



...dedicated to the administration, promotion, development and coordination of the sport of curling...

**Minutes of the Nova Scotia Curling Association  
 Board of Directors Meeting  
 March 22, 2020, 6:30pm  
 (via conference call)  
 APPROVED April 26, 2020**

In Attendance: Chris Mosher, Donalda Buckingham, Virginia Jackson, Susan Creelman, Sean Bray, Nick Hilton, Andrew Abraham, Tiffany Cuthbert and Alison Davidson

Regrets: Graham Mowbray, Robin Nathanson, Mike Strang

ITEM	ACTION	SPONSOR	ATTACHMENT/ ACTION
1.	<b>Call to Order</b> The meeting was called to order at 6:33 pm.	C. Mosher	
2.	<b>Approval of Agenda</b> C. Mosher asked if there were any additions or changes to the meeting agenda that was circulated, requesting that a President's Report be added following the Executive Director's Report. <b>MOTION:</b> That the meeting agenda be approved with the addition of a President's Report. <b>Moved by:</b> S. Creelman. <b>Seconded by:</b> S. Bray. <b>Motion carried.</b>	C. Mosher	<i>Passed: nem.com</i>
3.	<b>Approval of Minutes of January 19, 2020 and February 23, 2020 meetings.</b>  C. Mosher asked if there were any changes to or omissions from the minutes that were circulated.  Two editorial changes to the February 23, 2020 minutes were suggested by D. Buckingham.  <b>MOTION:</b> That the minutes of the January 19, 2020 meeting be approved as circulated, and that the minutes of the February 23, 2020 meeting be approved with the suggested changes. <b>Moved by:</b> A. Abraham. <b>Seconded by:</b> D. Buckingham. <b>Motion carried.</b>	C. Mosher	<i>Passed: nem.com</i>
4.	<b>Arising from minutes</b> <b>a. Gender Inclusion Policy</b> Chris asked for a motion to approve the Gender Inclusion Policy as circulated.	C. Mosher	

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	<p><b>MOTION: That Competitions Policy 5.7 - Gender Inclusion be approved as circulated.</b>  <b>Moved by:</b> S. Creelman.  <b>Seconded by:</b> D. Buckingham.  <b>Discussion:</b> No discussion. Tiffany asked what the process would be using national guidelines – does province get medical records? NSCA would brief winning team and they would have to provide documents required by Curling Canada before proceeding to national competition. NSCA will put on each Event Page (registration) that NSCA has a Gender Inclusion Policy.  <b>Motion carried.</b></p> <p><b>b. Bookkeeping Role Update</b>        Susan, Sean, and Virginia met to review with Sean how they were currently doing the books and Sean was looking at more efficient way of record keeping. He has several ideas and is working to ensure the flow to Sage (accounting software) is seamless.        S. Creelman recommends both a Treasurer role and a Bookkeeper role going forward.</p>		<p>Chris mentioned that Graham Mowbray did a lot of work on policies this past year and we appreciate the time and diligence he put towards this project.</p> <p><i>Passed: nem.com</i></p> <p><b>Action:</b> Sean will send written summary to V. Jackson and S. Creelman on March 23, 2020.  <b>Action:</b> V. Jackson and S. Creelman will update Board as necessary.</p>
<p>5.</p>	<p><b>New Business</b></p> <p><b>a. Fee structure 2020/21 – COVID-19 Impact</b>        Consensus is that it is too fluid a situation to determine impact on next curling season. Budget development continues.</p> <p><b>b. Loose Ends League request</b>        S. Creelman shared email request for NSCA membership from Loose Ends League. Member levels as outlined in NSCA By-laws were reviewed. Discussion followed.</p> <p><b>c. Event Cancellation Policy</b> – will now need to include health and national emergencies.</p> <p><b>d. Nominations for 2020</b>        C. Mosher reported that there are now seven vacancies on Board for upcoming year. Is there a need to reduce the size of the Board? Do we go forward with no Zone Directors, and if so, how are regional concerns brought forward? Discussion took place around how to recruit new members for the Board. Consensus was reached to do social media blitz and then at the next meeting review the status. It was noted that the AGM is supposed to happen 90 days after year-end of March 31, 2020. It is thought that an in person meeting by June 30th probably won't happen due to COVID19.</p>	<p>C. Mosher</p> <p>C. Mosher</p>	<p><b>Action:</b> V. Jackson will respond to inquiry.</p> <p>Will bring forward at next meeting.</p> <p><b>Action:</b> V. Jackson will talk to Sport Nova Scotia about the situation and the impact if quorum can not be achieved for AGM.</p>



