

i) **Lockers**

Assigning lockers has gone very well. Some keys have been returned by curlers who are no longer using lockers. We're already over last year's revenue.

For Men's qualifiers, we'll assign each team a vacant small locker with the key on a large key chain. Both locker rooms will be used through that event.

Likely the same will occur for the Senior Men's.

ii) **Rentals Committee:** Progress update

Dave Hamilton's records suggest fees of \$3,180 to date for the 8 rentals plus the embassy outing so far.

Future groups:

- Have 2 groups on January 13
- Wednesday, January 24, Barry school 9-11am
- Friday, February 2 from 11-3.
- February 17 – Chesapeake Physical Therapy group
- March 3 – booked

Any future rentals would have to be scheduled on a weekday.

iii) **Building Committee:** Progress update (recycling, Building Fund plaques, defibrillator)

Charrissa Lin hasn't heard back from the Gardens about recycling.

The Building Fund plaques are in progress.

Accessibility to a defibrillator was discussed. For the short term, the Gardens Ice House has one at the front desk. Unfortunately it is only accessible when the front desk is open (roughly from 8:00 am until 8:00 pm). Considering that even the Gardens would benefit from having it more accessible at all times since they have activities going on later than 8:00 pm Ann Drummie will contact the Gardens to determine if the device can be made more accessible. For the long term, the Board has previously discussed that a capital

improvements list should be developed for review for funding when considering any end of year surplus. A defibrillator is now on that list.
Charrissa Lin will manage the list of capital improvement items.

iv) **Pro Shop Committee:** Progress update

There was a small order for Christmas and it is expected to arrive on Tuesday.

f) **Ice Committee:**

Hamilton

i) Progress update

Flood is planned for December 27 (chiller temp up), 28th flood, 29th and 30th scrape and pebble. Afternoon league is still scheduled for the 30th.

g) **Leagues Committee:**

Galebach

i) Progress update

Going well.

h) **Communications Committee:**

Drummie

i) Progress update

Calendar was distributed.

A media contact recently asked for story ideas. Some were sent on Friday.

i) **Outreach Committee:**

Ettlin

i) Progress update

No report.

j) **Vision Committee:**

Banville

i) Progress update

No report.

k) **By-laws Committee:**

Bass

i) Progress update

No report.

5) **Other Business.**

None.

6) **Next Meeting.**

Sunday, January 28, 2007 1pm (Ann Drummie expected absent)

4:17pm