



## Brainerd Lakes Curling Association

Board of Directors Meeting Minutes

August 20, 2018

6:00 pm

Club House

- **Members Present:** Mark Pfeifer, Dan Nelson, Sara Simon, Mike Williams, Jim Koski, Megan Morgan, Alex Tiffany, Nick Weeks,  
**Absent:** Janice Oakley, Lynn Hultstrom, Ron Shelito  
**Other Club Members:** Dave Bohlander,
- **Agenda Review:** Mark Pfeifer called the meeting to order at 6:00 pm.
- **Approval of Minutes:** The July meeting minutes were reviewed. A MOTION was made to approve the minutes; seconded and passed.
- **Chairman Report:**
  - Ice Carousel – asking for us to support and have our rocks as part of the event. Board agreed to not participate.
  - Mary Jo won the USCA Volunteer of the Year award. She will be traveling to Albany, NY for the annual members meeting. Then USCA will come up here to present her with an award – we’re looking at doing it during the 7<sup>th</sup> Annual Bonspiel.
  - Megan’s cell is now the number on the gmail account. For new board members accessing the Google Docs site, you will likely need to go through 2 step verification. Just text Megan (218-232-2188) letting her know you’re the one trying to get in and she will send you the code. Her email is also on the account for login notifications, etc.
  - We are getting the club back from the Fair on September 23<sup>rd</sup>.
- **Treasurer’s Report:** The treasurer’s report had been distributed via email
  - All information submitted to the Accountant for our taxes
  - Not much activity at this point, but will be picking up again in September.
  - About \$800 in the unallocated account – but have about \$2,000 in invoices coming up. The club has the money to cover that, but will just need to decide what account it comes out of.
  - Do need to figure out how we are going to fund the kitchen upgrade items. Mark will ask Mary Jo if Mike will do the flooring in the kitchen and bar area and also do an “all call” for volunteers.
  - Also need to fix the vent on the East side of the building
- **President’s Report:**
  - Things will start ramping up quickly need to make sure we have League Coordinators? Per Nick, yes we do.
    - Tom Jones for Friday night
    - Paul Murray for Sunday night

- Toni for Wednesday night
- Ginny for Thursday night
- Mike for Tuesday night
- Have League Coordinators reach out to their respective night's previous curlers.
- Also send out a global email to everyone saying if you haven't heard from your League Coordinator, please contact X (list out the coordinators for each night) depending on the night they want to curl.
- Do we want to have an Open House for the Leagues? Yes, can do one for the respective league nights the week before (the week of October 15<sup>th</sup>). And then do a Community Open House the weekend before Leagues start (October 20<sup>th</sup>).
- League Coordinators can get help in collecting the money, but helpful to have the Coordinators act as enforcers to get the payment. Also might be helpful to have someone specifically collecting money each League night (as often the League Coordinators are playing that night).

- **Committee Reports:**

- ***Membership / League Planning: Alex Tiffany***

- Alex will be the liaison for the League Coordinators
- We had a software system we've used for scheduling in the past – Sean probably has it.

- ***Youth / Instruction: Alex Tiffany – no report***

- Dan will need to know how many participants we had for the youth program last year. Alex will reach out to Dusty and Mary Jo

- ***Ice Making/Building Maintenance: Dave Bohlander***

- Arena Floor Preparation
  - Will be completely stripping the paint off of the floor
  - Then have a layer of ice and then paint the ice (with chalk paint) and ice on top of it again, then put the lines down on top of that.
  - Will we be doing advertisements in the ice? Yes, we are open to doing in ice advertising. The board suggested a price of \$500 each with the stipulation that the business has to buy their logo (which we would then keep for installation in future years).
- Bids to fix the compressor
  - SCR bid from April
  - Carlson & Stewart Refrigeration bid is based on what SCR said needed to be done. Carlson & Stewart is working with the local arenas (here in Brainerd) as well as the arena in Pequot. So they now have a local presence.
  - A MOTION was made move forward with Carlson & Stewart, seconded and approved.

- ***Concessions: Ron Shelito***

- Still need to find a Concessions Manager
- Have Dave work with Ron and Pat on a job description (to include the bookkeeping of it) to better understand what all is involved in it, how much time, etc.

- ***Internet Communications: Nick Weeks***

- Have a couple of videos that will be releasing.

- Will have more promotions/events coming up this fall.
- Spent about \$450 last year in advertising on Facebook. Looking to spend less this year, and be more strategic about it. Looking for a total of \$400 for this year.
- A MOTION was made to award a “not to exceed \$500” in advertising for the year, seconded and approved.
- Also want to look at getting some Olympic Curlers here for an event which would get us some publicity. Jim will reach out to his contacts to see what he can find.

➤ **Events: Megan**

- Need to find a new Events Coordinator as Mary Jo is ready to be done.
- Megan to put together a Job Description (based on info from Mary Jo)

➤ **Bonspiels: Mike** – no report

➤ **Long Range Planning: Lynn** – no report

- Need to put together a Planning/Board Playbook to outline timelines for when things need to be done each year.
- Would be helpful to have a list of “to-do’s” and owners from each meeting to ensure nothing slips through the cracks.
- **Unfinished Business:** The discussions included:
  - Find new Concessions Manager for 2018/2019 season – see notes above.
  - Determine what to do with Tuesday night playoffs – Mike provided options for review.
    - Option A – keep Tuesday night the same
    - Option B – split the league in two leagues – Pool A and Pool B. Top 8 teams from winter of 2018 regular season will be in Pool A.
    - A MOTION was made for Option B, seconded and approved.
  - Review new free guard rule and BLCA club rules
    - This will be included in the Skip meetings at the beginning of the year.
  - Discuss payment (of some sort) for key club positions (e.g. concessions, training, etc.) – see notes above.
  - Determine how a team is selected to represent our club at Club Nationals if multiple teams want to go.
    - See if we have any interested teams, then determine how we want to handle based on interest.
  - Still need a liaison for Membership/League Planning committee – Alex volunteered
  - We are responsible for cleaning the carpet in the fall. So we need to schedule the cleaning for late September. Jim will contact them to schedule for Monday, September 24<sup>th</sup>.
  - Did we finalize/agree on when mixed doubles will be scheduled (Sunday or Monday)? Leave it Sundays for the Fall and talk to the mixed doubles players to see what they want to do for winter.
- **New Business:** The discussions included:

- Consider VISTA volunteer program and next steps
- Level II Training
  
- **Announcements:** Next meeting will be on September 17, 2018 at 6:00 pm at the BLCA Club House.
  
- **Adjournment:** A MOTION was made to adjourn the meeting; seconded and passed. Meeting adjourned at 7:34 pm.