

Bemidji Curling Club Board Meeting August 22nd, 2023

In Attendance:

Jenny Willford
Jordan Stearns
Stu Noble
Paul Thompson
Eric Johannsen
Dave Willford
Jaime Quello
Bill Sanford

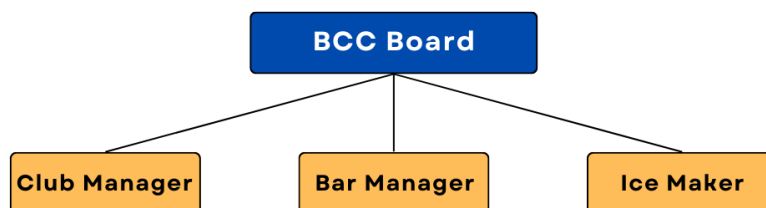
Call to Order: 5:32 pm

Eric Fenson's Resignation:

- Dave has not heard any additional information from Eric other than his email sent to the board resigning.
- Eric held the Ice Maker, General Manager, and Janitor positions at the club.
- Review of BCC Job Descriptions for the above positions.
 - See attached photos
- Ice Maker history at BCC:
 - Bob Fenson, Pete Fenson, Quentin, Josh Bahr, Eric Fenson
- Items Needed From Eric
 - Keys
 - Computer Log In
 - Peach Tree Software Log In
 - Ice Ad List
 - Contact for Ice Ad Painters
- Bill will stop by Eric's house in a few days if we are still unable to contact him.
- Dave will formally respond to Eric's email accepting his resignation.
- Dave will work on a list of places we will need to contact to remove Eric's access and update contact information. Terry Matson said he would help with this.

Club Organizational Structure:

- Moving forward we will not fill the Janitor position but look to hire a cleaning company. Paul will contact cleaning companies and get quotes.
- Jenny has talked with Carmen and will get a proposal for our new accountant to take on bookkeeping.
- Updated Club Structure:



Ice Making Plan:

- Jaime has spoken with Shawn from USA Curling. He is available for us to hire to install our ice this year and train a new ice technician.
- The goal is to run the new ice plant for a week starting September 21st. Won't be flooding the arena, just testing the temperature in the floor.
- Jaime will talk with Shawn to determine when ice needs to be in for YOG.
- The club will need curling ice starting October 23rd for Community Ed, Learn to Curl, and member ice time.
- Leagues will start the week after Thanksgiving.

Contact with Membership:

- Dave will work on an email to outline these updates to our membership so they feel confident in our direction moving forward.

Meeting Adjourned at 7:05pm

1st: Dave Willford

2nd: Jordan Stearns

Passed

Next Board Meeting: Wednesday, August 30th at 5:30pm

Janitor Job Description:



Job Title:	Janitorial/Custodian	Organization:	Bemidji Curling Club
Job Category:	Contract/Volunteer	Position Type:	Part-time
Salary:	Contract	Annual Budget:	As Needed
Appraisal Period	October 1 st – April 1st	Position Type:	Independent Contractor
Reports to:	Bemidji Curling Club Board of Directors, BCC General Manager		
Position Purpose			
The Janitorial/Custodian position is responsible for maintain a pleasant and clean environment for all club members and guests. • Routine Cleaning Tasks, Ensuring Cleanliness of Building • Manage Special Event Cleaning Needs Before And After Event • Manage Cleaning Supplies, Including Equipment, And Safe Storage • Communicate With Board, Event, And League Chairs As Needed			
Approved By:	BCC Board of Directors	Date:	
Last Updated By:	BCC Board of Directors	Date:	
Employee Signature:		Supervisor Signature:	
Date:		Date:	

Responsibility #1: General Cleaning

Clean all areas and surface types, including but not limited to:

- Entry way and viewing areas
- Rest rooms, sinks, counter tops, toilets, urinals, general cleaning, walls
- Seating areas and cleaning tables as needed
- Windows, glass, mirrors
- Locker Rooms
- Trash and recycling removal as needed

