



# PRINCE RUPERT CURLING CLUB EXECUTIVE MEETING MINUTES

January 3, 2017

**PRESENT:** Alana Rice                      Mike Cote                      Jamie Malthus                      Dave Peacock  
Greg Campbell                      Flo Peloquin                      Marjorie Peacock                      Danny Dawson  
Kathy Yamamoto                      Christy Lauzon

Meeting notes recorded by Marjorie Peacock.  
Meeting was called to order at 7:02 PM by President Jamie Malthus

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## 1. ADOPTION OF AGENDA

**MOTION:** Adoption of the January 3, 2017 agenda, as circulated.

Kathy Yamamoto / Greg Campbell

**M/S/C**

## 2. ADOPTION OF DECEMBER 6, 2016 MINUTES

**MOTION:** Adoption of the December 6, 2016 minutes, as circulated.

Greg Campbell / Flo Peloquin

**M/S/C**

## 3. UNFINISHED BUSINESS

### 3.1 Community Investment Fund (Port of Prince Rupert)

- The application was not forwarded to the Port's Board due to nature of previously completed works on the ice plant.
- Jamie will resubmit a new application for a larger dollar amount, in February. The premise with that Phase II application will be for hall and club repairs.

### 3.2 Curling Assistance Program (Curl Canada)

- Greg provided an update on the tax receipts issued for donations.
- Receipts will only be issued for amounts over \$100 that are from member donations only; companies are not eligible.

### ACTION ITEM:

**GREG:** To forward email to Marjorie with donation/tax receipt details, for distribution to Executive via MailChimp.

### 3.3 Recreation Foundation of BC

- Greg contacted RFBC and will be submitting an application by the Feb. 1<sup>st</sup> deadline.
- The approach will focus on the Club's Junior curling program – purchase of new equipment, growing increase in league participants, use for new scraper blade, coaching clinics for additional adult volunteers, etc.
- Danny to work with Greg to detail league's needs for the application.



### 3.4 **RCB Learn to Play**

- Greg contacted the organization and they only provide funding to charitable organizations; therefore, the PRCC is not eligible for funding.

### 3.5 **Islander Hall Society – Possible Funding Source**

- Jamie completed application paperwork which he will submit to Terry Sawka.

#### **ACTION ITEM:**

**JAMIE:** To submit application paperwork to Terry Sawka, with the Islander Hall Society regarding funding potential.

### 3.6 **TD Bank Funding Opportunity**

- Cynthia Rosario (curler and TD Bank employee) recently mentioned to Kathy Y. that the bank might be able to help with funding for the kitchen and hall renos.

#### **ACTION ITEM:**

**ALANA:** To arrange meeting with Phat Tran (TD Branch Manager) to discuss funding options for the Club.

### 3.7 **City of Prince Rupert Community Enhancement Grant Application**

- Shawna received notification from the City that they will not be approving the Club's grant application due to financial constraints.

### 3.8 **PNW LNG – Community Investment**

- Christy & Shawna to look into possible investment opportunity by PNW LNG for use towards hall floor repair work.
- No update.

### 3.9 **Sponsorship**

- Distribution of invoices to sponsors is underway.
- Ocean Pacific Air's sponsorship sign has been hung.

### 3.10 **Wall Plaque Updates**

- Natasha to consult with other curlers to help fill in missing names and dates to table.
- The Executive will determine at a later date which plaques to have engraved and which full plaques not to bother having additional made.

#### **ACTION ITEM:**

**NATASHA:** To consult with other curlers for help filling in the missing names & dates.



### 3.11 **Port of Prince Rupert's Noise Monitoring Equipment Lease Request**

- The PRPA has entered into an agreement with the City and will not be pursuing the option to station its equipment on PRPA property.

### 3.12 **PRCC Website**

- Christy reported Steve Eso offered to manage the Club's website.

#### **ACTION ITEM:**

**CHRISTY:** To follow up with Steve and provide website access details.

### 3.13 **Robbie Burns Night Event**

- Alana will look into holding this event idea in 2018.

### 3.14 **Bouncy Castle Purchase**

- No update.

