

**CARLETON HEIGHTS CURLING CLUB
1436 NORMANDY CRESCENT
OTTAWA, ONTARIO
TELEPHONE: 613.224.6224**

MINUTES OF THE CHCC ANNUAL GENERAL MEETING

APRIL 24, 2018

Present: Alex Young, Roberto Ierullo, Rob Kanasy, Nancy Long, Marian McMahon, Margo Korneluk, Michael Carroll, Kathryn Jessup, Dale Campbell Stephanie Polianski, Sheila Brady, Wendy Statham, Jeff Sanderson, Bernie Friendly, Tom Clarke, Tom Hayward, Judy DiMillo, Frank Cranton, Melanie Snow, Rick Weber, Don Richardson, Sylvie Friendly, Jennifer Quaile, Paul Douglas, Sharon Richardson, Linda Charbonneau, Mary Ellen Sanderson, Chris Hamilton, Don Rocque, Darrell Barnes, Clyde MacLellan, Myrna Latham, Debbi Craniford, George Orser, Rae Robinson, Phil Ecclestone, George Burbidge, Doug Woods, Patrick Dawson, Brian Prosser, Doug Stafford, Sue MacLachy, Darren Helmer, Leona Duncan, Margaret Cross, Ray Cormier, Nancy Wortman, Richard Huyda, Basil Adams, Donna Lee Smith, Dawn Martin, Natalie Sharp, Maurice Forgues, Andy Baldwin, Glen Russell, Carol Russell, Sandy Mutart, Jonathan Hooper, Ray Barnes, Earl Hartwig, Angus MacLennan, Donna Trenholm, Ken McCarvill, Howard Friendly, Heather McCormack, Barbara Jeppel, Susan Oliver, Greg Hodgins, Luke Morton, Marian Rocque, Brian Forrest, Joanne Erbach, Gerald Fallu, Brian Overton, Melisa Lessard, Ken Beadman, Tina Beadman, Dawn Blackman Overton, Louise Boyer, Fred Schrie, Ginette Sehn, Mike Sehn, Dan Cogliati, Wendy Erickson, Mitch Landreville, Monica McGahey, Lee McCormack, Brenda Muir, Terry Kuzma, Diane Foss, Rosemarie Atwill, Don Raymond, Chris deHaan, Murray Manley

Call to Order: President Rob Kanasy called the meeting to order at 6:05pm

1. Welcome and Opening Remarks

Rob welcomed and thanked everyone for attending, reminded everyone to sign in on the sheet at the back of room, advised that copies of the revised agenda (with topics) were on the tables, and had all Board members introduce themselves.

Motion by Rob to approve the agenda. Seconded by Carole Russell. All in favour. None opposed. **CARRIED**

2. Review of the Minutes

It was **MOVED** by Rob Kanasy and **seconded** by Tom Clarke that the Minutes from the April 25, 2017 be approved. All in favour. None opposed. **CARRIED**

3. Business Arising from the Minutes- None

4. Alex Young, Club Manager- report on file

Alex thanked everyone for attending, all volunteers and their outstanding efforts to make this a good year.

- The club calendar has been revamped.

- As of January 2018 there was an increase in minimum wage in Ontario - CHCC is not a minimum wage employer, we pay above - the wage increase for bar staff was offset with a 2.5% increase in bar prices.
 - Rental league player fees were increased from \$290 to \$345 per person this season, \$40 of which was contributed to the Capital Fund.
 - For the first time, the OVCA paid for ice used during the three OVCA-sponsored events (Junior Superspiel, OVCA Mixed, Men's City of Ottawa), at \$20 per sheet.
 - The bar and catering was \$147K, and was higher than previous years.
- Alex looks forward to next season and wished everyone a wonderful summer.

5. Executive Reports:

President- Rob Kanasy

Rob opened by mentioning the President's Letter he wrote to club members back in September, which had indicated that this was going to be a year of change and progress for the club. This AGM is the time to report on the changes and progress that this year's Board has achieved on members' behalf.

The curling club is a \$400,000 business, and like most, it needs to increase revenues, find new revenue streams, and control costs. Five different initiatives were undertaken to drive these business-related needs.