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	<p><b>e. AGM/Congress</b>          C. Mosher shared a proposed outline for the AGM/Congress 2020 which was supported by Directors.</p> <p><b>f. Future direction of NS Curling</b>          C. Mosher asked for volunteers to brainstorm ideas about the future of NSCA. N. Hilton, D. Buckingham, C. Mosher and V. Jackson offered to participate. C. Mosher will reach out to M. Strang as well.</p>		<p><b>Action:</b> C. Mosher will reach out to schedule discussion with volunteers</p>
<p><b>6</b></p>	<p><b>Executive Director's Update</b>          V. Jackson shared that with the resignation of the Technical Director, the Executive has been reviewing the job description and has submitted a draft to our High Performance partners (CSCA, Sport Nova Scotia) for their review. The proposed timeline is to reapply for the TD funding April 15<sup>th</sup>, advertise the job April 20 for two weeks; review applications and schedule interviews for the week of May 18 and if a successful candidate is offered the position, a starting date of July 6<sup>th</sup>. If we are not successful in finding a qualified candidate, we have CSCA's permission to have two part-time jobs. The skill sets are very different between the Technical Director and the High Performance Coach, so we should be prepared that we may not find one person with both skillsets. The COVID-19 situation may impact these plans</p> <p>The Competitions Director, the President and Executive Director continue to attempt to fill the host sites for next year. We do not have a host for our premiere event – the Scotties Tournament of Hearts and the Tankard.</p> <p>The Berwick summer event was cancelled and a few of us have been working with local clubs to determine if there is any interest in opening a week early so that we could fulfill our obligation to offer our High Performance teams as opportunity to get on the ice earlier than usual. The discussions will continue.</p>	<p>V. Jackson</p>	
<p><b>7</b></p>	<p><b>President's Update</b>          C. Mosher shared that the Coaches Conference Apr 24-25 has been cancelled due to COVID19.          Dartmouth Curling Club has notified us of an increase in cost to store rocks and additional event/association material effective April 1, 2020. C. Mosher has reached out to a couple of providers to obtain alternative options and pricing. Nick suggesting Bridgewater. The Association will need to budget \$200/month min for 2020-21.</p>	<p>C. Mosher</p>	



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	Deloitte will not be sponsoring the Tankard in 2021 and we are now looking for major sponsor. This will be the last year for our Letter of Engagement with Deloitte to provide accounting services.		
8	<p><b>Financial Report</b></p> <p>Each event has been examined to determine impact of cancellations. NSCA has asked for Team assistance money to be returned. The Chester Curling Club has let us know that they will not cash our cheque for hosting U11 event. Number of entries – up 4.6% in 2019-20 to 341. This went down to 262 after COVID-19 and will have an impact on revenue.</p> <p>The budget for 2020-21 is being developed.</p> <p>The 2019-20 has budgeted amounts for honoraria for outstanding volunteers.</p> <p><b>Motion:</b> Moved that Ben Smith, drawmaster, receive a \$750 honorarium, Keith Bennett, draw volunteer, receive a \$250 honorarium, and Phil Crowell, web master, receive a \$250 honorarium in recognition of their contributions over the year.</p> <p><b>Moved by:</b> S. Creelman.  <b>Seconded by:</b> N. Hilton.  <b>Motion Carried.</b></p> <p>V. Jackson noted that NSCA is building a database of draws to be more self sustainable and lessen the reliance on one key volunteer. She endorses Curling IO training for anyone interested in learning more about the website and building draw templates.</p>	S.Creelman	Passed: nem.com
9	<p><b>Adjournment</b></p> <p><b>Motion:</b> That the meeting be adjourned.</p> <p><b>Moved by:</b> S. Creelman.          Meeting adjourned at 8:03 pm.</p>		
10	<p><b>Next Meeting</b></p> <p>The next meeting will take place on Sunday April 26, 2020 at 6:30 pm.</p>		

*Alison Davidson*

A. Davidson (Secretary)

*C Mosher*

C. Mosher (President)

