



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

Minutes of the Nova Scotia Curling Association Board of Directors Meeting

Tuesday June 27th at 6:00pm by Zoom
 Draft v1

In attendance: Rob Belliveau, Theresa Breen, Christine Keddy, Mandy Grace, Anne Banks, Jeff Lamb, Elliott LeBlanc, Devon Chisholm, Yvon LeFort, Bruce Lohnes, Leigh Melanson, Colleen Fitzgerald, Scott Priske

Regrets: Lou White

Item	Details	Sponsor	Attachment/ Action
1.	Welcome and Call to Order R. Belliveau welcomed everyone to the meeting. The meeting was called to order at 6:01pm.	R. Belliveau	n/a
2.	Consent Agenda Package Motion: The consent agenda package be approved as circulated. Moved by: J. Lamb Seconded by: Y. Lefort Motion carried.	R. Belliveau	n/a
3.	Conflict of Interest No conflicts of interest were declared.	R. Belliveau	n/a
4.	New Business A. President Update Individual meetings with Board Members are in progress/mostly complete. Discussions have proved insightful in several ways - each Board Member's background, personal interest, skill sets as well as learnings from past involvement with the NSCA. Interest in determining what can be achieved between present and SAGM (e.g. whether established committees serve the desired purpose, are initiatives/interests aligned with the strategic plan).	R. Belliveau	n/a



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

	<p>Founder of a tech company</p> <ul style="list-style-type: none"> ● Introduced to curling (as more than a viewer) after the rebuild of HCC in February 2016. ● Has previous board experience and joined the board at HCC, eventually becoming club President. ● Looking forward to bringing a new business- and governance-sense to the organization. ● Co-Chair of the national President’s committee and appointed to another group reviewing governance nationally <p><u>Director, Competitions/B. Lohnes.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● The Competitor's Guide is completed and in review. Will be online for August 1 2023. There will be appendices of each championship. Working on a four-tier system (Tier I - Worlds, Tier II - Nationals, Tier III NSCA-organized provincials, Tier IV - U11/U13 championships) ● Retired ~10 years ago from Department of Natural Resources ● No longer curls competitively, began stick curling in 2023. ● Past-president and current member of the Truro CC. <p><u>Director, Communications & Marketing/L. Melanson.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Held role for 5 months, Board role is similar to day job ● Lifelong curler, starting at Windsor CC. Now curls out of HCC (~5 years). at Parts 4 Trucks. ● Here to help build a consistent image and build internal communications, as well as upstream/downstream communications with member clubs. <p><u>Regional Director, Valley/A. Banks.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Curled for 30+ years, always at Windsor CC. ● Retired teacher of Junior High Band/High School Resource. ● At Windsor CC is lead for membership, works with Adult learn to Curl, and is starting a corporate try curling program. <p><i>E.LeBlanc joined at 6:48pm</i></p> <p><u>Regional Director, Central/E. LeBlanc.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Curls out of Lakeshore. ● Regional Sales Manager for a portfolio of products in the 		
--	---	--	--

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

	<p>building industry.</p> <p><u>Treasurer/C. Keddy.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● One year on the Board so far. ● Bookkeeping done by Sport NS, then reviewed once prepared, communicated to the Board, ● Prepares budget, approves payments initiated by the ED ● Curled for about 30 years, 25 at CFB Halifax. Representing NS this year at the Curling Club Championships ● Works as a Financial Controller for two medical device manufacturers <p><u>Regional Director, South Western/J. Lamb.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Recreational curler & has been since youth. Has played CFB Halifax and Chester. ● Has been involved in the NSCA Board to bring a voice for the recreational curler. ● Twice retired engineer - military then Dal Facilities. Experience in strategic planning, management, budgeting ● Home is Mahone bay and has been on Chester CC board for 6 years, 3 as president. <p><u>Director, Partnerships/C. Fitzgerald.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Deeply involved with the Hubbards Sailing Club. ● New to the board for partnerships and sponsorships, ● Lifelong curler until about 10 years ago, but still actively involved with the sport through curlers in the family <p><u>Director, Membership/S. Priske.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Curler for 30+ years, mostly at CFB Halifax (including playing with C. Keddy) ● Looking forward to the year with the membership portfolio. <p><u>Regional Director, Northern/D. Chisholm.</u> Overview of details shared:</p> <ul style="list-style-type: none"> ● Has been a curler since high school and is currently on the Board at Westville CC as secretary. ● Second year on the board in this position, helping out with a few different working groups. ● Pharmacist by trade ● Working on position descriptions for all roles, Diversity 		
--	---	--	--