LED Lighting Project

- This was a project that had been on tap for several years when the cost was estimated at \$17,000.
- Approved by Club Board last June, work done Sept. 11-18
- All ballasts and tubes replaced in ice area, lounge, hallways, exterior
- Cost was \$10,157, but was partially offset with \$2,973.13 Hydro Rebate and \$743.28 OVCA grant (total grants of \$3,716.41).
- Estimated annual electricity savings of \$5311/year.
- 1.3 – 1.4 years to recuperate costs, then the club will benefit from the savings.
- Special thanks to Gord Sutherland and the Ottawa CC for sharing all of their contractor information, which expedited CH's process.

Ice Rink Monitoring and Control System

- Last August, this was chosen as the first capital project under our charitable donation fundraising initiative.
- The system was created for the purpose of improving the ice playing surface by reducing temperature fluctuations at the ice surface, while simultaneously reducing operating costs.
- It includes:
 - A brine temperature probe and 4 ice temperature probes
 - brine pump control
 - control of compressor to maintain brine or ice temperature (operator-selectable)
 - hour meters (lifetime and resettable meters)
 - programmable alarms with dry contact output
 - automatic setback with programmable scheduler for all arena parameters (ice/brine temp, air temp, humidity, brine pump) with 12 sets of user defined parameters and up to 12 changes per day which can be set up one week in advance
 - graphic trend display and history

- alarm history
- local area network and internet access to all control capabilities from on-site computers or smartphone
- e-mail and text message alarm notifications (requires internet connection that is always on at the control panel)
- compressor and brine pump current sensing alarm
- brine level sensing and low-level alarm
- one air temperature measurement and control of heater
- one humidity measurement (0%-100% RH) and control of dehumidifier
- 50 curling clubs use this technology
- As with all such projects, Hydro approval was required
- Contract signed with 50% deposit paid, installation to be scheduled shortly
- Cost is \$18,800, but will be partially offset with \$3,916.30 Hydro Rebate and \$979.08 OVCA grant (total grants of \$4,895.38), as well as net charitable donation fundraising amount to date of \$4,599.45, so grand total is \$9,494.83 towards purchase before tapping club capital.
- Estimated electricity savings of \$7,467/year.
- 1.3 – 1.4 years to recuperate costs, then the club will benefit from the savings.
- CH will lay out capital for the purchase, then get the Hydro rebate, OVCA grant, and net charitable donation funds raised via each application process.

OVCA grants

- The OVCA generated ~\$220K in 2016 Brier profits. The OVCA put out a survey to clubs for suggestions on what to do with the funds. Four priorities were identified for the \$220K (Increase support for adult learn to curl, provide grants for energy audits, provide assistance with energy-saving projects, pay for ice used in OVCA events).
- CH strongly pushed for the latter two and has received the following:
 - \$1,722.36 in assistance with energy-saving projects
 - \$2,780 for ice used in OVCA events
- Given the number of clubs in the OVCA, clubs were told to think in the ballpark of getting approx. \$1500/sheet, which would mean \$6,000 for CH over the life of the fund. CH has already at \$4502.36.

Fundraising Project – Charitable Donations

- Fundraising by clubs, with the capacity to have donations be tax-creditable, has been around since at least 1999, via Curling Canada. Both the Rideau and the Granite used this facility. Curling Ontario also has a program, administered by the National Sport Trust Fund Ontario.
- Approval to proceed from Club Board last August, with decision that NSTF-O option should be pursued, with Ice Rink Monitoring and Control System as our project.
- Member Appeal Letter sent in November, along with a Club Donation Policy and a 'Q & A' document for the web-site.
- As mentioned earlier, we have already raised \$4,800 (\$4,599.45 after admin. fees) via this route. The fundraising window for this project will end December 31.
- Any donation to this project preserves club capital for the next project.
- Scale:
 - Granite CC has a project #99 with NSTF-O with a fundraising goal of \$200K;
 - Land O'Lakes CC (Tweed), a 130 member club, has a \$50K fundraising goal.
- In light of these two, CHCC's \$12K goal should be achievable.

- Special thanks to Geoff Wilson and the Granite for sharing their experience with charitable donation fundraising, which expedited CH's process.

