

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

Date -Thursday, May 14, 2009 at the home of Toni Swandby.

Board Members Present - Larry Baeder, Ericka Balgord, Richard Berling, Janet Crnich, Tim Ebert, Mike Fonger, Mark Hartman, Kellie Krake (President), Steve Schally, and Toni Swandby.

Officers Present - Dae Jean Jahnke and Jeff Sailor

Past Board Members Present - Mike Harried and Don Kind

Past Board Members Absent - Kathy Vinge (Past President)

- 1) **Call to Order** - Kellie Krake thanked Toni Swandby for hosting the pot luck that preceded the Board Meeting. She then call the meeting to order at 7:30 P. M.
- 2) **Approval of the April 2 and April 18, 2009 Meeting Minutes** - **MOTION** by Toni Swandby, Ericka Balgord second, to approve the meeting minutes with Mike Harried's correction to the Capital Improvements Projects section changing the word timber to temper. **Motion unanimously carried.**
- 3) **Election of Officers for 2009 - 2010 Boards of Directors**

Kellie Krake opened the floor to nominations for officers.

MOTION by Richard Berling, Ericka Balgord second, to elect Larry Baeder to serve as Vice President. **Motion unanimously carried.**

MOTION by Mike Fonger, Larry Baeder second, to elect Toni Swandby to serve as President. **Motion unanimously carried.**

Kellie thanked everyone and turned the meeting over to Toni. Toni extended her thanks to all of the outgoing Board members for their work above and beyond the call of duty. She excused the outgoing Board members, if they wished to leave, but no one accepted the offer.

4) **Treasurer's Report**

- a) **April Month End** - Jeff Sailor distributed a financial summary which include a new column; Month To Date. There were no significant changes to the financial summary since the annual meeting. Because the Annual Meeting occurred so close to the end of the fiscal year (April 30), he closed the books on April 22, 2009. Any transaction after April 22 will be included in the May financial report.
- b) **2009 - 2010 Budget** - Jeff will work with Toni Swandby to develop a preliminary draft of next year's budget. He will present the draft at the June Board meeting. The draft will include a newly expanded Capital Budget which will list large expenditure items like carpeting and nipper blades. Funds for Capital Budget items will be approved by a '7 of 9' vote instead of a majority vote. His intention is to have a working budget approved at the July Board meeting.

The MCC ended the fiscal year with a surplus in the operating budget of \$6,800. Some of this money came from credit received for the return of unopened beer and soda and from refunds due to furnace repair billing errors. In accordance with the Financial Committees recommendations, since the surplus was under \$10,000, all of the surplus will roll into the operating budget for the next fiscal year.

- 5) **2009 - 2010 Board Committee Assignments and Responsibilities** - Kellie Krake and Toni Swandby began by explaining the Board structure and function. There are 12 people who attend Board meetings: 10 Board members and 2 Officers (Secretary and Treasurer). Of the 10 Board members, there are 9 voting members and 1 non-voting member (Past President). The voting Board members are responsible for the oversight, coordination, and guidance of the committees that handle the business and maintenance of the MCC. These committees harness the energy of our members at large who get things done at the club. The committees meet once a month between Board meetings (or as necessary), to provide feedback on the progress of tasks and to receive guidance or help as needed. The Board members act as liaisons bringing information back to the Board meetings where the Board can remove roadblocks, vote to approve funding, or provide other kinds of help for the committees. As a Board member, you will recruit for and support the committees assigned to you. However, you need to give the committees the power to make the decisions and do the work, as the majority of work will be done in the committees. The MCC is, with just 2 exceptions, a volunteer organization and it is up to the Board members to get people to participate in its operation.

The Board will meet approximately once a month. The meetings follow an agenda. To get an item on the agenda, contact the President, Vice President, or Secretary. Items should be placed on the agenda no later than 1 week before the Board meeting.

Any information you have regarding a item for discussion should be distributed to the other Board members in advance of the Board meeting so that all parties are prepared to make decisions with limited additional questions and discussion. The purpose for this is to reduce the amount of time that will be needed to resolve a problem or answer a question.

Each Board member has received a copy of the Policy and Procedures Manual. In the Bylaws, there is a provision that states if you miss 3 Board meetings, you have resigned. In other words, you are expected to attend all Board meetings.

The following committee assignments were made.

