



**MINUTES OF SPECIAL GENERAL MEETING
WEDNESDAY, MARCH 27, 2019
5540 HOLLYBRIDGE WAY, RICHMOND, BC, V7C 4N3**

CALL TO ORDER: 7:07 pm by President Chris Chute

VERIFICATION OF QUORUM: 59 members and 17 curlers presenting more than 10% of membership of 311 confirmed by Secretary Louise Young and Director Gloria Trimble.

PRESIDENTS OPENING REMARKS: Chris Chute welcomed and thanked everyone for taking the time to attend and introduced Janice Froese, the Office Administrator, and all board members present. Two were noted as out of town.

This past season has been difficult and challenging with Technical Safety BC requirements to bring the facility up to full compliance standards and the management changes. A mock Technical Safety BC Risk Assessment was undertaken today, with a few minor adjustments required to be undertaken to make the facility fully compliant and have Technical Safety BC come and do the actual Risk Assessment which will be in a couple of weeks.

FINANCIAL REPORT: Jaime McLaren reviewed an interim Financial Summary, with projections up to the end of April 2019 showing the increase in expenses, the decline in revenue, cash flow and risks. It was noted that only about 22% of the revenue comes from leagues, 18% from rentals, and the remainder coming from other sources such as catering, pro-shop, parking, fundraising and grants. She predicted there to be a deficit at the 2018-19 fiscal year end to be \$90,000.00 or higher and she predicted the replacement cost for the ice plant to be between \$300,000.00 to \$600,000.00 plus there are expected to be other building and equipment upgrading and replacement costs-. There followed a general discussion on the implications, need to change the status quo and suggestions for consideration.

At the end of the Financial Report Jaime McLaren resigned from the Board of Directors and as Treasurer, effective immediately.

PRESIDENTS REPORT: Chris Chute reported that if the Technical Safety BC Risk Assessment is successful this will mean that to be compliant a Refrigeration Operator will only be required 7 hours per day not 24 hours per day when the ice plant is in operation.

Chris Chute resigned from the Board of Directors as President effectively immediately and passed the Chair to the Board Secretary, Louise Young.

OVERVIEW OF CHANGES: Louise Young presented a historical overview in regards to what transpired with Technical Safety BC and the change of management. The Technical Safety BC inspection process started in December 2017 with the identification of a number of non-compliant issues but as these were being addressed more were identified. The major financial burden imposed was the need for certified Refrigeration Operators, Ice Facility Operators, and Refrigeration Safety

Awareness, of which the Club had none. The delay in opening the 2018-19 season was because none of the employees had any of these qualifications and external help was required to be recruited to obtain the operating permit to install the ice and operate an ice plant from Technical Safety BC.. Since then one certified Refrigeration Operator is now permanently on staff and two part-time, one certified Ice Facility Operator and 2 or 3 have received the Refrigeration Safety Awareness training.

Unfortunately the Office Manager left before the 2018-19 season started and the General Manager presented his notice to leave in August. A search for a new manager was immediately conducted by the board and two individuals short listed. The successful candidate was hired and started in mid-November. Unbeknownst to the board this individual had previously applied for a Federal Government position prior to accepting the offer. The Federal Government hiring process is one in which calls are put out for applications but they are not filled until December for individuals to start in January. The position offered better pay and benefits and closer to home. 9 of the 11 board members met in the first week of January and made a decision to make inquiries to see if the second choice candidate would still be interested as it would save time rather than conduct another search. It was also decided that because there was now a permanent employee certified as a Refrigeration Operator that that qualification was no longer essential for the club management position but the position be focused on the administrative, staffing and fiscal needs of the Club at least until the end of the season. The second choice candidate met all the required management criteria, was interested and started in mid-January. Both individuals hired as the senior employee ran into difficulties due to lack of clear policy guidelines to work within including no approved budget or job descriptions for subordinate staff members.. It was pointed out that the board of directors became aware of the deficit only 4 days prior to this Special General Meeting. All the issues that have been identified, including governance, fiscal management and curler growth are in the process of being addressed by board and staff through an organizational reorganization and planning process.

Louise Young reported that all the board members had worked diligently on behalf of the membership including Chris Chute and Jaime McLaren whose time and efforts were greatly appreciated.

A number of questions were asked by members and responded to by the now meeting Chair, Louise Young.

PLANS GOING FORWARD: Nick Hsu outlined a number of areas, steps, initiatives that are being worked on to move the organization forward including focusing on curler growth and stabilizing revenues through areas such as rentals which is the major current area of growth, new programs, grants and fundraising. Building the Junior and High School programs, introducing floor curling in the off season utilizing unused space and resources which could help transition some individuals into ice curling. Streamlining of administrative and financial systems, improving communications and marketing, and developing strategic and capital replacement plans.

There followed an intense question and answer period at which time concern was expressed about fragmentation of the board. There was a suggestion that the entire board resign. The only additional board member to resign was Tom McKay who as Past President would no longer be a board member once the President that followed him was no longer President. Concern was expressed regarding the fiscal health of the Club and discussion on what could be done to improve the financial position and increase the curler base. All the board members were asked to speak to their perspective and experience as a member of the Board of Directors.

MOTION: Moved by Jim Schuman and seconded by Olivier Eymere that a Strategic Planning Committee be struck chaired by Richard Brower with Guido Amantea and Nick Hsu who will have the

power to add other members and to report back to the board and general membership within 3 months. **Carried**

Members and curlers interested in participating were invited to provide Richard Brower with their names and contact information. The Office Administrator is to include a general invitation to all members & curlers in the email information communication she is will be distributing.

MOTION TO ADJOURN: 9:23 PM Moved by Tim Enno