Ice Rationalization Strategy

- Approved by the last Board in March 2017 (but is perhaps little known beyond league coordinators)
- It's our responsibility to ensure that a strategy is in place to identify new revenue-producing and new cost-reduction opportunities.
- The cost of preparing ice for a draw is the same whether 1, 2, 3 or 4 sheets are used, so the goal is to maximize full 4-sheet draws, and minimize partial draws.
- This year, working with Alex, we implemented this strategy in two ways:
 - We moved evening make-up games from Tuesday 9:15 to Wednesday 9:15, when the ex-Nortel league is only using 2 sheets. This allowed Tuesday 9:15 ice to be shut down, which saved the club over \$1000 in ice preparation costs alone.
 - We identified all of the 'open' ice and made it available for make-up games or rentals via the club sign-up sheet (i.e. Wednesday at 9:15, Thursday at 4:55, Monday at 11:30, Thursday at 9:15 in the early part of the year, Sunday at 4:55).
- Someday, if we have an organizer, we will be able to use Tuesday 9:15 ice to run a new league, like the 'Night Owls' league at the RA, and you can only seize these opportunities if you've opened up ice first.

All of these initiatives were supported by a hard-working Board. They'll have their own contributions to highlight. The NEXT Board can build upon this year's accomplishments.

Vice-President-Nancy Long

Canada 150

- Last spring, the club entered into an agreement with CH Public School, which allowed us to place a 4' by 6' sign on their property for 3 months last summer to attract new curlers, in exchange for introducing their senior students to curling.
- Sessions were held on five Monday afternoons. In total, 138 students and quite a few teachers took part, with 28 of our members volunteering their time and knowledge.
- The kids said it was "their best field trip" and their enthusiasm may encourage some to take up the game (not just the kids, but their parents and grandparents too).
- Thanks to the members who volunteered.
- Come September, we will see how many of these kids join our Little Rock program, which we will only be able to accommodate with a good number of volunteers.

New Member Survey

- The 48 new members were canvassed mid-season (in person interviews, by email).
- 28 'found us' through friends or family, 22 plan to continue here.
- These 'fresh eyes' offered the following topic areas where we could improve: website, clinics and instruction, on-line payment facility, inter-league communication, better introduction/orientation to the club, a wider and better wine selection.
- These can and will be addressed before next season begins.

House and Property-Dale Campbell

Dale listed the 31 different repairs, replacements and other jobs completed during the year. The items were as follows:

- Kitchen faucet screen cleaned and then replaced.
- Painting of the lounge, cloak room, handicapped bathroom, front foyer, both stairways and kitchen areas was completed by many volunteers.

- Ceramic tile back splash in kitchen around the sink was installed.
- Trees & bushes on the side and back yards were trimmed and the roof was swept removing tree debris and dislodged gravel, with assistance of some volunteers.
- Sanderson Roofing conducted an inspection. They discovered that several of the scuppers have membranes have risen several inches, blocking normal water drainage from the flat roof over the lounge.
- On January 12th, a new submersible pump was purchased. Ran the pump for 3.5 hours to remove most of the water pooled over the Lounge areas, then ran for another 1.5 hours over sheets 3 & 4. In total, 30,000 litres of water were removed (~ 60,000 pounds). Pooling of water over the lounge due to drainage issue (see above) is a big concern. Roof water pumped off again during a later thaw.
- Missing siding on the peaked roof end wall was replaced.
- The front foyer flooring was replaced.
- The exterior beer door and ice shed double doors were painted (the ice double doors will require a second coat).
- The area under the main entrance was parged, then a contract for the week of August 28 was let to parge the entire parking lot side and repair damaged cinder blocks as required.
- The area around the chimney on the roof was parged as it was cracked and falling off.
- The vent hood on the gable end of the peaked roof was painted, as was the wood frame around it.
- AC Mechanical rerouted the drain from the dehumidifier towards the school yard to eliminate future deterioration of the cinder block foundation.
- Power-washed the moldy areas under the scuppers and dehumidifier
- The soffit and fascia on the back side of the ice shed facing the school yard were painted.
- Weather-stripped the door in the compressor room.
- Men's Locker room urinal that was leaking was repaired.
- Furnace room was cleared out.
- Reattached metal edging by Humidifier.
- Furnace door repaired.
- Gas furnace air intake pipe repaired.
- Ladies washroom cubicle handles replaced.
- Microwave installed above the stoves and wall was patched.
- Walls were patched & painted.
- Temporary roof repairs were done over sheets 3 & 4.
- Two new Hot Water tanks were installed.
- Landscaping and re-grading was completed.
- Lights bulbs in the front door motion-sensor fixture were replaced with LEDs.
- Replaced wall electrical outlets in kitchen and elsewhere in club.
- Cleared sink drains in Handicapped & Ladies sinks.
- Steps installed at the emergency exit at top of ladies stair case.
- \$1840.05 was spent on supplies for these projects.
- \$13,950 in contracts were let (roof \$2800, parging \$1700, roof #2 \$5000, water heaters \$2600, landscaping \$1850).
- Future Summer Projects
 - The men's change room ceiling needs to be repaired
 - The men's and Lady's change room requires a paint job.

