



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
AMENDED MINUTES: Season 2009-10 Meeting 4
September 10, 2009 7:15 p.m. Gardens Ice House Study Hall**

Board Members Present:

Susan Armiger
Rachel Beyerle
Richard Chin
Ann Drummie
Jeff Erickson
Sandra McMakin
Emily Morris
Richard Warner
Ken Wray

Board Members Not Present: Bruce Black, George Shirk

PCC Members Attending: John Hale, Howard Griffin, Dawn Findlay, Clai Carr

1) Call to order

7:20 p.m.

McMakin

2) Approve minutes of August 13, 2009 Meeting

Beyerle

Motion – Jeff Erickson

Second – Emily Morris

Vote – Approved

3) Special Report – Coordination with Gardens Ice House

Drummie, Carr

Clai Carr welcomed Board members and explained that the Club pays property rent to the Gardens Ice House. Shared facilities include the restrooms.

The NCCC has a 40 year lease with the Gardens and two five year renewals. At the end of 50 years, the property reverts to Maryland Parks and Recreation.

The I-95 highway sign will be eliminated with the Intercounty Connector. Maryland DOT will work on a new highway sign program at that time.

Richard Chin asked if Carr could clarify whether parking is permitted along the access road between Old Gunpowder Road and the Gardens facility. [Note: An answer to this question still needs to be confirmed.] Carr stated that within the facility lot, parking is allowed only within designated spots.

Ken Wray requested that the Gardens consider a pedestrian yield sign at the Gardens entrance crosswalk.

4) Financial Report

Armiger, Warner

a) Updates (08-09 paperwork, auditing, tax protocols, waivers)

Susan Armiger reported that as of August 31, 2009, the club has \$34,292 cash on hand. For 2008-09 paperwork, Armiger is waiting on inventory figures from Ken Wray and Harvey Chalmers.

Richard Warner stated that he has spoken with Charlie Jennings about the audit but has no new information to report. Warner is trying to confirm whether the audit is a one-year or three-year audit.

Sandra McMakin asked if Board members had any comments or questions on the draft waiver forms that were released to the Board prior to the meeting. McMakin noted that she can remove the signature line for the media. The medical information on the Junior waiver is for Potomac Club members only not for drop-ins or bonspiels. Medical information is required by insurance companies.

Richard Warner stated that the club CD is maturing on September 26, 2009. The board agreed to renew the CD for another year.

5) Updates

a) Nominating Committee

Findlay

Dawn Findlay reported on the Nominating Committee's survey results. Forty-six responses were received. Comments include:

- Members want additional reminders about the nominating process.
- Start the process earlier in the calendar year when members are still at the club.
- Post candidate photos on the Web site (optional)
- Consider a member directory with photos
- Members wanted results announced before the annual meeting

Findlay stated that the Nominating Committee will send out an email within 48 hours of the annual meeting announcing the new board members.

Jeff Erickson asked if there is a way to let those nominated know who has won prior to the annual meeting. Findlay responded that the Board can decide when to announce the winners. Findlay stated that two members commented that they would like members to vote directly for officers rather than having the Board select executive officers.

Jeff Erickson stated that the Board may want to consider positions such as Past President, President, and President-Elect positions.

Other comments received include:

- Reminders earlier and more often
- Send communications to the league coordinators to get the word out
- Add an award for seasoned recreation level curlers

- Should the curler of the year award include teams? Comments were received about the award going to teams.
- Should a statement of the reason why a curler is receiving a certain award be included?
- Should there be recognition of all nominees at the annual dinner? The committee cautioned that there may need to be an explanation of why the winner won.
- Can the candidates attend the Final Fling?
- Have the Board thank those who participated in the survey.
- Can candidates be given a set of questions to answer?

The current Nominating Committee thinks that the Nominating Committee should be put together by January 1st and meet by January 7, 2010.

The nominating committee can add award nominations if none of the nominees meet the submitted criteria.

The composition of the committee should be given to the general membership by February 15. Monthly email reminders are suggested for the months of February and March with nominations closing in April.

Candidates will prepare statements, and statements can be increased to 300 words and the statement needs to be available 6 weeks before the election.

Nominating committee members may sit out on the nominating process due to any perceived conflict of interest.

The BOD has the final decision on nominating committee recommendations.

The Nominating Committee will work to get more nominations for awards.

The BOD is always allowed to pick someone who hasn't been nominated for awards.

Dawn Findlay stated that weekly reminders will go to those who haven't yet voted. Polls will close at 11:59 on the deadline. A coin toss will be used to break a tie.

Prince Georges County representatives will run with the pool of candidates. If a Prince Georges County candidate is not elected in the first or second position, then the Prince Georges County candidates will get the third slot.

