

**Madison Curling Club
Minutes of Board of Directors Meeting**

Date—November 11, 2007 at the Madison Curling Club (MCC).

Board Members Present—Mike Fonger, Mike Harried, Mark Hartman, Bonnie Kees, Don Kind, Kellie Krake, Jeff Sailor, Toni Swandby, and Kathy Vinge (President)

Absent—Steven O'Connor, Randy Blumer, Hiro Kobayashi

- 1) **Call to Order**—The meeting called to order at 7:00 p.m. by Kathy Vinge, President.
- 2) **Approval of the October 4 2007 Meeting Minutes**—Three amendments were made to the minutes: 1) under 4i) sentence changed to: Advertisements ran for one week each for the Thistle and Isthmus and brought in 16 people according to last season's records; 2) under 4b) sentence changed to: She proposed a cutoff sign-up date of October 1 and all members would be required to confirm their returning membership (or not) in advance by that date; and 3) under 4b) sentence changed to: Acceptance of this proposal tables all action to change bylaws to the Botham, Solheim, and Men's and Women's leagues.

MOTION by Toni Swandby, Kellie Krake second, to approve the meeting minutes as amended.
Motion unanimously carried.

3) **Treasurer Report**

- a) **2007-08 Budget**— Jeff Sailor distributed the financial summary for 2007-08 as of 10-31-07. Revenues reflected interest income, locker fees, membership dues collected, and \$150.00 in rental income. Current membership stands at 447 in comparison to 527 members last season. The number could increase to 465 once the member category is identified. In all, the club gained 30 new members this year.

The annual flat fee to service the CD from Morgan Stanley is \$90.00. Expenses were paid on invoices and included \$1,000 for beer and \$1,300 for ice house paint, and a few postage bills were covered. Repairs and maintenance expenses paid to ERA included \$1300 for the control panel and \$844 for checking the heating system. The sales tax paid on income from member dues is paid thru September and will be due again at the end of November for the month of October. The electric bill was \$1,900 last month and came in higher this month. The Workman's Comp will expire on 1-15-08 and Jeff will check with Rob Wixson to determine if this is needed since the MCC pays no wages and retains only independent contractors. A software upgrade for Quick Book at \$199 will be needed in the future to make it compatible with the Vista operating system on the computer to manage the accounts. Toni Swandby indicated there would be a printing expense to run the headline for the Hog Line.

- b) **Access Card Fee**—The access card fee amount was incorrectly printed in MCC materials at \$25. To correct the misprint, the fee amount charged was left unchanged. **MOTION** by Kellie Krake, Toni Swandby, to approve the access card fee at \$25 for the duration of an active membership and \$5 for a replacement card. **Motion unanimously carried.** For the record, this is not an annual fee.

- c) **Operating Account-Cash Management**—The Treasurer noted the interest rate for a money market account with Capitol One is 4.25% and includes six checking transactions which is higher than the US Bank rate of 3.875% which includes only three checking transactions. The Treasurer will check with State Bank of McFarland and include the information in an e-mail for Board action so the account can be set up.

MOTION by Kellie Krake, Don Kind second, to approve transferring excess funds above the working capital to an interest bearing money market account with Capitol One if the State Bank of McFarland does not offer an equal or higher rate of interest. **Motion unanimously carried.**

4) **President Report**

a) **2007-08 Committee Updates**

- i) **Status of Property/Repair**—Don Kind has not found someone to handle this area and will follow up on a lead in an attempt to have this category filled so it can be included in the club directory and announced in the Hog Line.
- ii) **Status of Media Coverage**—Mark Hartman will cover this area in the interim. This will be held on the committee list and media exposure could be used to recruit new members.

- b) **December 9 Meeting Start Time**—The meeting on December 9 will start at 7 PM.

- c) **Hog Line Time Line**—The deadline for preparing features for the Hog Line is November 19. Toni Swandby will submit open house numbers and help by volunteer, and information on the new curling rules for this year. Bonnie Kees will send the Committee list, reminders about the bell rule policy, kitchen, and cookbooks for sale. Ericka Balgord will have information on obtaining name tags.

5) **Current Business**

- a) **Finance Committee Recommendations/Capital Reserve Fund/Long Range Planning for Financial Matters**—Kellie Krake referenced the recommendations for long term financial goals from the Finance Committee and asked that the capital equipment items throughout the facility be reviewed on a long term basis so that the club would have an idea of future expenditures related to the infrastructure.

Mike Fonger suggested looking at improvements to make the club look better such as acquiring a larger ice making machine or adding a bar in the clubhouse and there may be more important things to consider than paying down the debt. Even though there are funds earmarked specifically to reduce the debt there is no long-range plan to maintain the building infrastructure. He suggested there be consideration to plan and budget for small and large capital equipment items and club improvements over the next few years.

There was agreement to set up a committee to address these issues in the near future. Some of the areas to be included are the kitchen, ice house, building, and roof. The names of Jeff Schuchardt, Tom Hicks, Allan Hafeman, Vern Connor, Mike Fraboni, Todd Dukes, Ice Committee membership of Mike Fonger, Don Kind, and Mike Harried, and the Finance Committee members. The goal would be to gather information and to prioritize the list once the items are identified. Additional names would be solicited through the Hog Line.

