

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting - Tuesday January 9, 2024

Not yet approved by the Board

In Attendance - Dave Bouma - Chair Gary Oliver - Vice Chair Josh Turner – Interim Manager Shea-Lea Latchford, Todd Taylor, Sue White, Jim Vinson, Councillor Margaret Zwart, Omar Patel (on telephone)

The Chair called the meeting to order at 7:00p.m. and opened with the Land Acknowledgement.

1. **Agenda - Motion #24-001**

Moved by Sue White, seconded by Gary Oliver **THAT:** The agenda be accepted with the addition of an “In Camera” session at the end of the meeting.

CARRIED

2. **Acceptance of Minutes – Motion #24-002** Moved by Todd Taylor, seconded by Gary Oliver **THAT** The minutes of November 14, 2023, and December 12, 2023, be accepted as presented.

CARRIED

3. **Manager’s Report: Safety-** There was both an “on ice and “off ice” incident. Both were recorded in the report book and staff spoke to the hockey coach and parents to ensure there was not a recurrence. The arena manager will again try to schedule the First Aid and Defibrillator Training. Reviewed all emergency procedures with staff members including fire alarm evacuation, power outages and on-ice emergencies. **Risk Management** A walk though was completed with Sue White to confirm what needs to be done. Completed all the entries for the new fire extinguishers, fire alarm and alarm bell in the Fire Protection logbook. Completed the monthly entries in the red book for the fire equipment. AED weekly and monthly reports completed. The issue of coaches still walking across the ice will again be addressed. Safety glasses purchased for when staff are using tools. **Rentals-** Ice schedule for the season has been completed with 95% of the user groups returning. The website has been updated with all rentals posted on Facebook. **Repairs/Maintenance** – A new motor/pump for the water tank in the office is required. The countertop in the men’s washroom needs to be reconstructed.

2.

Repairs/Maintenance cont'd

The old edger needs to be fixed and the problem with the light in the hallway addressed. New emergency exit signs on the doors near the Olympia room are required. There is a leak in dressing room #1 from the roof and there appears to be a problem with heating the lobby. The back door in the Olympia room now has a chain hooked up for easier lifting and closing. Welmar fixed the back gate of the boards by removing the gap, so it is flush with the bottom boards. They also fixed the gate in the penalty box and added grease nipples to all the doors. Brent's Plumbing repaired the leak in dressing room #2. They also confirmed all the toilets in the women's washroom are automatically flushing. A new cork board was put up in the office and shelves were installed in the storage room for the TV router. The new electric edger has come in, but we are still waiting for the new nets. **Staff-** We have five new rink attendants with everyone arriving on time for their shift and completing the daily scheduled routine of cleaning. Josh will order new hoodies and caps for the staff. **Inspections/Municipal Operations** – A list of efficiencies has been sent to the Municipality. Well Done Pest Control has placed several traps around the building and will do a follow-up in a couple of weeks. Moore Electric completed an inspection of the arena but did not inform the manager beforehand. There needs to be a protocol in place to ensure the manager is in attendance to address any issues as they are found. **ORFA Updates-** Josh has reviewed the new guidelines appropriate for our facility and will begin his certification. **Other-** We require a new floor machine; Josh will research pricing and availability. The use of a credit card and the square machine for debit/credit will be followed up by the Chair and Treasurer.

4. **Financial Report Motion #24-003** - Moved Dave Bouma, seconded by Gary Oliver **THAT** The budget for 2024 be accepted as presented.

CARRIED

5. **New Business** – **Ontario Grant** – The Chair will speak with Newcastle Minor Hockey and see if they are interested in applying for a grant from the Trillium Fund for a new ice resurfacers. **Stick & Puck-** The arena is interested in trying out a Stick & Puck drop-in event on Thursday afternoon at a cost of \$3.50 per person. **Change-rooms** – There is a problem with the shower heads in Change Room #6. The Chair will bring this issue up at the upcoming meeting with the Municipality.
6. **Round Table Discussion** – A discussion followed with an “In Camera” session. The Chair adjourning the meeting at 9:30 p.m.

Next Board Meeting – Tuesday, February 13, 2024 – Site to be determined.