

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, November 10, 2020

(Not yet approved by committee)

In Attendance – Dave Bouma - Chair Bryan Wiltshire – Arena Manager
Shane Armstrong, Shea-Lea Latchford, Gary Oliver, Todd Taylor, Jim Vison, Sue White,
Councillor Margaret Zwart

Absent – Councillor Granville Anderson

1. **Agenda - Motion #20-019**

Moved by Sue White, seconded by Todd Taylor **THAT:** The Agenda be accepted as proposed.

CARRIED

2. **Acceptance of Minutes - Motion #20-020**

Moved by Shane Armstrong, seconded by Sue White **THAT:** The minutes of October 13, 2020 meeting be accepted after correction of attendance of Councillors Anderson and Zwart.

CARRIED

3. **Manager's Report – Safety:** Bryan presented the Board with an Incident Report: A bantam aged player was injured Sunday November 8th. He was tended to on ice and an ambulance was called. First Aid Certificates were extended to June 2021. He will schedule first aid and defibrillator courses for staff in 2021. Bryan will draft “COVID Outage Protocols” for the next board meeting. **Risk Management:** The question was brought up: what about clients waiting outside during inclement weather – the Board decided no action was needed as clients can wait in their vehicles. Bryan will monitor what other arenas are doing. **Rentals:** Family skates and birthday parties: after much discussion, we maintain the following: i) Instructional” activities only; ii) maximum 20 people; iii) same Health Group/organizations; iv) Bryan to use his discretion as the point of contact. **Square Terminal:** to be used as one time only for convenience. Monthly users should pay by cheque or cash to avoid credit card fees. **Repairs:** Cimcoe – brine samples collected each month with a copy given to the Chair. Snow removal contacts reviewed and returned with approval.

2.

Manager's Report cont'd:

Staff: Bryan reported his staff have done a great job with all the protocols in place and they are addressing any issues.

Inspections: Cimcoe performed all safety checks in compressor room and all are in line with TSSA regulations. Also, CSABS2 – who is responsible and how often is this required?

Complaints: We only have one (1) ref change room. Bryan has made changes so there is an area for both refs while maintaining social distancing. **Other:** Parking Lot Lights: Not on, which is causing a tripping hazard. Bryan will follow up and have them working ASAP. Will follow up to see if we can improve the quality of lighting in the parking lot.

4. **Financial Report** – Todd revised the update and anticipated we will have a \$35K Operating Loss for the fiscal year end 2020, plus the replacement of the lobby floor, increasing our loss to \$55K. Todd is working on the 2021 Budget.

5. **New Business** – **COVID Update:** Wheelchair designation parking spots were reopened. **IB Storey Report:** The Board reviewed the report in detail and questioned who is responsible for what inspections and asked who and how often will the CSABS2 Report be required? **Advertising:** Futures Sign – we concluded that we require more information and deferred it to the next meeting. A sub committee consisting of Sue White, Gary Oliver and Shane Armstrong will look at advertising ideas. **Projects/Rob's List:** Reviewed the list of projects from the Municipality and discussed dates for completion. **Website:** We now have ownership of the domain name for the website. Beacon Solutions will be looking after maintaining and updating the website. **Christmas Dinner/Meeting:** Due to COVID restrictions we will forgo the traditional dinner meeting and will meet at the arena for our regular meeting. **Motion #20-021** – Moved by Shane Armstrong, seconded by Gary Oliver **THAT:** The arena staff will receive gift cards.

CARRIED

6. Round Table Discussion followed

3.

Next Meeting – Tuesday December 8, 2020

Adjournment - Motion #20-022

Moved by Shane Armstrong, seconded by Todd Taylor **THAT:** the meeting be adjourned.

CARRIED

The meeting adjourned at 9:02 PM

Chair

Secretary