



**MINUTES BOARD OF DIRECTORS MEETING  
THURSDAY, APRIL 4, 2019  
5540 HOLLYBRIDGE WAY, RICHMOND, B.C. V7C 4N3**

**PRESENT:** LORRAINE WARN (CHAIR), GUIDO AMANTEA, SHIRLEY SCHWABE, GLORIA TRIMBLE, NICK HSU, MAGGIE KEATLEY, LOUISE YOUNG

**REGRETS:** IAN BAART

**GUEST:** DON GRANT

**STAFF:** JANICE FROESE – ADMINISTRATOR

**CALL TO ORDER:** 7:04 PM by Lorraine Warn

**APPROVAL OF AGENDA:**

**MOTION:** Moved by Louise Young and seconded by Maggie Keatley to approve agenda as circulated. **Carried**

**APPROVAL OF MINUTES:**

**MOTION:** Moved by Maggie Keatley and seconded by Shirley Schwabe to approve minutes of March 23 2019 meeting as circulated. **Carried**

The Secretary expressed concern regarding the accuracy of the March 27<sup>th</sup>, 2019 Special General Meeting minutes due to the fact that the Secretary also chaired the meeting once the President resigned. The minutes had been circulated for input from all Directors and it was confirmed with some minor changes they were to be posted in draft form on the website and on the bulletin board in the Club for information/communication purposes in the Club because proper procedure is for them to be approved by the membership at the next general meeting of members.

**BOARD AND EXECUTIVE CHANGES:**

**MOTION:** Moved by Shirley Schwabe and seconded by Gloria Trimble to accept the resignations from the Board of Directors and the Executive as presented at the March 27<sup>th</sup>, 2019 Special General Meeting of Chris Chute, Jaime McLaren and Tom McKay. **Carried**

**MOTION:** Moved by Maggie Keatley and seconded by Nick Hsu to confirm Vice President Lorraine Warn as President until the next Annual General Meeting. **Carried**

**MOTION:** Moved by Louise Young and seconded by Gloria Trimble to appoint Don Grant as a Director until the next Annual General Meeting, **Carried**

**MOTION:** Moved by Shirley Schwabe and seconded by Gloria Trimble to appoint Guido Amantea as Treasurer until the next Annual General Meeting. **Carried**

**MOTION:** Moved by Louise Young and seconded by Maggie Keatley to appoint Nick Hsu as Vice President until the next Annual General Meeting. **Carried**



**SIGNING AUTHORITY CHANGES:**

**MOTION:** Moved by Don Grant and seconded by Maggie Keatley to revoke Jaime McLaren and Tom McKay's signing authority. **Carried**

**MOTION:** Moved by Louise Young and seconded by Don Grant to approve signing authority to Lorraine Warn. **Carried**

**SPECIAL GENERAL MEETING:** There was considerable discussion regarding the amount of misinformation and misunderstanding that came to the fore at the March 27<sup>th</sup>, 2019 Special General Meeting. Concern was expressed that the financial information presented was not necessarily accurate. The discussion brought to the attention of the board a number of factors including the fact that it was unfortunate that there had been on the board individuals who were not prepared to accept decisions made by the majority of the board and the lack of official accurate communication coming from the board to the membership and curlers in an appropriate manner. It was agreed that in the future such meetings would be less acrimonious if chaired by a neutral party. The President agreed to communicate with the members and curlers keeping them up to date with the strategic planning process. Board minutes will be posted on the website and in the Club so that members, curlers and staff have the opportunity to be fully informed.

Guido Amantea and Nick Hsu were thanked for supporting the meeting Chair and being a calming influence.

There was discussion regarding reporting back to the membership by the Strategic Planning Committee. It was pointed out that they were requested to report back within 3 months to the board and to the membership. It was agreed that the committee is answerable to the board and the board and committee together answerable to the membership, therefore, if another Special General Meeting is to be called it will be done through the board.

**STRATEGIC PLANNING REPORT:** It was reported that all the individuals who have volunteered for the committee appear to genuinely want to be there and share their individual expertise to resolve the strategic issues being addressed. There were a number of misconceptions created by the misinformation, rumors and innuendo that have now been cleared up. They are focusing on cost savings and revenue generation options considering a depreciation report on the building as well as a plant engineering report over and above the expected TSBC report following the Risk Assessment. The President has requested the committee to keep the board informed of their activities and expects to get meeting minutes which will be circulated to all directors.