#### **ACTION ITEM:**

**SHAWNA:** To research prices on a bouncy castle and the other items.

### 3.15 **Cash Raffle Tickets**

- Tickets were distributed to members on Dec. 7<sup>th</sup> and 9<sup>th</sup>.
- There will be an early bird draw during the New Beers event on Jan. 7, 2017.
- Natasha to bring extra tickets to New Beers for sale.

### 3.16 **Quilt Raffle Tickets**

- Natasha is having a separate raffle for a quilt donated by Jenny McLean, which will be drawn during the Mixed Bonspiel on Feb. 26<sup>th</sup>.

#### **ACTION ITEMS:**

**NATASHA:** To approach Paulette Brain about selling tickets at the Rupert Square Mall.

**MARJORIE:** To post reminder of Early Bird Draw on PRCC Facebook page, and issue email to Membership. Tickets must be turned in to Natasha by Sat. Jan. 7<sup>th</sup> for Early Bird draw eligibility.

## 4. **CORRESPONDENCE**

### 4.1 **Nomination – Chamber's Not-for-Profit of the Year Award**

- The Prince Rupert Chamber of Commerce informed the PRCC that it has been nominated for the above award.

#### **ACTION ITEM:**

**MIKE:** To spread the word on Social Media to promote positive feedback comments &/or recognize the nomination.



## 5. COMMITTEE REPORTS

### 5.1 Bonspiels & Events

- New Beers Resolution January 7, 2017
- Fisherman's Sturling January 21, 2017
- RONA Mixed February 24, 25 & 26, 2017
- Men's Marine March 10, 11 & 12, 2017

#### 5.1.1 New Beers Resolution

- Mike reported he has 10 teams interested to date.
- Mucho Gusto will have kitchen open.
- Wheelhouse Beer will be available on tap.

#### 5.1.2 Fisherman's Sturling Bonspiel

- Marjorie to post information poster and rules on Club's Facebook page, and distribute via email to Membership.
- Registration form, event poster and rules sheet will be posted in draw room tomorrow evening.
- Planning on having Cargo cater dinner and use any leftover Wheelhouse beer from New Beer's event.
- The fee will be increased to \$60/team of two, with all proceeds going towards dinner cost.

### 5.2 Finance

#### 5.2.1 Junior Bank Account

- Danny would like authorization on Juniors bank account.
- No update.

**MOTION:** To provide Danny Dawson with access to Royal Bank Junior Account.

Flo Peloquin / Greg Campbell

**M/S/C**

#### 5.2.2 Upcoming Equipment Purchases

- Jamie advised Kathy of pending purchase requirement for an ice furnace motor (~\$500) and compressor motor (~\$2,000-\$2,500).

### 5.3 Hall

#### 5.3.1 Hall & or Ice Rental Booking Update

- January 12 FRPD – Curling & Lounge
- January 19 FRPD – Curling & Lounge
- February 2 FRPD – Curling & Lounge
- February 16 FRPD – Curling & Lounge
- February 2017 Tentative Booking



### 5.3.2 PNW LNG – Potential Funding for Kitchen/Hall Improvements

- Doug & Joan Mullin sent links re: PNW LNG investment opportunities to Christy and Shawna.
- No update.

#### ACTION ITEM:

**CHRISTY & SHAWNA:** To look into potential funding opportunity through PNW LNG.

### 5.4 Canteen

#### 5.4.1 Mucho Gusto Catering Lease

- No update.
- It is believed they are looking for a larger kitchen facility due to company success.

#### ACTION ITEMS:

**MARJORIE:** To pick up Hydro invoices from Kathy for comparison of power consumption before and during Mucho Gusto's canteen usage.

**JAMIE:** Dave to compare power consumption differences in Hydro invoices before and during Mucho Gusto's occupation of the kitchen.

### 5.5 Ice and House

#### 5.5.1 House Clean-Up

- General clean-up and disposal of garbage and recycling continues.
- Jamie put parquet dance floor tiles on Facebook Garage Sale page but there was no interest. They will be disposed of.
- Empties stacked by hall fire escape to be relocated elsewhere, possibly the pump room.
- Danny noted the Junior equipment cabinet can be cleaned completely out. The old brooms and misc. items can be discarded.
- To ensure lighting is functioning at rear of building. Pole light at south end of lot needs bulb replaced.
- Dave noted the inoperability of the emergency exit light opposite the washrooms is not due to a battery issue. More inspection is required.