- Discussions with Alex & Nancy regarding reconfiguring the “Managers Office” area

Treasurer- Marian McMahon- AGM Package documents on file

Marian read her report and answered questions from the members. Motion by Marian for members to accept 2016-17 financial statements, seconded by Paul Douglas. All in favour. None opposed. **CARRIED.** Marian then discussed the 2018-2019 budget, which incorporates the revenue figures projected by the Fee Study Committee, as well as the recommended capital allocation.

Fee Study Committee-Paul Douglas- AGM Package documents on file

Paul introduced and thanked committee members Don Richardson, Melanie Snow, Stephanie Polianski, Sheila Brady, Alex and Rob, and thanked the Board as well. He read and explained the “CHCC Fee Structure Proposal-Backgrounder for Spring 2018 AGM” and answered questions from the floor. Sheila Brady thanked the fine group effort, and added that the committee had approval from all levels of the club and we remain one of the affordable clubs in the city. She encouraged support for the Proposal. Paul answered further questions from the members. Motion by Paul to adopt the new fee structure proposal, seconded by Nancy Wortman. All in favour, with the exception of 3 opposed – **MOTION CARRIED**

By-Law Working Group-Margo Korneluk-AGM Package documents on file

Margo headed a committee to update the existing 2007 CHCC By-Law (Constitution) with a new By-Law, based on the Curl Ontario template developed for clubs in anticipation of anticipated legislation for not-for-profit corporations. She thanked working group members Tom H., Nancy, Marian, and Rob, and thanked the whole Board as well. Margo answered questions from the members.

It is MOVED by Margo Korneluk that By-law No. 2018 be adopted as the By-law of the Club. It was noted that the question to either provide for proxy voting or not allow voting by proxy would be decided with a separate motion, immediately following this vote. Motion seconded by Nancy Wortman. All in favour. None opposed. **CARRIED**

Margo explained the topic of proxy voting and why the working group and Board recommend that the club not adopt a proxy voting right. Tom Hayward clarified that the Board decision was not unanimous. Several members indicated that proxies were useful in the case of inability to attend the AGM or to meet quorum of 25 members. There were questions about the mechanics of proxy voting and Margo and Rob answered them. At the conclusion of the discussion, it was MOVED by Margo Korneluk that the Club not adopt a proxy voting right and that a clause to that effect be added to By-law No. 2018. Seconded by Sheila Brady.

Vote in favour of proxy voting: 52

Vote in favour of the motion (i.e. to not adopt proxy voting): 34

Abstentions: 2

The meeting proceeded after this vote. After approximately 10 minutes, it was clarified by Margo that a $\frac{2}{3}$ majority would have been required to amend the By-law. Therefore, lacking the $\frac{2}{3}$ majority, By-law No. 2018 will indicate that there is no proxy voting right.

6. Other Reports

Ice Chair- Mike Carroll

- Duties as Ice Chair started in February 2017 by being part of the Ice Technician RFP Committee with chair Steve Hall
- We received 8 applications, 7 of whom were existing Ice Techs at area clubs. We interviewed 4 using pre-set questions and a pre-established scoring grid, found 3 to be qualified, negotiated with 2 and came to an agreement with Dennis Elgie as our new Head Ice Technician.
- With this change last summer, ice equipment issues were addressed: we purchased a new Scraper and Nipper, and upgraded the water filtration system.
- This was Denn-Ice's first year as CH's Ice Technician and overall we had good curl and consistent speed thought out the year. We had large curl when we were coming up to major ice maintenance and Denn-Ice made as many adjustments as he could in the second part of the year to address this concern.
- Lots of feedback was received about the ice, both in-person and via the club's Ice Chair e-mail box. Mike also reminded members that he curls three evenings per week, Monday, Thursday and Friday, and took time off from work during the daytime on several occasions, so he is constantly aware of ice conditions throughout each week.
- Some complaints were received. All of this feedback was helpful and was passed along to Dennis to help indicate where adjustments needed to be made.
- However, Mike stressed that he also received many compliments and Teams from other clubs were pleasantly surprised to find that the curl had improved at our club.
- The Board has signed Denn-Ice for one more year with the Board option of two additional years. In the new contract we have added one additional major ice maintenance; we anticipate this extra flood will better control the amount of curl by shortening the time between floods to 6 weeks rather than 8. The wording of the contract has also been updated to specifically note that the ice should not play 'dished' and to specify a maximum amount of curl of 6 feet.
- Denn-Ice is now familiar with the equipment, controls, and layout of our club. We will also be installing the Ice Rink Monitoring and Control System this summer, which will provide good information to understand what could cause changes in playing conditions and allow us to maintain a more consistent playing surface. We anticipate the ice will only get better in future years.
- Mike also answered questions from members.