Howard Griffin has put together a calendar for the committee.

Dawn Findlay will leave the committee recommendations with Club Secretary Rachel Beyerle. [Recommendations received.]

Ann Drummie asked if the Nominating Committee is ready to share its on-line procedure with other clubs as a promising practice since 62% of the membership voted and money was saved through the on-line process.

Approval of the Nominating Committee recommendations will go on the October Board of Directors agenda.

b) **Advertising**

Hale

John Hale has received copies of the ice shed advertisements. Ken Wray and George Shirk managed the details of the details of sizing and materials. The club looked at credit as an option to cash payment by advertisers. There will be three in-ice advertisers who have signed up with credit. Goldline is providing a \$500 equipment credit. Red, Hot, and Blue is providing a \$600 catering credit. E-Z Stiches is providing an \$800 credit. The outlay for signage was \$850.

In-ice advertising will consist of two E-Z Stiches ads, one Red, Hot, and Blue, and one Goldline ad. E-Z Stiches and Goldline will also have a vinyl banner in addition to ice ads. Chili's and another restaurant have expressed interest in a banner. In-ice ads will be placed between the house and the back line out of sight of delivery. Scott Edie has updated logos for final print. Scott's services are being offered at no cost to the club.

John Hale recommended using the Red, Hot, and Blue credit at the first bonspiel of the season.

Ken Wray commented that he has been in contact with Ken Thompson from Goldline about their trailer and set-up for the Inaugural Bonspiel.

c) **Leagues**

Morris, Erickson

Emily Morris reported that on-line league sign-ups are taking place.

League coordinators have been requested to submit their conditions of play.

League chairs have received a question about disparity in the minimum age for Women's League.

Ann Drummie researched BOD policy on minimum age. An ad hoc committee recommended age 16 plus as the ages for adult leagues. For those under 16, the team accepts, and the league coordinator approves a request to play in an adult league. The league coordinator's decision can be appealed to the BOD.

Drummie stated that for Women's League, curlers under 14 will need to go to the BOD since the Women's League age requirement is for 14 and older. League coordinators should be allowed to pass on the decision to the Board so that the coordinators are not placed in a situation to make the final determination.

Dawn Findlay commented that the Women's League decision resulted because that league determined that it wanted to have curlers 14 years of age or older at that time. Age 14 was selected as an appropriate maturity level for Women's League.

Susan Armiger commented that the Women's League conditions of play are released every year for league review.

Ann Drummie recommended that curlers reference conditions of play for each league.

Jeff Erickson stated that the Web site Men's League description should define what the minimum age of play is so that Men's and Women's Leagues are parallel.

Ann Drummie asked that the League Chairs post the 2009-2010 conditions of play on the Web site.

d) **Membership Committee**

Beyerle

Rachel Beyerle reported that the membership packet had been mailed electronically and that Membership Committee members are making follow-up phone calls.

Ann Drummie stated that she prepared a draft table of spare and drop-in fees and mailed it to BOD members on 9/7/2009.

The BOD held a discussion on drop-in and spare fees:

Social and non-members pay per game if not in an all-inclusive category.

The current drop-in fee proposal is \$20 per game.

Jeff Erickson said that collection will need to rely on an honor system with league coordinators and that a drop-in and spare fee policy will be announced.

Ann Drummie asked for comments on the proposed fees.

Ken Wray stated that he thinks that \$10 is a fair fee. Wray stated that he has apprehension about the increase.

Rachel Beyerle suggested the use of a 5-game discounted punch card which curlers would purchase in advance but would provide a slightly discounted rate.

Ann Drummie asked if the fee is raised to \$20 will the time and effort spent on drop-ins result in more full-time members.

Sandra McMakin commented that the club needs to determine whether drop-ins are viewed as a club builder or whether drop-in times are just revenue functions.

Emily Morris commented that she views drop-ins as a way of reaching out to the community.

Howard Griffin stated that on drop-in nights, the instruction is free but there is a charge for a game after instruction. Griffin estimated that the club could get six or seven members a year from Thursday nights.

Jeff Erickson recommended trying \$20 in this Olympic season.

Ann Drummie suggested incorporating BOD ideas of offering a family discount and a discount card for those who will come through the season.

Ann Drummie recommended a \$20 fee but allowance for flexibility for visitors or those who are unaware of the policy.

The BOD agreed to maintain the Membership Committee recommendation of a \$20 per game fee for drop-ins and spares and allow a \$40 family fee.

e) **President's Reception and Chili Cook-off**

Beyerle, Drummie

Ann Drummie sent an Evite to club members and reported that Evite responses are arriving for the September 26th event.

