

UCC BOARD MINUTES

Tuesday, August 9, 2007 @ Stu Card's Home

Present: Fred Hicks, Marj Moore, Dean Kelly, Duane Farr, Marty Jones, Stu Card, Julie Chanatry

Excused: Joyce Shaffer, Brad Anderson, Joe Gaebel.

Absent: Chuck Harter

In Attendance: Dave Russell, Barb Felice, Roger Rowlett, Carol Jones

President Hicks called the meeting to order @ 6:12 p.m.

Secretary's Minutes: Minutes from previous meeting approved

Treasurer's Report: A billing issue with National Grid was resolved with the overcharge being refunded.

Old business:

Ice Tech Clinic – plans being finalized with Darrin Sinclair. The date is set.

Club maintenance and repairs – Bill Atwell will begin the planned tasks in late August. Water leaks in warm room continue to be investigated and at least some appear to be the result of running the heat pumps without drains. These are customarily turned off during the summer but appear to have been left on this year.

Previous action items –

<u>Action</u>	<u>Resp.</u>	<u>Status</u>
Comparison shop CPA Firms	Brad	2 bids received
Eliminate ice equipment from appraised value of club	Duane	already done
Address self-audit request	Brad	open
Research \$2,000 paid to caterer	Brad	open
Assure our Workers' Comp is up-to-date	Joyce	complete, a refund is pending
Calculate energy savings using "degree days"	Fred, Roger	complete, 18% savings
Review bar financials	Duane	open
Send request for w' chair funding to J. Griffio earlier	Fred	open, send now
Optimize return address wording	Fred	open, Peg Tuttle investigating
Establish Finance Committee to review accounting structure & recommend clarifications	Fred	open
Prepare broadcast e-mail regarding Ice Tech Clinic	Chuck, Julie	open
Contact GNCC clubs regarding Ice Tech Clinic	Roger	complete
Notify GNCC regarding Kayser schedule	Fred	complete
Club maintenance and repairs	Dave	on-going
Prepare broadcast e-mail to solicit volunteers to paint warm room walls	Joe, Julie	open
Committee chairs to be sensitive to new members when forming teams	Chairs	close

Committee reports:

Curlogram – the first issue will go out at the end of August using the new procedure.

Membership – A demonstration was held at the Irish Festival thanks to donations of materials and efforts from both current and former members. 103 visitors signed up to attend open houses. Thanks Carol.

Bar – **ACTION ITEM:** Fred will request that the new Bar Committee Chair (Daryl) report informally monthly on progress including ideas, etc., for improvements.

Hotels – Dean reports that blocks of hotel rooms are reserved for all bonspiels. Thanks Dean.

Ice – **ACTION ITEM:** Chuck is requested to install lines for Mixed Doubles when installing the ice.

New business:

Exemption of executive officers from Workman's Compensation coverage – a motion was made by Duane and seconded by Dean to exempt the club's executive officers from Workman's Compensation coverage. The motion was passed by acclamation. **ACTION ITEM:** Fred will complete and submit the appropriate forms.

Don Knapp's letter regarding Mitchell – Don's letter, which had been distributed to the board members, was discussed. The subject was a motion passed by the board at the June meeting requesting the event chairs to assist in encouraging the out-of-town teams to tip the ice committee. The board's feeling was that Don's concerns relate to the implementation details rather than the substance of the motion. The chairs of the three invitational bonspiels being held this year (Don for the Mitchell, Brain and Marj for the Cobb and Julie and Shelley DelMonte for the Kayser) consult and develop a mutually acceptable implementation plan. It is the board's hope that the implementation plan can be ready for review at the September meeting.

Review of past audit findings – Five audit findings were distributed to the board members prior to the meeting and were addressed as follows:

1. Functional expense allocation - **ACTION ITEM:** Stu to request Dave Schroeder to review the classifications and make a recommendation – due in October.
2. Donated services and materials policy - **ACTION ITEM:** Stu to draft a job description for a "Development Chair" to track donations and respond appropriately.
3. Conflict of interest policy - **ACTION ITEM:** Stu to bring a draft policy to the board for review and adoption.
4. Expense review and approval – the board reaffirms its long standing policy that items in the UCC budget and which are recurring in nature with an established vendor shall be paid. The board shall approve other expenses above \$1,000 before payment.
5. Capitalization policy - **ACTION ITEM:** Brad to provide a description of his capitalization practices.

Meeting adjourned @ 7:58PM Total volunteer hours 22

Next meeting September 11, @ the club 6:00 PM

Respectfully submitted

Fred Hicks for Joyce A Shaffer, Secretary UCC