Men's Curling: Larry Baeder, Richard Berling
Women's Curling: Janet Crnich
Special Events: Tim Ebert, Mark Hartman
Mixed and WISCA Senior Curling: Mike Fonger
Intraclub Bonspiels: Richard Berling
Invitational Bonspiels: Mark Hartman
Social Event: Ericka Balgord
Special Activities: Janet Crnich
Ice Committee: Mike Fonger, Steve Schally, MCC President
Membership: Larry Baeder, Steve Schally
Association Liaison: MCC President and MCC Vice President
Finance: Larry Baeder, Toni Swandby
Facility and Maintenance: Larry Baeder, Mike Fonger
Directory and Calendar: Mark Hartman, Steve Schally, Toni Swandby
Publicity and Awards: Ericka Balgord
Policies, Rules, and Ratings: Tim Ebert

Toni passed out a Timeline, by month, which listed tasks to be reviewed at Board meetings. The tasks she highlighted for June were reviewing a club calendar draft, reviewing the Vision Committee report, and approving the Rating Committee report. For July, the highlights were to approve the budget, set the dues, and get prepared for the late summer member mailing. August highlights were to send out the member mailing and complete the web site changes so it can become an active communication tool. The highlights for September are to have new flooring installed and to start ice making. October's highlight is setting up the Open Houses. November's highlight is getting the membership directory completed. Toni stopped there even though the Timeline goes through the end of the fiscal year.

6) Current Business

- a) **Capital Improvement Projects** - Kellie Krake sent an e-mail to the Board which included an updated project spreadsheet. The spreadsheet would not be discussed at this meeting but is something to review in preparation for future discussion.
- i) **Ice Scraper Blades** - Don Kind explained that Mike Fraboni would like the Board to make a decision at this meeting regarding the purchase of a new scraper blade. If the MCC decides to purchase the blade now, it can be included in the shipment with the 2 scraper blades just sharpened. This would result in a \$150 savings over having the new blade shipped separately. Buying this blade would also mean that the MCC could go the entire season without having to ship 2 more blades for sharpening in late December or early January. All blades could be shipped once a year, in April.

When asked why the MCC ships their blades to Canada for sharpening, Don gave a brief history of the unsatisfactory experiences we have had for the last few years with local workmanship. Mike Fonger then read a portion of the April 2, 2009 meeting minutes where Mike Fraboni had described the new scraper blade and why he wanted it purchased.

MOTION by Mike Fonger, Mark Hartman second, to purchase the new special scraper blade for \$1,800. **Motion unanimously carried.**

- b) **Vision Committee** - Larry Baeder reported that Sandy Gordon is making progress. The verbal description of how the club house will change is being put into conceptual drawings by a student working with Sandy. These drawing should be ready for presentation at the June Board meeting. Larry will also have information regarding the replacement of the flooring by the June Board meeting.

Larry is looking for club members with an architectural, mechanical, electrical, or HVAC (Heating, Ventilating, and Air Conditioning) background who would be willing to evaluate the equipment in and the conditions of the club and ice houses. This information is needed to estimate life of equipment in the facility and impending repairs and upgrades to the aging MCC building. In order to budget for large expenditures needed to keep the club in good repair, it is important to first know what is needed, when it will be needed, and how much it will cost. He was given several names including Vern Connor, Willy Schomaker, Joe Sokal, Chris Weber, and Dean Zoesch. Tim Ebert has worked with Sandy in a professional capacity for many years and volunteered to get involved.

Beside coordinating building needs with the Treasurer in developing the Capital Budget, Larry repeated that the Vision committee is also focused on improving

the club house aesthetics based on the results of 2 focus groups that met last season. In those meetings, two perceived problems came to light. The members were of the opinion that the club house is dirty or messy. Also, they felt the club house space needed to be narrowed as it never seems to be full.

c) **Club Calendar, 2009 - 2010** - Mark Hartman passed out a paper copy of the calendar that is currently on the MCC web site. He will add the Board meeting dates that are selected at this meeting. He listed all summer club rentals that have been scheduled to this point. The US National Club Championships are on the calendar for February 19 through 27, 2010, And the McFarland Pre School Screening is on the calendar for April 19 through 22, 2010. With Easter falling on April 4, 2010, we should be able to schedule the Annual Meeting earlier next year so that it will not coincide with the Pre School Screening. The calendar will be discussed again in June.

