



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2008-09 Meeting 4
September 15, 2008 7:00pm**

Board Members Present:

Lisa Andrew
Susan Armiger
Bruce Black
Ann Drummie
Michael Fry
Sandra McMakin
Emily Morris
Barry Nichols
Rachel Sethi
George Shirk
Richard Warner

Members Present:

Van Anderson
Ron Aubin
Brian Galebach (for opening topics)

1) Call to order

7:14pm

Warner

2) Approve minutes of August 20, 2008 Meeting

Motion – Fry

Second – Shirk

Vote – Approved

Drummie

3) Committee Reports

a) **Ad hoc Committee re Age in Bonspiels:**

Nichols

i) **Need for a policy statement**

The committee recommends that no separate specific policy statement be implemented. A change to the by-laws is still possible. The committee will continue its discussions.

ii) **Need for a minimum age in bonspiels**

The committee needs to continue their discussions. The probable date for the next meeting is Tuesday, September 23 7:00pm.

b) **Leagues Committee:**

Andrew, Morris

i) **Juniors in leagues policy**

The committee recommended that ages 16 and older have no restrictions. Players under the age of 16 will need to meet two conditions – that a team is willing to accept them as a team member and that the league coordinator approves. The league coordinator can refer to the Board for approval. A player under the age of 16 can appeal a coordinator's rejection by going to the Board.

The Board supported the recommendation and asked that the details about players under the age of 16, specific to each league, be added to the conditions of play that are posted on the website and on league description sheets.

e) **Communications Committee:**

Drummie

i) **2008-09 calendar**

The current calendar was distributed. Recent changes included: MACAs, dues deadlines, start of the junior program, dates for Ann Drummie and Susan Armiger to confirm the list of members in good standing.

f) **Events Committee:**

Fry

i) **Hotel sponsor**

Sandra McMakin has finalized a sponsorship with the nearby Sheraton.

The arrangement would have the following details:

- We have a guaranteed room rate of \$99 for the season.
- They have the room availability we need for all of our events. We would work closely with them to monitor bookings so they don't run out of rooms for our blocks or hold too many rooms.
- Each of our events will have its own agreement (room block) with booking code – including our own PCC online booking website. People can also book by telephone.
- Room blocks are held for hotel's customary 3 week cut-off (within 3 weeks of event date) HOWEVER, group sales will definitely work with us to accommodate late entries etc. whenever they are able.
- Attrition – the club will not be responsible for any unused rooms in blocks and there is no deposit owing by the club etc. i.e. we have no financial liability for this agreement.
- The Sheraton Hotel becomes our “official hotel” for this season and the only hotel we promote. They will forward their logos, promotional photos and other information we may use to include in our event registration literature etc. We will also include a full page ad for them on either the inside cover or back cover of our event programs. (They will help us design these – not a big deal.)
- Hotel clients will be provided with Starwood Preferred Guests (SPG point) program information from Starwood hotels and resorts. Starwood hotels also include W, Westin, Four Points by Sheraton, Element, Meridian and Aloft hotels. With this point program, guests may stay on the SPG preferred guests floor and have access to SPG business lounges (special lounges with business centers, TV's etc. on preferred floors). They will also accumulate points they can use to redeem for free nights or other items.
- Hotel shuttles may be used by our event guests to travel between the club and the hotel – of course there are some logistics to this. Shuttles are also available for our guests to travel to other destinations within 5 miles of the hotel including the metro etc.
- The hotel has offered the club a 10% rebate of total room booking amounts. Potential sponsorship amount if room block estimates are fairly accurate are somewhere from \$1500 to over \$2000 over the course of the season. (Incentive is for us to promote the hotel to our event participants. Hotel understands that participants may choose to stay wherever they wish.)
- The club may also accumulate SPG points that we may redeem for rooms or other items to be raffled for fundraising purposes etc. (The guests also accumulate points.)

Sandra McMakin will act as the hotel contact for all events this season and work with each event committee as the liaison with the Sheraton to promote and manage this program.

ii) Inaugural Bonspiel planning update

No update.

With a wheelchair team coming, it was suggested that the chairs share some basic logistics of wheelchair curling to the other skips ex. rocks still to be thrown will be sitting close to the hog line.

iii) Doubling Junior bonspiel 2009 as the USWCA regional junior bonspiel

The Board had no objections to hosting the USWCA regional junior bonspiel as part of the existing Potomac Junior Bonspiel. It was noted that this, as well as the weekend being the Presidential Inauguration weekend, may boost participation this year.

g) Training Committee:

McMakin, Shirk

i) Wheelchair curling clinic

Bob Pelletier has set up a wheelchair clinic on October 15, 2008. A paralympic curler will be the primary instructor, with some of our members assisting the wheelchair participants, as well as their companions. Bob does not know yet how much interest there is in the clinic. It was recommended that membership information be readily available during the clinic.

ii) Level I Instructor clinic

A flyer about the Level I instructor clinic will be developed and distributed to promote participation within the club.

h) Ice Committee:

Nichols

i) Level 1 Ice making clinic (Nutmeg September 6)

Barry Nichols unfortunately wasn't able to attend because of hurricane warnings.

ii) Ice making schedule update

The committee has been preparing the plant, and will start the chiller tomorrow morning. We're doing okay so far with volunteer sign-ups.

i) Operations Committee:

Wray, Shirk

i) General update

Ken Wray continues to work approximately two days a week at the club. Among many things he has rebuilt fixtures, filed all of last year's waiver forms, and packed up and stored the extra coffee mugs.

j) Outreach Committee:

Warner, Black

i) Schedule for rentals

Sandra McMakin offered to schedule the outreach slots on the calendar and manager their bookings. She was advised to check the details already on the website and talk with Bob Pursell.

Sandra McMakin and Barry Nichols will explore getting further legal and tax advice related to income from activities like renting the facility.

k) Vision Committee:

Drummie

i) Vision statement update (sport vs. club, statement words, SWOT)

No report.

ii) 50th anniversary committee

No report.

1) By-laws Committee:

Fry

i) General update

No report.

4) Other Business

a) Tanya Jacobsen's email questions

Warner

No one had any information on any funding opportunities for athletes through the organization.

Richard Warner will get back to her.

5) Next Meeting

Tuesday, October 21, 2008, 7:00 pm

Sunday, November 23, 2008, noon (Emily Morris will be away)

Sunday, December 14, 2008, 3:00 pm (tentative time - pending BIG Spiel schedule)

8:53pm