

Bend Curling Club Steering Committee

MINUTES Monday, Feb 19 2024

Present: Michael Coe, Tom Pietrowski, Tony Morales, Jeff Gullickson, Cicely Wingate, Joe DeLuca, Greg Jackson

Motion was made to approve meeting minutes for January by Jeff, seconded by Tony. Minutes were accepted

Items discussed:

1. Website updates were provided by Joe
 - a. Current issues- mostly fall under user account issues
 - i. Mostly due to email errors (emails used for set up no longer valid or used by member)
 - b. Joe proposed considering that we enable self-registration next season which is not currently enabled
 - c. It was determined that we still need to cross reference Tony's registration list against the registration report from the Website to ensure that the exported report becomes the source of truth
 - i. Definition: Registered = Member who has an account
 - d. Future site and content management was discussed
 - i. Joe has created and shared with the board, general website "How-tos"
 - ii. Joe is still available to ask specific questions, but would like to promote all of the board getting familiar with uploading and managing content
 - iii. There are decisions to make regarding content management vs Site management
 1. At this time Greg will be responsible to vet the content going up on the site
 2. Greg will work with Joe to get up to speed with nuts and bolts of Content and Site management , will review Joe's "how to" document and ensure that all elements to keep up to date are identified and attended to
 3. This follow-up is TBD
 - e. The payment piece of the BCC website currently pending.Go live planned for June
 - f. Email management
 - i. Continues to need work. Some email blasts require archiving, some do not. No further decisions or discussions regarding which made.
 - ii. Follow-up from January: There is not an option for an RSS feed
 - g. Homepage
 - i. Per Joe, most content does not need to be or should be deleted but instead expired and archived. Archived is simply removing content from the Home Page.
 - h. Training/ followup that still needs to happen:

- i. Mailer & account management
- 2. Marketing & Bonspiels:
 - a. Gabi will be working on Bonspiels as Greg moves to website content
 - b. It was agreed upon that a rudimentary FAQ about Bonspiels and a list of upcoming Bonspiels should be added to the website soon. *Responsible party for this is pending.*
- 3. Communication expectations for BCC BOD were discussed
 - a. Discovered that the frequency with which the BOD check their BCC email varies between 1/day to 1/week.
 - b. Categories of communications discussed:
 - i. Urgent communication: This requires a text instead of email
 - ii. Subject line Clarifications agreed upon
 - 1. FYI: Information only. no reply required
 - 2. Response required
 - c. It was agreed upon that Board meetings will be added to BCC Website calendar and Approved meeting minutes will be published
 - i. Cicely will own this task.
 - ii. It was proposed in the future that members could use members@bendcurling.org to send questions/concerns as well of desired topics of discussion for upcoming board meetings
- 4. Financial Update
 - a. Budget. The plan to publish the budget was discussed. It was agreed upon that the process remains to be finalized. Jeff will work on a process and prepare content for publishing to BCC website for members .
 - b. BOD agreed to approve payment for renewal of BCC designated Level 1 instructors. Plan for getting a Level 1 instructor escalated to Level 2 pending.
- 5. BCC End of year Meeting and upcoming club deadline determinations
 - a. Per Bend Ice, voting for new board needs to occur in April
 - i. Date proposed for meeting: April 27 at Broken Top Bottle Shop
 - ii. Agenda will include proposal of guideline amendments
 - b. Plan for BCC membership due in July/August
 - c. Plan for League/ session fees September/October
 - i. Budget for 2024/25 dependant, FUA, meetings with BendIce and Park & Rec.
 - d. It was identified that a protocol will need to be established for how to determine league/ team participation considering the number of individuals interested. Pending task, follow-up required
- 6. Registrar Update

- a. Registration in general went well, most members are using the website.
 - b. 14 brand new curlers for this session
 - c. All sheets are full for both draws for first time in the history of the club
7. Committee Updates
- a. Social:
 - i. There was a consensus that the end of the year club meeting and the April 27 meeting be the same
 - 1. Tentative location will be Broken Top Bottle Shop
 - b. Social Media
 - i. There are regular posts on social media
 - ii. It was identified that additional information worthy of sharing would be:
 - 1. Other club events on calendar to share
 - 2. All dates and times BCC curls
 - iii. Michael proposed adding a QR code to drive viewers to website. *Details remain to be discussed.*
 - iv. It was noted that Gabi does not currently have all the access she needs on Facebook. Billy will need to connect with Michael to assist with getting her the appropriate access
 - c. Rules committee
 - i. It was identified that the Rules Committee still needs to meet to clarify some rules.
 - 1. Clarification on how to fill a team when subs are needed
 - d. Instruction and Coaching Committee
 - i. No updates
8. Yearly timeline for board agendas - Summer
- a. Michael plans to develop a yearly calendar that will determine what needs to be on the agendas month to month.
 - b. BOD plan is to meet every 6 weeks this summer/ postseason
9. Guidelines amendment process
- a. The plan is to finalize this next month
 - i. Michael will prepare and share prior to next meeting so that comments and amendments can be made

Follow up/update items from last month:

- 1. Update of Draft league rules to put to vote
 - a. Committee in place to address questions on ice and to clarify questions and proposals to new rules
- 2. Update of pre-league and on ice activities for Novice League participants

- a. This remains inconsistent. It was identified that we need to identify another Ice Prep body to stand in for Jason when he has an 8:30 game as Jason is still coordinating Novice Curlers.
 - b. It was recognised that coaching Novice Teams needs additional organization/ structure. Michael will address expectations with Jason for the remainder of the session
 - c. Discussion of improvements for next year will occur at end of year meeting.
3. Update of ice prep process for advanced teams in 8:30pm draw
 - a. Ice prep goes well as long as a reminder email to teams participated is sent out prior .
4. Online payments update
 - a. Sona.
 - i. An individual's SSN is required for this to be launched. Jeff has agreed for his to be used.
 - ii. Anticipated launch date for Sona is TBD, but at latest ready for Member dues in July
 - b. Jeff will be writing up a protocol for BCC Finance Director.
5. Liability Insurance options Steering Committee
 - a. This is still pending. Jeff and Tom will do a little research and present findings next meeting
6. Scoring- Michael will take over/address
 - a. Details still need to be established for tracking scoring such as how to deal with ties and who will enter. Determinations pending
7. SafeSport
 - a. Requirements were asked about. Michael to follow up to determine re-up requirements, and training.