

Community Centre

General Meeting – February 14, 2017

Minutes

Called to order: 7:20pm - by Bruce Morrison

Attendance: Bruce & Fay Morrison, Laurie Danwich, Randy & Onale Thomas, Lynn Anderson, Dennis Muldrew, Des Anderson, Al Rear, Brant Haddad, Tim & Nancy Flook, Don Green, Brad & Tracey Patzer

Patti Ullrich present via internet

Approval of Agenda

Amendments and additions - Agenda is approved with additions

Approval of Minutes from the last meeting

Dennis makes a motion to adopt the minutes of the last meeting held on January 10, 2017 as amended. Seconded by Al - Carried

Approval of Treasurers report

Des makes a motion to adopt the treasurer's report as read by Laurie. Seconded by Brad - Carried

Business Arising from Minutes

- Furniture for upstairs is in paint and will ready in about two weeks. There are a couple more chairs that the backs are off and there is concern with the quality that they are put together. Patti will be speaking to the supplier to come up with a solution. Question asked - do we need more tall chairs. Answer from majority is not at this time.
- The bar is ready – Bruce will pick it up and arrange for the installation
- The new vacuum has arrived and works well however, it would be nice if it had a beater bar for carpet.
- The Strategic Development Committee has met once and formed a set of committee bylaws and a Mission Statement.

Committee Reports

Canteen - The breakfast has been going very well. Canteen in general has been good. The Thursday night is very popular with the chicken wings and different options.

Building - Bruce ordered the parts for the door upstairs so that should be fixed soon.

Prairie HVAC came and tested the mixture for the floor temperature as we couldn't get the ice temperature correct. They added glycol and billed us \$2197.00. Bruce talked to a company in East Selkirk to get an opinion on whether Prairie HVAC's claims are valid. They advise that there should never have been a reason to add glycol to begin with. (note: Drew expressed to Bruce that he was happy to be working with the new company that we are consulting with)

Prairie HVAC came out again and added more glycol. When Bruce questioned this they suggested that someone must have added water. They invoiced us again a total of \$5864.85 (Invoice #130060). Bruce suggested that we should not pay this invoice until we have a reasonable explanation for the loss of glycol. It is asked that Bruce does not compose a letter to Prairie HVAC until after the Mixed Bonspiel.

Curling - The Men's Curling committee hosted the Superbowl Party of February 5th. The event went well, had games and prizes with about 35 people in attendance.

The Men's Bonspiel was a success as well with 24 teams entered. There was a mix up with one team that had emailed the club in October to enter their team and that email was not forwarded to the Men's Bonspiel committee. The team did, however, reach the committee the day before the Bonspiel and although the draw had to be reworked, everything worked out.

Men's Bonspiel Winners 1st event – Cory Anderson / 2nd event – Jason MacDougall / 3rd Event – Dennis Adams

Des sent an email to the Birchwood to see if they were interested in having a Bonspiel this year. He is waiting to hear back.

Patti reports that for the Mixed Bonspiel coming up March 3 – 5 currently has 19 teams registered. The Men's night canteen committee is going to look after the canteen for that weekend with the exception of breakfast which will be handled by the regular breakfast crew with Pauline cooking. The Bar is being headed by Eric and the Banquet head is Lynn. There will be a work bee held this week on Thursday to work on decorating and anything else that needs to be done. Searching for volunteers for doing open and closing of club for that weekend.

Walter Whyte School wants to have a school day at the club. Patti has been in contact with the Phys Ed teacher, Rob Simpson and is waiting to hear back from him as to whether they will go ahead.

The curling committee will discuss the details of holding a wind up to close out the season.

Website/Newsletter – Ona would like to move forward now with the creation of the website committee to bring in others who will help with updates, etc. She will send out an email to see whose interested. Currently, Ona & Patti have worked on website details and Larry Muldrew expressed interest in continuing involvement. Website is up to date although the December and January minutes have not yet been added. Newsletter - nothing has been submitted to Ona so far and it is due tomorrow.

The following was received from Mike Lauze via email and presented by Des.

“Statement for agenda item correspondence concerns.

My issue is correspondences not being answered by the club at large, I have 3 separate incidences where I have heard of email not being answered.

1. As the snowmuch fun day committee we inquired if we could get the breakfast group to cook breakfast for our event, we still not have received a response, the email was sent back in January.
2. We had a men’s team that started contacting the community club email back in October of 2016 that wanted to curl in the Men’s 2017 bonspiel, they received a response stating that the information will be passed on, both Des Anderson and Myself did not receive any information that this team was interested in curling. He found my number and contacted me 1 day before the bonspiel, Des rearranged the completed bonspiel draw and fit him in.
3. Finally I sent an email asking that this item be added to the agenda, and did not receive a response!

I purpose that the newly formed Strategic Development Committee look at ways to assist in this issue. This lack of correspondence e and miscommunication that this club has reflects poorly on the organization as a whole, and this issue needs to be addressed and investigated as soon as possible. We will start losing potential business and members if these poor communication skills keep up!”

{Ona Response} The club email address of victoriabeachsportsclub@gmail.com was created by me a few years ago.

In order to continue to phase out the “Sports Club” – while I was creating the vbcommunitycentre.com website, I also secured the gmail address of vbcommunitycentre in an effort to work towards streamlining things and reducing confusion as to who we are.

I am currently stuck between the two email addresses because of some problems when I created the new one. After importing all of the email contacts from the old to the new, I could not import the “group” so I had re-create the group list which I did. However, for some reason, in doing this – the group emails that I send from this account now go through to other gmail addresses as spam. 77 of them to be exact.

