

UCC BOARD MINUTES
Tuesday, September 11, 2007 @ Utica Curling Club

Present: Fred Hicks, Marj Moore, Dean Kelly, Duane Farr, Marty Jones, Stu Card, Julie Chanatry, Joyce Shaffer, Brad Anderson, Chuck Harter

Excused: Joe Gaebel.

Absent:

In Attendance: Barb Felice, Roger Rowlett, Carol Jones
President Hicks called the meeting to order @ 6:07 p.m.

Secretary's Minutes: Minutes from previous meeting approved

Treasurer's Report: The Treasurer's report was accepted. Brad will invest some of the funds currently in our money market, etc., in Certificates of Deposit in order to increase interest income. Our mortgage holder has informed us of an interest rate increase. Brad will shop for a better rate.

Old business:

Ice Tech Clinic – Chuck reported that there appears to be no interest from outside our club so only UCC members are expected to attend. The schedule has been defined with ice cool down starting on 9/28. This is expected to have no effect on the quilt show, which will be going, on since the cool down will be very slow. Darrin will arrive Thursday to begin the installation and clinic. Darrin will not bring a second person from Canada but Jim Gleason will help. Jim Griebisch will videotape the process for future reference. Chuck will provide the schedule for needed volunteer staffing (starting with 10 people to clean the ice on Sunday night, 9/30) to Julie by 9/14 and Julie will send out a broadcast e-mail by 9/18, requesting volunteers/trainees. Volunteers/trainees will be asked to contact Chuck by 9/25 with availability.

Club maintenance and repairs – Chuck reported that Bill Atwell needs a definitive list of tasks but expects his efforts can be completed within a two-day period. Chuck will coordinate the list and Bill's scheduling. Jim Hibbard has installed rain pipes for the three heat pumps in the warm room that were causing the apparent ceiling leaks. One leak remains, which appears to be roof related. Brian Pettey has promised, once again, to complete his installation of ice guards next weekend. It is thought that the empty screw holes for the missing ice guards may be causing the remaining leak.

Rubber mats in ice shed – **ACTION ITEM:** Fred will contact Donna Caleo and remind her about having the mats installed as agreed at the Annual Meeting.

Security Manual – **ACTION ITEM:** Fred will contact Anne Stuhlman about having the Security Manual available for the beginning of the season.

Previous action items –

<u>Action</u>	<u>Responsibility</u>	<u>Status</u>
Address self-audit request	Bill; Brad	complete
Comparison shop CPA firms	Brad	(1) bmc bid \$7650 (2) (2) BH&C \$6,000 NTE (3) Green & Sifter quote coming (also reviewing requirements)
Research \$2000 paid to caterer	Brad	Meal for nat'ls, closed
Research wage increase vs payroll tax decrease	Brad	Numbers are from different years, closed
Review bar financials	Duane	Open
Send request for wheelchair funding to Joe Griffo early next year	Fred	Open
Establish Finance Committee to review accounting structure & recommend clarifications	Fred	New structure and format reviewed and approved
Prepare “broadcast” email to members regarding Ice Technician Clinic	Chuck H.; Julie	Open
Prepare “broadcast” email to solicit volunteers to paint warm room walls	Joe; Julie	Open
Request new Bar Chair to report informally monthly	Fred	Open
Include “Mixed Doubles” lines when installing ice	Chuck DelMonte	Open
Submit forms exempting executive officers from Workman’s Compensation	Fred	Complete
Review plan for encouraging “Ice Man” tips at invitational bonspiels	Don Knapp, Marj & Brian, Julie, Shelly DelMonte	Meeting held including Chuck DelMonte. Steps agreed regarding wording on tip envelop, lock box for tips & announcements, including extra announcements for the Kayser.
Request Dave Schroeder to review our functional expense allocations	Stu	In process
Prepare draft job description for “Development Chair”	Stu	Open
Provide draft “Conflict of Interest” policy	Stu	Open
Provide description of existing capitalization practices	Brad	Fixed assets with value \geq \$500 are capitalized

Committee reports:

Curlogram – the first issue went out in early September using the new procedure. A “deadline warning” will be sent to potential contributors for the next issue within a few days. It was agreed that this list will be expanded to include the BoD distribution and the caterers.

Membership – A successful demonstration was held at a show in New Hartford with many people, including juniors, expressing interest. Thanks Carol.

Men’s – League write-ups were in the curlogram.

Glengarries – League write-ups were in the curlogram.

Mixed – The combined Member/Guest and New Curler Bonspiel was discussed as it relates to the Mixed Committee and Membership Committee. The BoD considers this bonspiel to be important to our new member development. We request that the Mixed Committee conduct this event so that (potential) new curlers are given the experience of a UCC in-club bonspiel, with not only on-ice play but also good food and friendship. The BoD will provide the entry fees for the new dues-paid members. The BoD also requests that the Mixed Committee coordinate the event with the Membership Committee.

Other – **ACTION ITEM:** Marty requested that a notice be included in the next curlogram reminding everyone to sign and return the insurance waiver. Fred will include it.

R2D2 – The newly formed Recruitment and Retention Committee had its first meeting last month. (This has been dubbed the committee "Project R2D2"). The committee agreed to meet and develop goals back in June. We met for the first time on August 26. We have another meeting booked for September 23 and expect to continue to meet, probably monthly throughout the year, which will allow us to stay on top of current recruitment and retention initiatives and to make long term plans for the 2008-09 season. We also wish to formulate an organizational structure that will serve the club into the future and will make our recommendations on this to the board in the coming year.

Attached are our meeting minutes from 8/26/07. **ACTION ITEM:** during discussion it was suggested that this committee also look into reconciling the availability of bulletin boards with the needs of various functions.

New business:

Dave Palazzoli loaned his cordless drill to be used during kitchen repairs and updates. The drill is missing. While the board does not accept liability for lost or stolen items, we consider this equivalent to items consumed and will pay the cost of replacement.

Blue Rock, an electricity provider, sent us a proposal wherein they estimate that they could reduce our electricity costs. It was noted that they provide no guarantees and it would be very difficult for us to know whether or not they had actually saved us anything. It was agreed not to pursue this offer.

Non-returning members - **ACTION ITEM:** It was agreed that Fred will personally contact any members who are known to plan not to return and try to understand their reasons.

Meeting adjourned @ 8:30PM Total volunteer hours 32

Next meeting October 14, @ the club 4:00 PM

Respectfully submitted
Fred Hicks for Joy A Shaffer, Secretary UCC