- b) **Ice Use/League Structure Review Committee**—Kellie Krake indicated that Jeremy Roe will chair a subcommittee of all league men and women chairs, shift captains, and interested

members of the board which would meet to examine the league structure and range of other issues that have come up on ice equity so that a recommendation can be made to the Board before the end of the season.

- c) **Ice Condition/Rock Reconditioning Meeting**—Mike Fonger will meet with the Ice Committee to follow up on the October 24 informational meeting, which was attended by about 30 people. Good information was exchanged on efforts relating to rock conditioning, ice preparation, proper pebbling, humidity control, nipping and ice cleaning/scraping. The information will be made available to club members including specifics related to pebbling.
 - i) **Dehumidification**—Don Kind agreed to contact companies to determine the costs involved to improve the dehumidification in the ice house which may be the cause of the water buildup in the insulation in the ceiling.
- d) **Rental Agent Contract Discussion/Approval**—Mike Harried indicated there is an individual interested in the rental agent position vacated by Bill Swanson. The individual has reviewed the rental contract and discussed the duties with Bill. The small increase to the contract amount of \$16.00 per hour was addressed.

MOTION by Mike Fonger, Mark Hartman second, to increase the rate of pay by 3% to \$16.50 per hour for the rental agent position. **Motion unanimously carried.**

Kathy Vinge and Mike Harried will meet the interested individual and finalize details of the contract on accepting the rental agent agreement.

- e) **Open Houses Recap**—Toni Swandby indicated 124 people attended the Open Houses: October 17 (21), October 18 (23), October 20 (43), and October 22 (37); this number is lower than in the past. This season, 14 people joined at the Open Houses and during the prior season, 43 people had joined at the Open Houses. Clarion Gilbertson handled the kitchen, Bonnie Kees handled Hospitality/Greeters, and Kellie Krake recruited on ice instructors. There was a great response by volunteers and more people showed up to help than those who initially signed up to help. There was no problem with limiting the beer to members only and the Open Houses were closed down in a timely manner. Expenses for the Open House were \$185.
 - f) **UW Mini Course**—Kathy Vinge reported on communication from Steven O'Connor. There were 25 people registered; 24 people attended the first session and 20 people attended the second session. The same group of seven instructors served at both sessions. Steven submitted expenses to the Treasurer in the amount of \$85 for pizza on day 2 and \$45 for printing instructional materials.
- 6) New Business
- a) **Fundraiser for Copper Country Curling Club**—Kellie Krake received a request from Troy Mayne to host a fundraiser to benefit the Cooper Club and noted that St. Paul held a similar fundraiser. This item is tabled until further specifics are available from Troy.
 - b) **Ice Maker/Cleaning Contract**—Kellie Krake will be meeting with the ice maker to review contracts.

- c) **Vacuum Cleaner Purchase**—Don Kind reported the three vacuum cleaners used to clean the carpet are not reliable. He was quoted \$350 for a commercial grade cleaner with trade-in (no tools). It is not cost-efficient to repair the current vacuum cleaners.

MOTION by Toni Swandby, Mike Fonger second, to authorize Don Kind to purchase a new commercial grade vacuum cleaner for \$350.00 with trade-in using capital improvement funds. **Motion unanimously carried.**

- d) **Refrigerator Repairs**—Don Kind indicated the kitchen refrigerator is not operating due to a malfunctioned compressor. Mike Fonger will make inquiries to determine whether a commercial unit is required. Don will follow up on costs to replace the equipment.
- e) **Men's Lockers**—Don Kind indicated there is a shortage of men's lockers and an additional 10 lockers could be installed if the bulletin board is moved to another location in the room. Don will attempt to locate additional lockers. There was agreement to not install additional lockers in the hallway leading to the locker rooms.
- f) **Increase Cost of Adult Groups**—Don Kind recommended increasing the adult rate for groups of 5 or more people from \$10 to \$15 per person and not change the current student group rate charge of \$5 per person. This cost would cover the usual 2 hours of supervised ice time and instruction.

MOTION by Don Kind, Toni Swandby second, to increase the adult group rate charge from \$10 to \$15 per person for groups of 5 or more people. **Motion unanimously carried.**

Don will schedule students with the McFarland School District during the first or second week in December.

- g) **USCA Material**—Toni Swandby received a box of material from the USCA, which included brochures on curling and the new rules, and posters. Kathy Vinge distributed information on a USCA survey to collect information on members who are stick curlers. Toni, acting on behalf of the MCC, will receive 2 passes to the World Curling Championship at the North Dakota arena. It is not determined how to award these passes.
- h) **AED Upgrade**—Kathy Vinge acknowledged the work of Ken Neidhart and Bill Swanson to update the AED equipment. Ken was able to obtain the upgrade at no cost.
- 7) **Next Meetings**—The next MCC Board of Director meetings are on December 9 at 7 PM and on January 13 at 6 PM, February 10 at 6 PM, March 9 at 6 PM, and April 1 at 6 PM. All meetings are at the MCC. Items for discussion at the December meeting include cleaning the beer lines and petty cash fund.
- 8) **Adjournment**—**MOTION** by Mike Fonger, Kellie Krake second, to adjourn. Adjourned at 8:45 PM.

Submitted by Bonnie Kees, Secretary