#### ACTION ITEMS:

**JAMIE:** To arrange for bucket truck to remove old bulb, determine type, purchase replacement and insert into standard.

**PAUL:** To check emergency light opposite washroom to determine if it is repairable.

**PAUL:** To replace bulbs/parts in remaining exterior fixtures. Awaiting parts.



### 5.5.2 Pop Machine

- The interior to be wiped down and Brian Lutz of Northwest Beverages to be contacted to arrange for a service visit;

#### ACTION ITEM:

**JAMIE & SHAWNA:** To clean interior of machine out prior to contacting Brian for a service visit.

### 5.5.3 Ice

- Expenses pending for new compressor motor (~\$500) and new motor for ice furnace (~\$2,000-\$2,500).

## 5.6 Membership

### 5.6.1 Registration

- Registration 85-90% complete.

#### ACTION ITEM:

**JAMIE:** To review list and approach league members delinquent with their dues.

## 6. OTHER BUSINESS

### 6.1 Sound System for Club

- Natasha awaiting Motion from Executive for agreement on \$200 purchase amount for 5-year insurance coverage for full replacement on sound system from Mackenzie Furniture.
- If the insurance policy is not used within the 5-year term, a \$200 credit will be issued for purchase of store items, which could be used as bonspiel prizes or items for Club.
- It was noted this system does not come with a microphone, which is necessary for functions held at the Club.
- Danny pointed out the unit does not come with a microphone so one would need to be separately purchased – likely from The Source.

**MOTION:** To purchase sound system and microphone for Club and optional \$200 warranty insurance from McKenzie Furniture.

Danny Dawson / Greg Campbell

**M/S/C**

#### ACTION ITEM:

**NATASHA:** To provide Kathy with invoices from McKenzie Furniture and the Source for issuance of cheques.



## 6.2 Scanning of Historical Club Documents

- Marjorie scanned Club historical documents from hard copy format.
- Important original documents will be kept while old, unimportant ones will be discarded.
- Jamie previously suggested sorting through and scanning important documents stored in the office, as well.

## 7. NEW BUSINESS

### 7.1 Historical Curling Club Photos

- Alana offered to obtain historical curling photos from the McLean's.
- Marjorie suggested the Executive review them and possibly have some enlarged and printed to display around the Club.

#### ACTION ITEM:

**ALANA:** To contact the McLean's to obtain historical curling photos for perusal by the Executive.

### 7.2 Poker Fundraising Events

- Danny noted the club was approved for and obtained 4 poker licenses.
- The poker events will each accommodate 24 players and will be held:
  - January. 14<sup>th</sup>
  - February 4<sup>th</sup>
  - March 4<sup>th</sup>
  - April 1<sup>st</sup>
- Danny will promote the poker events during the New Beers event.
- Danny presented Kathy with invoices for his reimbursement for the license fees (\$25), and poker chips (\$94).
- \$400 for buy-in. The bar will be open to collect additional revenue for Club.
- Looking for volunteers to deal, from 6 PM until Midnight.
- It was suggested volunteers could be given bar bucks as an incentive.

#### ACTION ITEM:

**MARJORIE:** To post email to Membership on MailChimp, looking for volunteers to deal during Club poker fundraising events. To contact Danny.

### 7.3 Prince Rupert Middle School Curling – Carnival Event

- Danny would like to hold a fun curling event for the PRMS students during Carnival on Friday, January 27<sup>th</sup>.
- Looking for volunteers to help instruct the students in the fundamentals of the game.

#### ACTION ITEM:

**MARJORIE:** To post email to Membership looking for volunteers for the PRMS event on Jan. 27<sup>th</sup>.



## 8. ADJOURNMENT

- The meeting was adjourned at 7:57 p.m.

### MOTION:

To adjourn the meeting.

Greg Campbell / Dave Peacock

**M/S/C**

## 9. NEXT MEETING

- Tuesday, February 7, 2017 @ 7:00 p.m.