

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, September 14, 2021

(Not yet approved by committee)

In Attendance – Dave Bouma - Chair Bryan Wiltshire – Arena Manager ,
Councillor Granville Anderson, Shea-Lea Latchford, Todd Taylor, Jim Vison, Councillor
Margaret Zwart

Regrets – Shane Armstrong, Gary Oliver, Sue White

Meeting opened at 7:04 with lands acknowledgement

1. **Agenda - Motion #21-020**

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

CARRIED

2. **Acceptance of Minutes - Motion #21-021**

Moved by Dave Bouma, seconded by Jim Vison **THAT:** The minutes of August 17, 2021, be approved.

CARRIED

Manager's Report – **Safety:** Staff training on COVID protocol reviewed. First Aid and Defibrillator training will be scheduled with the Municipality. **Risk Management:** An inspection has been scheduled with Sue White. **Rentals/Revenue:** A couple of hours have been turned back but Bryan has contacted previous users to see if there is any interest in using the time slots. Invoices for Futuresign and Tim Hortons have finally been resolved, payment will be received shortly. **Repairs/Maintenance:** The installation of the chiller is complete, and all systems are in working order. All the painting required in the interior of the building is complete. Bryan has once again reminded the Municipality that the trees along the fence line have not been trimmed. The water heater has been replaced as well as the fire box. The louvre vents are still an outstanding item with the Municipality.

2.

Manager's Report Continued

Staff: Of the four staff members, two have returned and two will need to be replaced. **OFRA**

Updates: Currently, there are no updates. **Other:** Facebook and the website have been updated.

3. **Financial Report**

Todd Taylor reported on the revenue and expenses and informed the Board that there was no impact on our budget since we received the Municipal Relief Funding.

4. **Risk Management** – A walk through will be scheduled shortly.

5. **New Business – Building/Maintenance** – The Board's "wish list" will be presented at the next meeting with George Acorn. **Olympia** – deferred to October's meeting **GIC**- deferred to October's meeting

6. **Round Table** – A round table discussion followed.

7. **Adjournment – Motion #21-022**– Moved by Todd Taylor, seconded by Sue White **THAT:** The meeting be adjourned.

CARRIED

Next Board Meeting – Tuesday, October 19, 2021

Meeting adjourned at 7:35 p.m.