



**MINUTES BOARD OF DIRECTORS MEETING
WEDNESDAY AUGUST 5, 2020
5540 HOLLYBRIDGE WAY, RICHMOND, B.C. V7S 4N3**

PRESENT: LORRAINE WARN (CHAIR), NICK HSU, GUIDO AMANTEA, DON GRANT, MARGARET HEWLETT, MAGGIE KEATLEY, SHIRLEY SCHWABE, DOUG ASKEW, GLORIA TIMBLE, LOUISE YOUNG

REGRETS:

GUEST:

STAFF: Janice Froese, Office and Business Development Manager

CALL TO ORDER 6:08 pm by Chair, Lorraine Warn

APPROVAL OF AGENDA:

MOTION: Moved by Maggie Keatley and seconded by Nick Hsu to approve agenda as circulated.

Carried

APPROVAL OF MINUTES:

MOTION: Moved by Shirley Schwabe and seconded by Margaret Hewlett to approve minutes of July 18, 2020 meeting as presented.

Carried

FINANCIAL REPORT:

- 1. 2019-20 Year End** – the Treasurer presented draft 2019-20 year-end financial statements as reviewed by RHN followed by discussion and identification of a few items to be clarified or amended before being approved by the Board for presentation to the membership at the AGM. It was noted that there was a significant expense related to the requirements and upgrades imposed by TSBC in regard to the Risk Assessment process. There was agreement that considering most end of season income sources had been eliminated, especially the cancellation of the PIC and Nisei Bonspiel, that the financial outcomes for the year were not as negative as expected. The Treasurer and the Office and Business Development Manager to discuss and review with RHN and report back to the next Board meeting with finalized year-end statements.
- 2. 2020-21 Budget** – Treasurer presented a preliminary draft budget based on the actual 2019-20 year-end figures, lack of normal sources of off-season income, a shorter curling season with a potential of fewer curlers, fewer rentals, reduced food and beverage service, and additional expenses related to COVID-19 impacting on revenue, but that the basic expenses to operate the facility would not be similarly reduced. There was considerable discussion regarding how to generate the revenue necessary to operate within the changing necessities and COVID-19 impacts.



It was determined that it would require at least \$166 increase per curler if the same number of curlers as last season were to curl this season to take the Club through the 2020-21 season. It was determined that there would need to be an increase of at least 10% in league fees, lounge prices and rentals in addition to a substantial increase in the Facility Fee. There was considerable discussion regarding what the Facility Fee should be ranging from \$60 to \$250 per curler. There was discussion regarding communications to curlers outlining that the increase in fees including the Facility Fee and league fees was a result of negative financial impacts caused by the COVID-19 shut down of not only curling activities at the end of the 2019-20 season but the ongoing changes impacting the 2020-21 season. The Treasurer will revise the preliminary budget in accordance with the discussion and present a revised budget at the next Board meeting.

MOTION: Moved by Nick Hsu and seconded by Louise Young that the Facility Fee for the 2020-21 season be raised to \$100 per curler and that the Office and Business Development Manager circulate a communication to all curlers outlining the rationale behind the increases. **Carried**

The Office and Business Development Manager to do what is necessary as soon as possible so that curlers can pay for the Facility Fee without registering for a league and send out a communication encouraging them to do so that a determination can be made as to what the number of curlers and leagues might be. League fees will be identified and published at a later date closer to season opening.

MANAGEMENT:

- 1. LED Lighting Upgrade Proposal** – the need to update the facility lighting to decrease costs has been identified as the number 3 priority for facility improvement by the City of Richmond Engineering and Public Works, Manager of Facility Services who submitted a report done by Luma Tech Solutions Canada that identified that the estimated cost to upgrade all facility lighting would be \$40,707 with an annual hydro savings of \$9,776. The City of Richmond would be prepared to provide the funding to undertake the lighting upgrade provided they could retain any rebates from BC Hydro and the Club would pay back the remaining cost to the City within 8 years. The annual payment back to the City being a minimum of half of the cost saving to the Club. The building structure in the ice shed area is separate to the lobby, social and administration area providing the possibility to divide the upgrade into two timeframes. It will take up to 6 weeks or so for the project to be completed, therefore the ice shed upgrading to be done first so that it can be completed prior to the start of the curling season.

MOTION: Moved by Louise Young and seconded by Nick Hsu that the proposal to upgrade the LED Lighting to the entire facility be agreed upon and accepted as presented. **Carried**

The Office and Business Development Manager to advise the City of Richmond Engineering and Public Works, Manager of Facility Services of the Board approval and to move forward with the project as soon as possible.

- 2. Mural Proposal** – The Design Committee approved artist's rendering was circulated. An outline of the artists interpretation of the project was presented and the design selection process to this point. To move forward Board approval being required. Concerns regarding the possibility of damage if building envelop repairs or upgrading was required was made. It was noted that the mural's life span is expected to be 5 years and that the City is paying for the project with no cost to the Club.



MOTION: Moved by Doug Askew and seconded by Maggie Keatley to approve the artist's rendering as presented. **Carried**

The Mural Design Committee, Guido Amentea, Barb Wolfe, Lauren Craze and Janice Froese was thanked for their work on the project.

Office and Business Development Manager to advise artist and City of Board approval to proceed with the project.

REOPENING:

1. **COVID-19 Health Safety Plan** – The Office and Business Development Manager has been revising the COVID-19 Health and Safety Plan in accordance with Richmond Public Health requirements. It was suggested that the Plan as presented at the July 18, 2020 be approved in principle with the revised Plan to be circulated for review and final approval at the next Board meeting.

MOTION: Moved by Don Grant and seconded by Nick Hsu that the COVID-19 Health and Safety Plan as presented at the July 18, 2020 meeting of the Board of Directors be approved in principle. **Carried**

2. **Working Committees** – Due to the fact that there is a staff shortage volunteer assistance will be needed and some working groups of volunteers recruited to prepare the facility for season opening.
 - a) **Traffic Pattern Floor Plan** - Elaine Campbell, Ron Dojak, and John Hardy have already volunteered
 - b) **Lounge Cleaning and Set Up** – The President of the Daytime Ladies asked to put out a call the to ladies for volunteers.
 - c) **Building Maintenance Clean Up** – President to ask Master & Senior Men to put out a call for volunteers. Office and Business Development Manager to get a list of tasks required from Lawrence Layton to be undertaken.
 - d) **Phoning** – To personally contact curlers who have not responded to the call for them to indicate if they are returning or not when the season commences. Volunteers to be recruited in September.
3. **2019-20 Season Play Offs** – It was suggested that the 2019-20 season play offs, that were disrupted due to COVID-19 in March, take place once the ice is in, possibly the week before Thanksgiving. It was agreed that this should be explored further by the Draw Master and brought to the next Board Meeting for consideration.

OTHER BUSINESS.

AGM – It was decided to revise the potential date of the AGM to the fall but no later than the beginning of November. It was also acknowledged that depending on the status of COVID-19 the AGM, will probably have to make it mandatory for attendees to wear masks or it may have to be a virtual meeting.



ICE SHED STAFFING – The applications so far received are not promising. Steps are being taken to seek individuals with RO or Power Engineering qualifications and preferably ice making/maintenance experience who may find themselves unemployed in the fall to encourage them to consider applying for the vacant position. The President and the Building and Facilities Chair to discuss ice shed staffing with returning ice shed employee to facilitate TSBC operational requirements for opening of season.

NEXT MEETING: TBA

ADJOURNMENT: Move to adjourn by Don Grant 8:09 pm.