Match Chair-Kathryne Jessup

Kathryne spoke on the events held this year, including an 8-ender by Team Tom Clarke, the 19th Annual Breast Cancer Bonspiel, which raised \$43K this year and grand total of \$571K over the years! She thanked everyone for making all events a success and looks forward to hosting the Jack Young Memorial Bonspiel, sponsored by Denn-Ice, in September.

Membership Chair- Stephanie Polianski

- Stephanie reported that we had a higher number of members this year (374 vs 368), increasing by 1.6%; this more than offsets the decrease in members from 2016.
- Many more new members this year (48 vs 27), particularly in day leagues.
- Age bracket information of our members was added to the membership form. The majority of our members are 55+.

Current		PV	Change	Age Brackets		
48	new members	27	new members	Under 35	18	5.00%
374	Total Members	368	Total Members	35-44	26	7.22%
95	FULL	107	FULL	45-54	51	14.17%
131	evening	124	evening	55-64	115	31.94%
0	junior	0	junior	65-74	98	27.22%
148	day	137	day	75+	52	14.44%
212	Total men	208	Total Men	Total	360	

- The membership phone book was published in January.
- Thanks to Alex for improving the 'newsletter' by turning it into monthly flyers on tables – generates positive engagement and interest in club activities.
- Stephanie thanked everyone over the past 6 years for their support as she is stepping down as Membership Chair. She will assist in the transition to the new Membership Chair, Melanie Snow.

OCA-Judy DiMillo

Judy spoke on new rules and pending 5 rock rule.

Youth- John Tobin-absent

Monday Open- Tom Clarke

Tom spoke of the full 20-team draw, champion (Team Bodnar) and enjoyment of new format. Full draw is also expected next year.

Thursday Open- Tom Hayward

Tom spoke about 18-team draw this year and possible 20 teams next year. Team Richardson was champion.

Friday Night Mixed- Bernie Friendly

Bernie thanked the Club Executive for all their hard work to make positive changes in the club for this year and the future. With an 18-team draw, there was a tie for 1st place: Team Kanasy and Team Hedley.

Wednesday Business Ladies- Wendy Statham

Wendy spoke about having a full draw and raising funds for charities.

Day Ladies- Sheila Brady

Sheila spoke about an increase of 14 participants (total of 75), donating funds for new table cloths and paying for a portion of costs for new measuring sticks. The league provides good curling and social aspects for our club and community.

Day Men's- Jeff Sanderson

Jeff mentioned that they are a very active group of over 100 curlers, thanked Day Men's Executive and members for their support and good communication from the Club Executive to answer Day Men's questions re fee study. Jeff introduced Don Rocque as the next Day Men's President.

7. Election of club executive and exchange of Presidents' pins

Rob announced that a volunteer was need for VP and no one raised their hand. Motion by Rob to approve 2018-19 list of nominees for President, Vice-President, Treasurer, Secretary, Committee Chairpersons and Representatives, seconded by Sheila Brady. All in favour. None opposed. **CARRIED**

Alex Young is to present the Presidents Pin to Nancy Long.

Alex Young read a nomination for the Don Richardson Award and presented the trophy to Dale Campbell, recognizing his extraordinary volunteer commitment as House and Property Chair to repair and maintain our old building.

8. New Business/Questions and Comments

Doug Woods: thanked the board and Glen Russell for job well done on Past Presidents' framed photo displays, but asked why the photos were not on rotation on the TV as promised. Alex to follow-up.

Terry Kuzma: announced invitation for CHCC Annual Golf Tournament on June 25th, 10AM at the Carleton Golf & Yacht Club. Registration closes mid-June. All welcome!

9. Adjournment

It is **MOVED** by Rob Kanasy that the Annual General Meeting adjourn at 8pm, seconded by Patrick Dawson. **CARRIED**