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

	<p>and Inclusion responsibilities, skills matrix, etc.</p> <p><u>Secretary/M. Grace.</u> Overview of details shared:</p> <ul style="list-style-type: none"> • Located in Bedford • Curled since childhood, starting at Bridgewater CC. Most recently a member of Mayflower CC for past ~6 years • Served on Mayflower Board and several committees • Professionally, works for Province in an IT-adjacent role (project management, change management, communications, stakeholder engagement) <p><u>Regional Director, Cape Breton/Y. LeFort.</u> Overview of details shared:</p> <ul style="list-style-type: none"> • Retired electrical engineer after 35 years in the industry • Spends summers at Louisbourg as a tour guide. • Has curled for close to 30 years recreationally and also coached his son in junior program. • Became Junior Director at the Sydney CC until he joined this board, but continues to coach juniors & Learn to Curl. • Just completed the Umpire Clinic. <p><u>Vice President/T. Breen.</u> Overview of details shared:</p> <ul style="list-style-type: none"> • Grew up in Kingston, curled from childhood. • Works with TD bank and relocated to many locations in IN before moving East • Played competitively in Ontario and was on several club Boards. • Has been in NS for 17 years and was a long-time member of Mayflower CC, was a practice member at Lakeshore, and is currently a member at HCC. • Chairs Stu Sells. • Financial and HR/leadership background, involved with Sandra Schmirler Foundation, is a competitive curling coach (certified during Covid). • Excited to step into the VP role and continue governance work. <p>To close off introductions R. Belliveau emphasized the strength and depth of the team and ability to work together - sometimes across lanes, which may require some patience/understanding as Board Members settle into roles.</p>		
--	---	--	--

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

	<p>D. Branding Update</p> <p>NSCA Branding Guidelines shared by R. Belliveau and reviewed by L. Melanson. Includes a foreword on the thought process and “why” of NSCA branding. Document is the beginning of a formal branding guideline for the NSCA.</p> <p>The intention is to bring consistency to logo images. There are minor changes to the current logo (font). Improved accessibility. Simplified font will make things like embroidery easier. Colours, fonts, approved logo usage, spacing around the logo are standardized. There are examples of the non-approved logos, including the old NS Curling logo.</p> <p>Ask to the Board and Staff to keep an eye out for past versions of logos. Make note of where they are and share with L. Melanson. L. Melanson can also review anything where there is uncertainty re: the brand standard. Digital assets will be rolled out first with the updated logo.</p> <p>Next step - a social media guideline.</p> <p>R. Belliveau highlighted that NSCA will not necessarily replace all physical assets, but net new or replacements will use the updated logo. Not planning to incur cost but phasing out old logos as opportunity arises.</p> <p>D. Chisholm noted that Director’s photos are not all complete on the NS Curl website. L. Melanson took it as an action item. Photos will be added to the checklist of items for Director on-boarding.</p> <p>Question from T. Breen of whether the image/vector files could be loaded onto the NS Curl website. L. Melanson responded that yes, but the NSCA will want to exercise caution to ensure images are used properly.</p> <p>C. Fitzgerald highlighted that in the storage area there are pop-up banners, etc. that use the older logo. L. Melanson and R. Belliveau provided clarification that signage will be important to use as needed, but replacements will be made as feasible. L. Melanson noted that the replacement cost for banners can be investigated.</p> <p>V. Jackson noted that visibility is crucial, and the logo change is</p>	<p>L. Melanson</p>	<p>I*</p> <p><i>Action: All Board Members to notify L. Melanson of prior branding on assets, as they are found/used</i></p> <p><i>Action: L. Melanson to look into cost of replacement banners</i></p>
--	--	--------------------	--

