



## Berwick Curling Club Board Meeting May 7<sup>th</sup>, 2018

**Attendance:** Arlene MacArthur      Connie Milne      Deb Hubbert      Michelle Larsen  
Bryan Illsley      Curt Palmer      Hartley MacArthur      Mike Larsen  
Claude LeBlanc      Danny Vaughan      Matt Redden      Tammy West

**Missing:** Alice McNeil, Beth Easson, Brad Schurman

**1) Approval of April 16<sup>th</sup>, 2018 Board Minutes:** Curt motioned to approve the minutes of the April 17<sup>th</sup> Board Meeting as circulated by email and posted on the website. Seconded by Michelle.

**2) Business Arising From The Minutes:**

- a) Sale of the Club –The pending sale of the old Club will be complete this coming Monday (May 14<sup>th</sup>). The ad in the local paper was a week late being published but to date, no appeals have been filed. Once the papers have been signed and ownership has changed hands (scheduled for May 14<sup>th</sup>), the insurance will change to “Content Insurance” to cover the Club’s belonging that still remain there. As of Monday, May 14<sup>th</sup>, the propane will be topped and the account will be switched to Palmer’s; Bluewave will top up the oil tank and the Town of Berwick Power will be in to check the meter for a final power usage reading. The 3-Phase power will be removed as the Palmer’s do not want it running to the property.

The refrigeration plant inside and the condensers outside will be dismantled and removed. The Methanol test came back confirming that it will need to be disposed. Darren Best is preparing a quote to take the plant apart as well as disposing of the methanol. Any stainless can be sent for scrap and everything else cut up.

The cleanup on the 28<sup>th</sup> of April went well and only took a couple of hours.

- b) Bar Manager – Mike came up with a basic list of duties to be carried out by the person(s) overseeing the bar. The duties would include but not be limited to scheduling, purchasing inventory and keeping stock at appropriate levels, counting of inventory, nightly cash-out, arranging for cleaning of draft lines and bar area, full understanding and knowledge of the regulations, train staff, and attend the Board Meetings if needed.

The bar at the new Club will require at least 8-9 trained bartenders. The Bar Manager would be required to know the NSLC Rules and Regulations. There is a 4 hour Bar Managers Training course that would be mandatory. Considering there are many aspects to the Bar, the position could be split up into three positions; the Bar Manager, Scheduler and Inventory. The question was asked, who would the Bar Manager report to? The Board of Directors? The President? It was decided that the Bar Manager should report to the President with any worries, concerns or issues and the Treasurer would report to the Board of Directors at the monthly meetings.

Mike will draft up a set of role descriptions to present to the Board at the next meeting and once finalized, will email it to the membership so that anyone interested could apply for a position. A job description for bartenders should also be drafted.

- c) Code of Behavior/Conduct – Over the past 2 years, there have been incidents where the conduct of some of the individuals involved was not appropriate. Two years ago, we crafted a Mission/Vision/Values Statement to help guide the way we want the Club to be, however, this may not be a strong enough statement to encourage appropriate behavior at all times.

It was suggested that it would be a good time to craft a Member Code of Conduct, to make it clear what is expected of everyone while they are at the Club. It doesn't have to be anything too detailed, but should lay out basic expectations of how we are to treat one another, and also state that reported violations would be reviewed by the Board on a case by case basis.

Mike will look to put something together that the Board can review at a future meeting. The goal would be to have something in place in time for the coming season, and have it added to the membership form so that people can sign off that they have read and understood it.

**3) Date of Next Board Meeting:** The next Board meeting will be held 7<sup>pm</sup> on May 28<sup>th</sup> at the Health Centre.

**4) Adjournment:** Curt motioned to adjourn the meeting at 8:35 p.m.

Minutes submitted by Arlene MacArthur, Secretary