

Bend Curling Club Board Meeting

7/24/2023

Michael Coe – Chair

John Meyer – Vice Chair

Jeff Gullickson – Finance

Tony Morales – Registrar

Tom Pietrowski – Secretary

1. Defining roles of Steering Committee positions. We will be reaching out to club members to fill committee positions in either a lead or supporting role. The expectation of the BCC board is that all club members will be a part of at least one steering committee. Club volunteer involvement is crucial to club growth and increased club member involvement will be a necessary component to demonstrate when we get our own ice facility. We will be creating and sending out a list of time commitments and skill sets that best suit each committee soon, but in the meantime if you are interested in any of the below steering committees in a lead or support role please contact Michael Coe at cephasmc@bendbroadband.com and let him know which committee you would like to be a part of.
 - a. Ice Tech (Lead: Tom Pietrowski) Reports to Vice Chair
 - Works with BPRD ice crew to optimize curling ice preparation
 - Coordinates with the lead contact person from each league team to help with ice prep before league games.
 - Works with USA Curling ice preparation programs
 - Trains other club members in ice preparation
 - Ensures proper cooling and maintenance of curling stones.
 - b. Bonspiels (Lead: Gabi Roozee) Reports to Vice Chair
 - Coordinates and organizes the Bend Curling Club bonspiel
 - Communicates Bend Curling Club bonspiel information, requirements, etc. to visiting teams.
 - Arranges for Bend Curling Club bonspiel awards and medals.
 - Arranges for Bend Curling Club bonspiel vendors and sponsors.
 - Coordinates/supervises Bend Curling Club bonspiel volunteers
 - Supervises and coordinates Bend Curling Club bonspiel hosting duties (group rates, travel, hotels, welcome items/snack packs, etc.).
 - Secures necessary officials through PNWCA for Bend Curling Club bonspiel (as needed)
 - Ensures compliance with, and satisfaction of, all USA Curling tournament rules and requirements.
 - Submits Bend Curling Club bonspiel information to PNWCA for certification
 - Gathers information for bonspiels located outside of CO and posts to web site
 - Sends out of area bonspiel applications when requested
 - Submits tournament information to PNWCA for certification
 - Works with BCC board finance director for bonspiel financial assistance (when available)

- c. Communications/Marketing (Lead – _____) Reports to Vice Chair
 - Update social media/website
 - Responsible for all member-wide communications
 - Communicates with local media channels (story opportunities and event coverage).
 - Communicates with clubs, corporations, schools, etc regarding curling interest and opportunities.
 - Promotes Learn to Curl and recruitment events
 - Creates Marketing materials for club and club events

- d. League scheduler (Lead – _____) Reports to Registrar
 - Work with each team point person to fill team rosters.
 - Coordinates game schedules.
 - Updates league standings
 - Ensures team schedules are updated on website when necessary.
 - Creates and maintains sublist for league play

- e. Social (Lead – _____) Reports to Vice Chair
 - Creates and manages warm house environment (right now this is mostly just beverages in the parking lot after league on Saturday nights!)
 - Organizes broomstacking prior to league play each week (chooses location, informs club members, coordinates any discounts with restaurants/pubs for club members)
 - Designs and coordinates social events for club. Minimum of 1 social event per calendar quarter

- f. Information Technology (Lead – _____) Reports to Vice Chair
 - Manages club website
 - Manages club software used for leagues, bonspiels, emails, etc
 - Coordinates with League Scheduler to ensure scheduling format and scores on website

- g. Dedicated ice (Chair – Tom Pietrowski) Reports to Vice Chair
 - Organizes dedicated ice committee and calls meetings as necessary
 - Oversees development of strategic pitches to potential donors
 - Creates and maintains a timeline of tasks/activities needed to secure dedicated facility

- h. Fundraising (Lead – _____) Reports to Finance Manager
 - Designs fundraising activities
 - Recruits volunteers/sponsors for fundraising activities and events.
 - Implements fundraisers.
 - Delivers funds to Finance Manager, coordinates with Finance Manager re. accounting of funds/expenses.
 - Ensures compliance with all Bend Ice policies related to travel.

- i. Development and Training. TBD

2. Further discussion on differentiation of club member voting responsibilities vs Board voting responsibilities (will require an amendment to the club bylaws. Information about proposed amendments will be sent out to club members in the first week of September and will be brought to club vote for approval at our club member meeting in 3rd week of September)
3. All future board meetings will include disclosure of most recent BCC budget (profit & loss accounting). Monthly BCC budget accounting will be posted on club web site.
4. All-club meeting to be scheduled for 3rd week in September
 - a. Vote on Bylaw amendments
 - b. Introduction of steering committee leads and request to fill all remaining committee lead or support roles
 - c. Set draw schedule for leagues, create teams and designate point person for each team
 - d. Explain league enrollment and payment procedure (moving to online payment and waiver procedure)
5. Discussion about focusing our efforts with BPRD on finding time for Youth development as worded in Bend Ice Mission