



Board Meeting Minutes

ATB Centre

April 23rd, 2020

Lethbridge Curling Club Mission/Vision

The Lethbridge Curling Club provides the best possible curling and social experience in the region.

PRESENT:


Kirk Mearns, Rick Buck, Mike Mulroy, Patricia Jackson, Kiana Lawson, Jeff Davidson, Elaine Miller, Pete Heck, Val McHugh, Bob Kurina

ABSENT:


Nick Nicolacopoulos

GUESTS:


Nil

1. Call to order at 5:35PM
2. Approval of Agenda- **Moved by Elaine, seconded by Jeff, that the agenda be approved as circulated – APPROVED BY CONSENSUS**
3. Approval of Minutes from March 19, 2020 – **Moved by Elaine, seconded by Mike, that we approve the minutes from March 19, 2020 – APPROVED BY CONSENSUS**
4. **Correspondence**
 - a. The Lethbridge Curling Club received a letter of support from Curl Alberta regarding the Brier Bid.
5. **Manager's Report**
 - a. *Financials*
 Small profit this season, subject to the auditor's report. Food and beverage margins were improving prior to the shutdown. Pro Shop was over last year's margins but under budget by about 3%.
 - b. *Food and Beverage*





 The club donated some food immediately after the shut down and approximately \$2600 was lost to spoilage. There is some foodstuff stored in the freezer that may be available for use if the club opens in the immediate future.


c. *Rink Operations*

 A big part of the reopening plan for Fall 2020 will be the club's ability to clean and disinfect many of our touch surfaces. Kirk looking into supplies from the City and possible some storage of disinfectant supplies when they become available.


d. *FYI*

 The club will be asking for rent reduction due to the closure of the ATB centre. Kirk will await the rent invoice from the city in June and follow up with them.

 The club will be taking advantage of Govt programs that we would qualify for. Payroll subsidy and possible rehiring of kitchen staff will be explored.

 Government of Alberta has extended the deadline for non profit organizations to hold their AGM as per public gathering restriction guidelines.

 New Point of Sale System was installed March 13th.

 Kirk will communicate with members regarding locker access. Kirk will message the membership regarding access. The board wished to emphasize that the membership should be encouraged to leave their equipment in the locker unless absolutely necessary to retrieve it, as per current social distancing advice.

6. Treasurer's Report (Kiana Lawson)

- a. Kiana suggested that the club explore all programs/subsidies that the club could be eligible for during the COVID-19 pandemic.
- b. Kirk's financial report is consistent with the treasurer's review of the same.
- c. Nanette will be preparing the books for the Auditor, with a submission to the Auditors by May or June.
- d. CEBA (Canadian Emergency Business Account). Government of Canada has a program for small businesses with certain payroll expenditures to borrow up to \$40,000 to cover expenses during COVID-19 pandemic. If paid back before December 2022, 25% (\$10,000) would be forgivable. As per bylaws, the Board of Directors would need to strike a Special Meeting of the Membership, with a 21-day notice period, to borrow more than




\$25,000. Concern was brought up at the board level that the program could run out funds if 21 days were allowed to elapse.

 **MOVED BY Mike, seconded by Jeff, that the Board of Directors apply for the CEBA loan in the amount of \$25000. Carried.**

7. Committee Reports

a. Management Committee

 Most of Management Committee's report was discussed in the meeting.

 There may be a small interruption in timelines for the board in terms of when the facility will be allowed to open.

b. Alberta Mixed Doubles Championship Host Committee – Trish to follow up with Stephanie regarding submission of the final report.

c. Other committees did not meet in March/April.

8. New Business


a. Curling Alberta Fee Transition – Curling Alberta has rescinded their previous fee transition request due to the COVID-19 financial strain on Alberta Curling Clubs.

b. Membership Survey – tabled until May 2020.

c. Appointment of Auditor – was completed at the AGM October 2, 2019.

d. Canada Revenue Agency Authorization

 **MOVED by Kiana, seconded by Mike, that the Lethbridge Curling Club appoint Kirk Mearns, Nanette Dupont, and Kiana Lawson as CRA authorized representatives, and that all previous authorizations be revoked. CARRIED.**

 The board discussed timelines for the government subsidies and the need to submit minutes to the CRA as soon as possible to start the application process(es). **MOVED by Rick, seconded by Kiana, that we circulate April 2020 minutes next day so that they may be approved by the Board to facilitate CRA Authorizations. CARRIED.**

e. League Fee Refunds - Kirk has received a few inquiries on whether refunds will be offered due to premature cancellation of the season.

 **Moved by Mike, seconded by Val, that the Lethbridge Curling Club Board of Directors, in**



consideration of the impact of the COVID pandemic on our club operations, will not be issuing refunds for the small portion of the season missed due to the imposed closure on our club – CARRIED

f. Annual Board Timeline



The Board reviewed the board timeline schedule. The board suggested that CRA authorization and banking authorization for the curling club be reviewed annually in October and November due to the AGM occurring in October.



Board had a discussion around possible reopening of the club and its implications. Rick presented information from a podcast regarding business modelling in the new COVID business world. Rick will send information to the management committee for discussion.

9. Old Business - None

10. Next Meetings

- a. Board Meeting– May 21, 2020
- b. Committees - TBA

11. Roundtable

12. Meeting Adjourned at 6:57PM

Minutes approved April 27th, 2020

Patricia Jackson

Patricia Jackson, President

Rick Buck

Rick Buck, Secretary