



Berwick Curling Club Board Meeting April 15th, 2019

Attendance:

Alice McNeil	Brad Schurman	Curt Palmer	Hartley MacArthur	Michelle Larsen
Arlene MacArthur	Bryan Illsley	Danny Vaughan	Matt Redden	Mike Larsen
Beth Easson	Claude LeBlanc	Judy Coulombe	Michelle Larsen	Tammy West

Missing:

1) **Approval of the March 11th, 2019 Board Minutes:** Danny motioned to approve the minutes of the March 11th Board Meeting. Seconded by Hartley.

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

- a) **Credit Card** – RBC has advised that Not For Profit organizations typically require a GIC to secure the available funds of the card limit. The advisor at RBC will attempt to process without but wanted to know if she should proceed with a GIC if the application was declined without it. Arlene advised that this was not acceptable. The Board discussed this possibility and most felt that a low value GIC was not optimal and also not what we would like to do. The biggest unknown would be if or when the bank would decide that the Club earned the right to release the GIC and how would that process take place. If it was a year or two with a guarantee, it wouldn't be terrible but if the bank could not guarantee a time frame or a definite release than it would not be advisable. In the interim, we will wait to see what the RBC decides on the application as is.
- b) **Next Year's Calendar/Schedule** – Claude would like to possibly extend the length of the Beginner spiel for next season. Also, we would like to keep the House Warming Spiel in the calendar as the Season Opener.

3) **Financial Report** – Mike

Bank Balance – The bank balance as of April 15th, 2019 is \$54,803.17

The last monthly payment to the BDCA at \$6000 has not yet cleared the account. Payments starting in May will drop to \$1700 per month and continue until October. The other cheques outstanding total \$792.33

By the end of August or September, the KMCC will have the actual cost sorted out from the first year of operations and a reconciliation will take place based on those figures compared to what we have paid.

A budget binder for each Spiel is being created.

4) New Business:

- a) **2019/20 Officers and Board Nominations** – Michelle motioned to present the proposal of the noted list of Board members for 2019/2020 to the membership. Motion carried.
 - b) **Job Descriptions** – With the assistance of various members input based on experience, Mike has created job descriptions for three Chairpersons positions. The outline of job descriptions were distributed to the Board members in via email prior to the meeting.
 - i. Publicity Committee Chairperson- Duties as outlined the description.
 - ii. Social Committee Chairperson – The kitchen duties need to be broken out of the social committee as the kitchen has become busier than in previous years.
 - iii. Kitchen Committee Chairperson – Danny questioned if the food handler’s course would be necessary. We now have 5 members trained with food handling so the chairperson would not be required to have the course.
- All agreed that the job descriptions previously presented by email were well written and cover all aspects of the duties required. The Rental Chairperson will be the next position that will be looked at. Deb noted that a Wall of Fame Chairperson will also be required. Greg would be able to provide input into the duties required.
- c) **Dues Consideration for Medical Issues – 2 People**– There are two members who paid full membership but were either unable to participate or unable to continue to participate. Marsha Sawler curled approximately 4 weeks before an injury kept her off the ice. Erin Kinsman, a new curler, had a fall early in the season and was unable to curl. Erin would be happy to try curling again and the Board agreed to hold her fees until next season. A question was asked if there should be a policy in place for such instances, but most felt it best to deal with on an individual basis. Michelle motioned to refund Marsha Sawler up to 75% of her membership fees. Seconded by Hartley.
 - d) **Lobster Boil – June 15th** – George is having 250 tickets printed and is looking after the operation of the Lobster Boil. We require one person to look after getting tickets dispersed. Hopefully many can be handed out at the Closing Potluck and Auction. Tickets will be \$25 each again this year.
 - e) **Responsible Serving Policy Statement** – As a requirement of the Serve Right Program and the Liquor Licensing Board, a “Responsible Serving Policy Statement” must be posted. Tracy created a statement for the Club which was distributed to the Board via email prior to the meeting. All were in agreement that the policy as written provided a good representation of the Berwick Curling Club’s responsible serving philosophy. Bryan motioned to approve the Responsible Serving Policy Statement as written. Seconded by Matt. Motion passed. The policy will be posted in the bar and a couple other places around the Club.
 - f) **Bar Meeting Notes** – Mike reported that Tracy held a debriefing meeting for the bartenders and bar staff. They had a successful year which went very well and all were willing to continue bartending next year. They are hoping to add an additional half dozen more bartenders to help lessen the load as the bar is busier than in previous years and more events taking place. The glassware was discussed; there

is still some discrepancies with pour sizes and servings as the pour spouts were unreliable at times require regular cleaning. All were in agreement that additional shot glasses for measuring would be better than the pour spouts. As well, there is a need to standardize the glasses and use marked pour levels. There are too many different sized and different style glasses being used. Tracy will look into locating glasses with the etched pour lines and measured shot glasses.

The ice produced in the kitchen refrigerator is good but cannot provide enough during busier times. If the bar staff could obtain a small deep freeze, they could continuously make ice and store it for busier times. They tried using the bagged ice but it was not as suitable to use as the fridge cubes. A second hand small deep freeze would be sufficient for them. They could also check into an ice maker.

Tammy would also like to have a second fridge that could be locked. Storing cases in the ice shed is ok but is only efficient when the ice shed is operating. During the other 6+ months of the year, there is no extra cold storage. In order to stock the bar coolers, the cold product would have to be removed and the warm placed in behind. By having the extra already cold, this saves a lot of shuffling of bottles and cans. As well, opened cartons are not permitted to be accessible so if a full carton cannot fit in the bar cooler, it cannot go back to the ice shed. A second refrigerator would help solve this issue. Either the fridge would have to be lockable or perhaps the office door be locked.

g) **Old Pictures / Memorabilia** – There are still photos and memorabilia to be posted at the Club. Frames have been purchased to replace old ones and decisions need to be made as to where to hang them. Pat Hampsey collected many newspaper clippings and other such news items. Perhaps a collage could be made with them and placed on the hallway wall. Vivian Bezanson has memorabilia as well.

h) **Other** –

Hack Protectors - Alice inquired if new hack protectors would be available. There is a need for them and the guys have them on their list of things to do.

Lockers - Judy inquired if there was any available place to put lockers for couples who wish to share but space is limited and the best suggestion would be to have guys or gals share amongst each other.

Broken Broom - Claude inquired about the broken club broom in the office. Alice noted that it had been broken during junior curling and thought that Rick was looking after it. The juniors would replace it, they need to know the cost.

5) Roundtable:

Brad questioned if the Club 200 should be changed to a Club 300. It is something to consider.

6) **Date of Next Board Meeting:** The next Board meeting will be held on May 27th at 7pm at the Club.

7) **Adjournment:** Tammy motioned for the meeting to be adjourned at 8:20pm.