Responsibility #2: Set up and cleanup of events, bonspiels, and activities completed as assigned

- Adjust work schedule to support scheduled events
- Good communications with event chair
- Prepare areas for scheduled events; ensuring all requested equipment is assembled properly and that all areas are clean and safe for public use
- Disassemble equipment and perform cleanup of area after scheduled event/bonspiel are over

Responsibility #3: Manage cleaning supply stock and storage

Routine ordering and stocking:

- Order paper goods for restrooms and club areas (Kleenex, TP, Paper Towels, etc.)
- Manage inventory of all cleaning supplies and equipment maintenance
- Be aware of best pricing for supplies
- Secure and store all supplies in a safe environment

Ice Maker Job Description:



Job Title:	Ice Maker	Organization:	Bemidji Curling Club
Job Category:	Employee	Position Type:	Part-time
Name:		Hours/Year:	
Annual Salary:	\$18,000/Season	Position Type:	Independent Contractor
Reports to:	Bemidji Curling Club Board of Directors, BCC General Manager		
Position Purpose			
The Ice Maker position is responsible for the overall ice maintenance, production, and quality of the ice at the Bemidji Curling Club. This person must be present and available for start of season production, league night ice maintenance, hosted event ice maintenance, and end of year ice take down. MINIMUM QUALIFICATIONS • Minimum 3 years curling experience • Experience operating all types of curling equipment - scraper, burner, etc. • Self-scheduling and time management experience is an asset PREFERRED SKILLS • Ice Technician Certification Level 2 or 3 or equivalent knowledge • Basic Refrigeration Certification or equivalent knowledge • Standard First Aid and CPR Certifications • Automated External Defibrillator (AED) Training			
Approved By:	BCC Board of Directors	Date:	
Last Updated By:	BCC Board of Directors	Date:	
Employee Signature:		Supervisor Signature:	
Date:		Date:	



Job Responsibilities:
• Oversees and maintains the curling facility in the areas of ice maintenance and the operation and repair of mechanical equipment to ensure the safe operation of the curling club. • Ensures quality ice surface is maintained for patrons. • Conducts annual start up activities, maintenance and ice making operations (i.e. servicing the refrigeration plant, leveling floors and pipe repairs, flooding, ice painting, line installation, circle scribing and painting). • Shaves, pebbles, and sweeps the ice areas. • Maintains cleanliness of ice. • Plans and implements ice maintenance program.

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- Monitors to ensure maintenance and ice making standards are maintained and adjustments are made.
 - Oversees the plant shutdown operations.
 - Adheres to all policy and safety guidelines as outlined in policy and procedure manuals.
 - Keeps BCC General Manager and BCC Board Members informed on all aspects of the facility/maintenance operation.

General Manager Job Description:



Job Title:	General Manager	Organization:	Bemidji Curling Club
Job Category:	Employee	Position Type:	Part-time
Name:	Eric Fenson	Hours/Year:	
Annual Salary:	\$8,000	Annual Budget:	\$165,000
Appraisal Period:	May 1 – April 30	Review Frequency:	Annually
Reports to:	Bemidji Curling Club Board of Directors		
Supervises:	BCC Icemaker, BCC Bar Manager, contractors, volunteers		
Customers:	BCC members and prospective members, club committees, BCC website manager, anyone making contact with the club		
Position Purpose			
The General Manager is responsible for the overall operation of the Bemidji Curling Club through budget management, facility maintenance, memberships and club promotions and keeping the club financially sound. This person must be present and available for all club needs during regular business hours throughout the curling season. MINIMUM QUALIFICATIONS • Experience with organization and facility management and operation • Accounting and money handling skills • Ability to supervise other employees and give direction • Good communication skills • Good time management skills PREFERRED SKILLS • Ice making knowledge • Experience in the sport of curling			
Approved By:	BCC Board of Directors	Date:	
Last Updated By:	BCC Board of Directors	Date:	
Employee Signature:		Supervisor Signature:	
Date:		Date:	