A formal meeting period is not planned for the reception.

f) **Bonspiels**

Warner

Richard Warner said he has received 12 entries so far for the Inaugural. Ben Yeung has volunteered to coordinate the kitchen; Bruce Black is bar coordinator; Ken Wray is ice coordinator; and Rachel Treesh is preparing the draw.

The piper has been reserved for the Inaugural.

Richard Warner stated that he will prepare a reminder notice to the membership.

The club is still determining a USCA Men's Qualifier Chair and Cherry Blossom Chair.

g) **Hotel Contract Renewal**

McMakin

Sandra McMakin stated that the club has a contract with the Sheraton at a \$99 rate for the Inaugural and the Cherry Blossom.

The hotel is offering an \$89 rate for Men's Qualifiers and the Juniors Bonspiel.

The club gets a 10% rebate on rooms used for club events.

The Sheraton is interested in the potential contract for the Rotary International event.

h) **Merchandising and Logo Items**

Shirk

Ann Drummie reviewed the table of logo items ordered by the club.

A determination needs to be made as to whether pens are included in the budget.

Ann Drummie and Susan Armiger will handle releasing a check to E-Z Stiches for the logo item order.

i) **Calendar**

Drummie

Ann Drummie reported that she has talked with the Philadelphia Curling Club about the Inaugural/Mid-Atlantic conflict. The Inaugural is traditionally held the 42nd weekend of the year. It was determined that the 42nd weekend of the year and Columbus Day weekend are not mutually exclusive.

The Chesapeake Potomac Invitational Bonspiel will be held February 4-7, 2010.

The Cherry Blossom is currently still on its calendar date of March 25-28, 2010.

Breakfast League will take place October 10. There is a Level I Instructor Clinic on October 10th. There will be one Saturday afternoon draw followed by a skills camp and Learn to Curl.

j) **Open Houses/Learn-to-Curls**

Shirk

Open Houses are scheduled for October 8, 10, and 11th. Closers will be in the warm room to talk to potential club members after their on-ice instruction.

k) **Club Development**

McMakin, Chin

Sandra McMakin and Harvey Chalmers sorted through grippers and sliders to get rid of those in poor quality. USWCA sliders are being given to the general club supply for adults. The club will make some step-on sliders.

The club will order 32 grippers using the Goldline credit from the advertisements.

The October 24 skills camp will run from 5:30 to 8:30 p.m. Six instructors are lined up for the camp.

A coach has been identified for the Juniors program.

The Level I Instructor Clinic will be used as part of development of the Junior program and is an official GNCC instruction clinic.

l) **Facility Update**

Wray, Black

Ann Drummie commented that the Medium locker rate was \$30 last season, so the increase for the current season will be \$45. A correction will be sent to the membership and forms will be adjusted to reflect the correct rate. Those members who have already sent checks can have the option to apply the monetary difference as a donation.

Ken Wray reported that the advertising logos are in the process of being prepared for the ice. The wasp nest was removed. The club warm room carpet and furniture is scheduled for cleaning in early October. Projects to be completed include installing emergency lights on the warm room end of the ice shed, installing lights in the attic, cleaning warm room windows, and hanging vinyl logos.

Additional projects that need further clarification include a life members plaque(s) and construction of a storage closet at the Gardens Ice House.

Ann Drummie recommended removing projects from the list that are not readily identifiable or no longer applicable to club needs.

m) **Ice**

Wray

Ken Wray distributed an ice schedule.

Baltimore Gas and Electric has planned a power outage on September 14th that may affect the schedule.

By day 13 or 14 on the schedule, Wray will be able to assess if the floor is ready for paint.

The goal is to paint on September 26th.

A Middle Rockers house will be painted midway on Sheet D this season.

A freezer thermometer will be installed under the ice to monitor ice at the ends of the sheets.

Ann Drummie stated that the club is trying to get a group together to discuss long term approaches to ice preparation and maintenance to include training, expertise, number of people, plans for maintaining rocks, and pursuit of a concrete base.

An Ice Committee meeting will take place on September 13th at 4:00 pm in the Warm Room.

n) **Rentals**

Pursell

Ann Drummie reported that there is no new information on rentals. Emily Aubin has volunteered to help with Junior recruitment. Bob Pursell should copy Sandra McMakin and Emily Aubin on youth-related rental requests.

o) **Policies/Procedures/Cyber office**

Drummie

Ann Drummie stated that there was nothing new to report on policies.

5) Other Business

There was no other business to report.

6) Next Meeting

Wednesday, October 7, 2009 at 7:15 p.m.

10:15 p.m.