i) **Madison Mixed** - Richard Berling explained that last year the Madison Mixed was cancelled due to lack of participation which resulted from too many other bonspiels being held on the same weekend. To eliminate that problem this year, he has researched dates and had many conversations with Doug Boyd, in Chicago, Tom Godar, and Toni Swandby. The best dates for the Madison Mixed have been determined to be February 5 through 7, 2010.

ii) **High School Championships** - Richard Berling continued by saying that Greg Schaffer would like the Wisconsin High School Championships to be held February 12 and 13, 2010. This would prevent the students from missing school 2 weekends in a row as another junior event is being held January 29 and 30, 2010.

Toni Swandby suggested that anyone trying to schedule a bonspiel should begin by looking at the Wisconsin State Curling Association's web site calendar (www.wi-curling.org). Tim Ebert asked how hosting so many events would affect our members. The consensus was that leagues will probably start 1 week earlier this year than last. The High School bonspiel finishes around noon on Saturday so pick up curling could be scheduled for the afternoon that day. Some juggling will need to be done to allow the Friday leagues to make up for lost days.

MOTION by Richard Berling, Larry Baeder second, to set the dates for the Madison Mixed as February 5, 6, and 7, 2010 and set the dates for the High School bonspiel for February 12 and 13, 2010. **Motion unanimously carried.**

Kellie Krake stated that Scott Reich would like to schedule the Fowler bonspiel for March 5, 6, and 7, 2010. He still needs to contact Jennifer Krug Rhude to see

how this impacts the dates for the Curl vs. Cancer bonspiel.

- d) **Host US National Club Championships 2010** - Mark Hartman noted that a planning meeting is scheduled for June 7, 2009. This kick off meeting will include the key committee chairs. Also, Jeremy Roe will soon be sending out an e-mail to the entire membership to recruit volunteers who will be asked to attend the meeting too.

Toni Swandby asked Mark if he knew how much the organizers of last year's US National Club Championship in Utica had made hosting the event. Utica made a profit of \$7,500.

7) **New Business**

- a) **Next Meeting Dates** - The next meetings of the MCC Board of Directors will be held in 2009 on Thursdays June 18, July 23, August 13, September 17, and October 8 and Sundays October 18 and, tentatively, November 15. All meetings will be held at the club in McFarland beginning at 6 P.M.

The October dates were selected based on tentative dates for the Open Houses. The tentative dates for the 2009 Open Houses are Thursday October 15, Saturday October 17, and Monday October 19. These dates will be finalized in September.

- b) **Rental Administrative Fee** - Mike Harried gave a brief history of problems encounter during club rentals last year that led to the decision for the MCC to hire security to be present at the rental events. The rental fees charged this year will include a larger damage deposit and money to cover the cost of the security. However, because the security is hired by the club, our Treasurer must pay the officers and file form 1099 with the Internal Revenue Service¹. Mike was concerned that this requirement was imposing a burden on our Treasurer and therefore an administrative fee should be charged to the renter to pay for the time to prepare and file the forms. Mike Fonger asked what the volume of forms would be and Jeff Sailor felt he would only need to fill out 7 or 8. It was suggested that since the volume was low, it might be best to wait until the end of the year to see what the implications had been. Until then, filing 1099's should be considered a cost of doing business. Jeff agreed and stated that if the filing of the forms becomes a nightmare, he will bring it up for discussion again.

¹ **Form 1099** is a form promulgated by the Internal Revenue Service (IRS) and is used in the United States income tax system to prepare and file an *information return* to report various types of income other than wages, salaries, and tips (for which Social Security Administration Form W-2 is used instead). Each payer must complete a 1099 for each covered transaction. Three copies are made: one for the payer, one for the payee, and one for the IRS'. This information was taken from the Wikipedia web site and can be found at http://en.wikipedia.org/wiki/Form_1099#1099.

c) **Madison Curling Foundation/Grant Applications** - Toni Swandby asked everyone to read the material that Richard Berling had e-mailed to everyone, contact Richard with any questions you have, and be prepared to discuss this topic at the next Board meeting.

8) **Adjournment - MOTION** by Mike Fonger, Richard Berling second, to adjourn.
Motion unanimously carried. Adjournment at 9:28 P.M.

Submitted by Dae Jean Jahnke, Secretary