Responsibility #1: Facility Management			
Percent of Time:	25		
• Monitor and maintain all club equipment in proper working order including but not limited to plant, heaters, chillers and furnace • Monitor and maintain facility infrastructure including electric, water and sewer • Contact necessary contractor when specific repairs are needed and follow up to ensure work is conducted and completed as requested			

• Supervise ice maker to ensure playing surface is kept to high standards • Supervise janitorial services provider to ensure facility cleanliness is kept to high standards • Supervise bar manager to ensure that all duties are completed as assigned • Supervise volunteers during club functions and improvement projects • Review key card data with facility usage • Manage pro shop and make inventory available to all members • Schedule championship banner construction and ensure accuracy of information • Monitor facility condition for break-ins and vandalism and follow up with law enforcement when necessary • Ensure that facility adheres to standards as given by building owner (City of Bemidji), fire chief, police chief and certified building inspectors

Responsibility #2: Organization Management			
Percent of Time:	20		
• Ensure accurate membership standing by all curlers • Ensure accurate locker rental by all members • Manage and issue key cards for access into the club • Contact and communicate with prospective bonspiel and event managers • Create and manage club schedule for bonspiels and leagues • Coordinate and organize league schedules with each chairperson • Lead and manage any transition in operation that occurs with the Bemidji Curling Club • Other tasks as assigned by the board of directors			

Responsibility #3: Finance and Reporting			
Percent of Time:	20		
• Comply with state and local legislation, regulations, bylaws, policies and procedures. Enforce adherence to requirements • Establish business plan in cooperation with the board of directors for the purpose of maintaining the club's financial future • Manage the accounting, payroll, financial reporting and operations functions necessary for financial compliance • Accept, manage, and account for all club revenue including membership dues, bonspiel rentals and advertising • Accept, manage and account for all club expenditures including monthly bills, invoices, taxes and capital improvements and ensure all are paid in a timely manner • Complete and submit paperwork for various insurance, permits and licenses • Ensure the safekeeping of all financial records, cash, coin and checks and transport a physical deposit to bank on a frequent basis • Coordinate with club accountant and ensure accuracy of financial reports • Ensure all affiliations are current and in good standing by submitting dues and member reports within the given time frame to USCA, MCA, etc.			

Responsibility #4: Outreach and Promotion			
Percent of Time:	15		
• Provide, organize and schedule promotional events in the club (e.g. Community Ed, Learn-to-Curl, Open House, etc.) and those within the community • Provide, organize and schedule special requested events from private groups • Provide, organize and schedule national and state championship events to be hosted at the Bemidji Curling Club or at another community location • Assist with recruitment and organization of volunteer efforts during club sponsored events • Assist with initiation and coordination of promotional campaigns, news releases and public relation items with local and regional media • Assist with organization of regular marketing efforts to promote the sport of curling • Represent the Bemidji Curling Club as regular spokesperson • Oversee and monitor the effectiveness of club programs and future planning to encourage and promote club growth			

Responsibility #5: Advertising and Rental			
Percent of Time:	10		
• Contact prospective businesses and individuals to sell assorted advertising in the club (e.g. ice, scoreboard, banner) • Coordinate and schedule facility rentals • Coordinate and schedule installation of ice, scoreboard and banner ads and ensure that there will be no impact to leagues and special events already taking place in the club			

Responsibility #6: Communication			
Percent of Time:	10		
• Communicate on club happenings via posters, email, website and social media • Correspond in a timely manner with various inquiries that arrive via mail, phone, email and in person • Respond to requests and inquiries by club members • Post bonspiel schedule and information via posters, mail, email, website and social media • Coordinate with BCC website manager for the purpose of posting up-to-date and accurate information • Maintain constant communication with building owner, City of Bemidji Parks and Recreation staff and Neilson Riese employees. Respond to inquiries in a timely manner • Attend all board of director meetings • Provide necessary financial reports at each board meeting • Make club printer available for reports and posters as requested by board of directors			