

TCA Board Meeting Minutes May 21, 2019

Present: Danielle Inglis, Maureen Condon, Jason Chang, Bill Francis, John Headley, Tom Worth, Melissa Hogg Cunningham, Bruce Orrell, Cory Randell, Grace Bugg

Regrets: Rob Maddock, Michelle Laidlaw

Meeting called to order at 7:06 p.m.

1. Approval of Past Minutes

- Jason moved
- John seconded

2. Club Manager Liaison

- Welcome to Tom Worth as Club Manager Liaison
 - Danielle said to him he could attend TCA Board meetings if he wishes in order to keep up to speed with TCA info
- Tom was welcomed to join the TCA Board in September at the AGM if he wishes

3. Surveys

- Curlers survey went out to everyone, great response so far. Over 860 replies.
- Results can be used for marketing and sponsorship
- Bruce sent out the Club Managers survey, waiting for their responses
- TCA Board will analyze survey data
- Results may be posted on the TCA website; Championship chairs are already asking for this data to help sponsor enquiries

4. West End Curling Petition

- Board level discussion was required as there were some concerns
- Danielle was involved 2 months ago in some discussions
- Danielle recapped what their (WECC) high level goals are; looking to be part of the Toronto Master Plan and looking into a multiuse facility, talk with City of Toronto has begun
- Board concerns are: no strong vision has been mentioned so where are they going, there is no plan or structure yet, how do we support their initiative?
- Bill stated if they aren't unified, how can the TCA support it?
- Melissa stated City would be looking for a plan going forward & hoping the TCA supports the plan? City would be looking for a relationship between WECC and TCA, and WECC may need this to grow
- Danielle was approached by WECC & is happy to support more curling in Toronto. WECC has knowledgeable members, Danielle would like the TCA to be involved but who can do it?

- Jason stated can we ask them to provide monthly email updates.
- Tom & Melissa stated can we ask them to update us at a meeting? Should be a person to person meeting not online for best effect. Greg could do a presentation
- **Action item:** Danielle to invite Greg to next meeting to hear more about WECC plans

5. Championships Update

- Danielle and Maureen attended Chair's meeting on May 13
- Maureen gave an update on the Chairs meeting; Chair's presented their positive updates and what needs improvement. Good season for all events, especially Youth Championship
- Men introduced a Novice division which was well received, and they will expand it next season
- Day Women changed their format to eliminate the division between Open and Senior and added lunch, they will keep this format
- BW had no changes but lost their title Sponsor, Linda Leveque. They have enough support for next season but will need a new Sponsor to continue after 2019
- Mixed went from 4 days to 3 days because of bad weather and the format worked well, considering this for next season
- Youth Championship went well and will be bigger and better next season. Alumni party went well, more parent involvement went well, Doubles event went well
Announcement for next season with more Sponsorship is coming.
- New Mixed Doubles chair, Ikoro Huggins - Warner, attended and gave a brief introduction of his event, no real format yet as just starting to get a Committee formed
- Ice fees will increase from \$20 to \$30
- Rules
 - Bell rule across the TCA events was not introduced as the Chairs didn't feel there was enough need, it wasn't a huge issue, as only a few teams involved. No strong support for it. Suggestions were proposed other than imposing a bell rule.
 - Some suggestions; Club rep to mention slow play before the games start, break ties with a draw to the button, ask the Club if the 1st draw can start earlier.
 - Broom rule will be mentioned at all events at the start of each event. It will be enforced at the Men's event with a penalty. This will be added to the Men's rules.
- Maureen will take on the website update role and this was mentioned to the Chairs so they send us updates when they can't make their own changes

6. Managers Meeting Update

- Danielle, Michelle and Maureen attended the Club Managers Apr. 24 meeting, hosted by Tom Worth at Donalda
- Looking for facilitators /coaches list, maybe posted on the TCA website so these resources can be located by curlers. Hugh Murphy started this & included locations
- Marketing is on the Manager's wish list, help with getting 20-40 year olds into curling

- Share videos on relevant topics such as safety equipment use, & best practises, Leaside and York have some videos already
- Education on etiquette
- Interclub leagues should consider Saturday as well as Sunday in order to help secure ice
- Seminar on social media use suggested, well received at Annandale

7. Sponsorship

- Jason and Danielle spoke with Catharine at Curling Canada; Jason will talk to her again to find out if she has the time to take this on or has any recommendations
- Danielle spoke to Steve Chenier at CurlON, they had someone work at sponsorship in a paid position, but this may not be an option for our budget

8. Communications and Website Design

- Danielle, Melissa and Wes discussed Google platform, switch went live but they weren't ready, so moved the email service back
- Email is working fine
- Melissa and Wes to discuss their website plan over the summer and send an update, rollout date is tentative right now as Wes is unavailable
- Will give heads up to the Chairs so they know the plan and timelines
- Email to Chairs to add key questions and confirm past info, this could be done in the next month, how many email addresses do the Chairs need
- Danielle thanked Melissa for her work on this and said it will be great and pay off

9. Treasurer Update

- John had questions on two Youth event expenses with no invoices, should we allow expenses with no invoices generally, need more information on these two
- John sent out the finance reports to the Day Women and Business Women and would like to standardize the expense reporting process
- Cheque signing was discussed, process needs to be revamped to make it easier
 - Two signatures required on cheques,
 - Is this a requirement in bylaws or at TD Bank? Bruce said this isn't in the bylaws
 - Suggestion to add more people as signatories
- **Action item:** John will follow up with Grant Cowan on the two Youth invoices
- **Action item:** John and Maureen will discuss expense reporting format
- **Action item:** John will find out what TD policies allow for signing

10. Unionville Gala

- Unionville CC is celebrating 100 years this season. They will be hosting a gala on Nov. 16
- Discussion on presenting a plaque or certificate for the 100th anniversary
- One TCA Board member will be able to attend the gala to present

11. CurlON Zone Meeting

- **Action item:** Maureen will send the CurlON presentation to all Board members

12. Outstanding Achievement Award

- Deadline for nominations will be July 31
- Award presented at AGM in September

- **Action item:** Grace to create online nomination form
- **Action item:** Bruce will send the survey communication to Club reps
- **Action item:** Tom will send the survey communication to Club Managers
- **Action item:** Melissa to create wording for website and social media posting
- **Action item:** Maureen will send Google contact list to Bruce and Tom

13. TCA AGM

- Tuesday, September 10 was agreed, 6:30 p.m. cocktails, 7 p.m. start
- Everyone is responsible for their section and what you brought to the table for the TCA
- Work towards reports for end of August so Cory can complete it before school starts
- John will add the audit statement, unaudited for this season
- John would like someone to take over for him
- We need to know about people's plans and succession planning

- **Action item:** Grace to approach a potential candidate she knows for Treasurer, everyone to think about candidates
- **Action item:** Cory to put together Annual Report, Danielle to edit
- **Action item:** All Board members to send Cory information for Annual Report

14. Youth League Coordinator

- 5 people recruited to replace Dave Rooney so far
- Website access for new recruits will be delayed until after September when the update is completed
- Like to honour Dave at the AGM, suggestions include:
 - Give thoughts to appropriate thanks and gifts
 - Testimonials from some participants

Meeting adjourned at 8:37 p.m.