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

	<p>G. Board Member Contact & Occupation Details</p> <p>M. Grace briefly outlined the need for an updated Board Member Contact and Occupation Details spreadsheet. Details are populated from the past for most Board Members. M. Grace will work with Board Members to obtain any missing details. Ask that all members review their information in the shared document on the NSCA Drive (Board Meeting Folder).</p> <p>H. Financial Update</p> <p>C. Keddy advised that no timelines for financial statements have been received from Sport NS. May know more for subsequent meeting but is unclear at this time.</p> <p>R. Belliveau suggested scheduling of Board Meetings as late as possible in the month to enable financial work to be complete & the previous month's statements to potentially be available.</p>	<p>M. Grace</p> <p>C. Keddy</p>	<p><i>Action: Board Members to update shared spreadsheet as needed.</i></p> <p>I</p>
5.	<p>Correspondence</p> <p>No items of correspondence have been received.</p>	n/a	n/a
6.	<p>In Camera Session</p> <p>Motion to move into camera: E. LeBlanc Seconded: D. Chisholm Motion carried.</p> <p><i>Board moved in camera at 7:46pm and left in camera session at 7:52pm.</i></p> <p>A confidential association matter was discussed in camera. No motion(s) were required.</p>	n/a	n/a
7.	<p>Next Meeting</p> <p>R. Belliveau inquired of V. Jackson and B. Lohnes whether there are items that need voting and approval by the end of July.</p> <p>V. Jackson advised that in the past a July meeting has not occurred. July could instead be used for any necessary on-boarding. Suggested a mid-August meeting to bridge the gap between regularly scheduled/monthly meetings.</p>	R. Belliveau	S

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

	<p>No additional feedback.</p> <p>The next regular meeting of the board will be August 20th, 2023 at 6:00pm.</p>		
<p>8.</p>	<p>Old Business</p> <p>R. Belliveau requested the Board’s approval to speak on an item not included in the Agenda. Approval granted. Old Business will be added to future Agendas.</p> <p>A. Subject: Purchase of New Rocks</p> <p>Previous NSCA Board approved the purchase of rocks; however, the purchase could not be completed at the time due to sourcing issues. Quote has now been received and the order period is open, but no delivery date set at this time.</p> <p>Previous Board approved purchase up to a specific dollar amount. This item is simply to notify the 2023/24 NSCA Board that the decision was previously made/recorded and will be actioned now that rocks are available.</p> <p>Current rocks will be used for development or other appropriate purposes, depending on their condition.</p> <p>Question from J. Lamb of whether there were limited funds for this and a specific amount was set aside already? R. Belliveau responded that is correct.</p> <p>Question from S. Priske regarding any increased costs or implications on what can be purchased due to broader cost increases across all areas. V. Jackson responded to clarify the quote received is within the allocated funds; however, the quote was not for dual-inserts. There may be a provincial capital fund that can be used to access up to an additional \$10,000. Details to be discussed further.</p> <p>Question from E. Leblanc of where the rocks quoted are produced? V. Jackson responded with the information that they are from Kayes.</p>	<p>R. Belliveau</p>	<p>S</p> <p>I</p>



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

I.	Adjournment Motion to adjourn from E. LeBlanc. The meeting was adjourned at 8:01pm.	R. Belliveau	S
----	--	--------------	---

*Legend: S = Standing Item, D = Decision Item, I = Information Item, * Material Provided*

Rob Belliveau, Chair

Mandy Grace, Secretary



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

Approval complete

on Sep 10, 2023



 [Start a new approval](#)

2 Approvers



Mandy Grace



Approved



Robert Belliveau



Approved

Approval activity

Leave a comment...



Robert Belliveau approved



Sunday, 8:58 PM



Mandy Grace approved



Sunday, 8:55 PM