**BOARD SUCCESSION AND RECRUITMENT:** There are 3 directors positions to be filled. It was identified that the board needs to recruit younger members if possible. Marketing and fund development experience were suggested as skills to be considered. It was suggested that it would be productive to focus attention on developing a committee structure with non-board members that would include members and non-members where attention can be more focused in specific areas. Nick Hsu volunteered to establish a Marketing Committee with



non-board members to work with the Office Administrator to develop a digital strategy including a new website and social media presence. The Office Administrator advised that she is in talks with a web development company that she hopes will also sponsor a new website and will report the outcome back to the board.

**CLUB DATA MANAGEMENT SYSTEM:** The Office Administrator intends to initiate a new Club data management system before next season starts that will streamline registration, tracking of curlers, and communications. She is considering two systems both specifically designed for curling clubs and will report back to the board on her recommendation of which system to implement.

**SPRING FLING BONSPIEL:** There are 26 teams registered, all the welcome packages are done, and a silent auction has been organized rather than door prizes. A number of individuals, staff and volunteers, have stepped up to insure that everything is handled.

**RAFFLE:** Concern was expressed regarding the revenue collected to date for the raffle ticket sales. To meet the minimum goal ticket sellers are needed to sell tickets at the Spring Fling and the PIC. The prize draw will happen at the PIC. The decline in interest in the raffle indicates that in the future, consideration should be given to other fundraising options. Board members were asked to help sell tickets at the Spring Fling and the PIC.

**OPEN HOUSE:** High School curlers are organizing the High School Open House for April 13, 2019 from noon to 2 pm with pizza & pop to follow in lounge. Nick Hsu, Gloria Trimble, Shirley Schwabe and Barb Wolfe will be there to support the High School curlers. The general Open House will be same day from 2 pm to 6 pm. All league reps have been notified and asked to share the information with their curlers and to ask for volunteers to come help. Volunteers are coming forward. It would be appreciated if as many board members as possible could come out. Arrangements are being made for signage to be put out on the street and ads have been put on the Sentinel Newspaper digital platforms.

**DISCOVER YOUR SPORT:** Richmond Sports Council is again hosting the annual showcase of sports in Richmond on May 11, 2019 from 11 am to 3 pm. The Secretary has made arrangements with Curl BC for their floor curling equipment and is recruiting volunteers

**ORGANIZATIONAL REVIEW & BOARD GOVERNANCE WORKSHOP:** The Secretary reported that she followed up with Jack Bowman to find out if the previous President had had any discussion with him regarding a potential workshop in May. The previous President had been in touch but advised Jack Bowman that he had resigned and the board would be looking at this sometime in May, not that we were looking for a May date for the workshop. Jack Bowman has now forwarded a list of the information he requires to conduct a review and advised that he is working with Danny Lamoureux, Director of Championship Service and Curling Development at Curl Canada to secure funding for the Club to undertake this organizational development process. He recommended that it be done in tandem with the Strategic Planning Committee's undertaking, which he was aware of. He also recommended that we participate in the Curl Canada's Business of Curling Symposium being held in



Kamloops June 7-9, 2019. The board decided to continue with the review and workshop once the funding was confirmed. The Secretary is to advise Jack Bowman.

There was discussion regarding the Business of Curling Symposium in Kamloops and it was decided that it would be a beneficial professional development expenditure to send the Office Administrator and also for board members, but at their own costs.

**MOTION:** Moved by Louise Young and seconded by Don Grant to cover the registration, accommodation and transportation costs to send the Office Administrator to the Business of Curling Symposium in Kamloops June 7 to 9, 2019. **Carried**

**INSURANCE COVERAGE:** Concern was brought to the attention of the board regarding what business interruption insurance coverage and directors and officers liability coverage there was. It was reported that both are covered under the terms of the insurance policy, but the exact terms would have to be reviewed. Nick Hsu will review the insurance policy and report back to the board.

**FACILITIES OPERATION MANAGER POSITION:** Guido Amantea and Don Grant to finalize the negotiations with candidate on Saturday, April 6, 2019.

**OFFICE ADMINISTRATOR TITLE:** Concern was expressed that there is a misunderstanding of Janice Froese role and responsibility because she doesn't have the title of General Manager and that consideration be given to changing the title to better reflect what her role and responsibilities are. The executive will discuss this with her and report back to the board at the next board meeting.

**NEXT MEETING: 7:00 pm May 9, 2019**

**ADJOURNMENT: Move to adjourn by Louise Young at 8:53 pm**