Some challenges I have with managing email:

- 2 different accounts – gets confusing but now I have vbcc forwarded to vbcc.
- I can only send group email from a desktop – not a device. I also try to keep my club stuff out of our WBE office so the desktop of choice is at home or the club (both of which I pretty much only use to do club stuff)
- Many people email club stuff to my personal account

- Can't send group emails from vbcc account – to fix this I have to email each of 170 people individually to notify that the group messages are no longer going to hide email address (BCC creates the bounce)
- Sometimes I don't know what to do with something or who to forward to so I leave it for later. I may not get to it again after that until I have another "dedicated vbcc time". These things all become my responsibility because I don't know who to pass them off to.

The complaints from Mike Lauze (via email and then read by Des):

1. Snowmuch Fun Breakfast – I was asked if we could have breakfast available that day. (Jan 31)

Because we don't have committee heads for anything, I really don't know what I'm supposed to do when I get an email like this. I don't want to forward it to someone like Pauline and then have her feel like I'm putting it on her shoulders if she's not the committee head for it. Lynn doesn't have email so I have to call her to inquire – again, I don't know whether it would be her individually that I ask.

On the agenda tonight is also to begin the process of creating an organizational structure so that there are designated job descriptions and committee heads or contacts for each committee. As it is, I am left to have to contact people for each thing that is sent to me as an inquiry. Something like this breakfast – the only current solution is to discuss at a meeting.

I should have emailed Des back as soon as I received the email and communicated this.

2. Men's team entry missed –

I received the email from the Men's team that wanted to enter back in October. At that time, it was not confirmed who was going to be looking after the Men's Bonspiel. The email was also sent as a reply to a different topic altogether so the subject heading was "Curling Clinic".

How I managed this up to now is I keep everything that I have to in the "inbox" unit it's passed or dealt with. At the time I had held the email with the intention to forward it to the Men's Bonspiel committee once that was formed and underway. I replied to the sender and said that I would pass it on. I guess sometime after that, I was cleaning up the email and probably saw the email as a "Curling Clinic" response and therefore deleted it without going back to read it.

3. Email asking for addition to agenda (Feb 9)

I do not check the email every day. Generally, when I'm ready to work on club stuff, that's when I sit and go through email so I can see it through.

Steps I've taken to improve email correspondence

- Created sub-accounts for emails requiring follow up or further action.
 - To do - website
 - To do – newsletter

- Current bonspiel posters (I get a ton of these emails)
- To do – save to VBCC computer
- To do – forward to committee

This will also make it easier when we have committees and other people to work on all of these things so they will be able to sign into the email and access the information pertaining to them

- Changed auto-response to indicate that it's an auto-response to eliminate confusion
- We're going to be creating organization so that will give me committee heads to forward to
- I will try to be better at replying to each individual person sooner, however, I currently reply when I've dealt with the email.
- When emails received in my personal account I try to forward them right away to the VBCC account

Paitti suggests that maybe a dedicated email server would be better than web based.

New Business

- (Bruce) We need to decide where to hang the big wall mount calendars. Discussion decided that the detailed one including rental info will be hung in the office and that a basic events/private bookings calendar can be hung out in the atrium for public.
- Rink lights (Bruce) the lights are on a lot when there is no one there and the hydro bill has been very high. Looking into installing a switch that the public can turn on the lights when they come but they will still turn off on the timer.
- Liquor Commission Permit (Tracey) We currently do not have a Banquet Hall registration number as this could not be applied for until we had our occupancy permit. The Banquet Hall Registration number should be issued in the next few days. Then the process can continue for applying for permanent liquor status.
 - \$500 one time application fee and then \$300 per year after that.
 - Tracey gave Bruce and Laurie a copy of the permit as they both have sections to fill
 - License will be for club events only. Any outside events such as rentals will still require their own permit
 - A fence should be put up to include the Beer Gardens as this will increase our capacity.
- Trails/Ski Club (Bruce) Inquiries have come in about who this committee is and what they are doing. The club has been working together and has approached the RM for permission for grooming ski trails. They will report at next meeting.
- Organizational Structure (Randy) We need to get an structure in writing as well as job descriptions for each position. This will include executive, board of directors, committee chairs and other positions. The executive will begin the process and get some of the leg work done and then we can form a group to discuss further details where members can have input. The goal is to have this completed for the Annual meeting in May however, it's noted that this will be a working document in coming years as we grow.

- Donor Wall Patti prepared a Powerpoint presentation that was shown at the meeting including sample pricing for quote sign and lettering as well as an example of a donor wall that was made with wood planks. She wanted to put the idea out there to spark the conversation again. Question as to whether we could use the wood flooring from old club. The design example was well received however there are already plans for the wood floor to be used upstairs on bar and possible feature wall. We're not sure how much wood there will be after it is planed. Donor recognition has been discussed in and steps to calculate donations have been taken. This project will be tabled for future discussion.
- Sign Invoicing – Invoicing for the ad signs is past due. Laurie has been working on it and will get them out this week.
- Logo submissions – Ona presents 9 logo submissions that have been received. There are 3 favorites of the present members. It is suggested that we print them out and put them on poster board to hang at the club for people to vote on however, nobody volunteers to take care of this detail.
- Committee Reports (Des) suggests that all committees should be represented at each meeting. This will become apparent with the new organizational structure in the works.

Next General meeting – March 14th, 2017

Randy makes a motion to adjourn/ seconded by Bruce- Meeting adjourned at 9:28pm