

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, February 13, 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,

Absent- Omar Patel

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

1. **Agenda - Motion #24-004**

Moved by Sue White, seconded by Todd Taylor **THAT:** The agenda be accepted with the addition of Advertising under New Business to the agenda.

CARRIED

2. **Acceptance of Minutes – Motion #24-005** -Moved by Todd Taylor, seconded by Gary Oliver **THAT:** The minutes of January 9, 2024, be accepted as presented. Clarification to the Motion #23-022 that the ice rates increased by 2.5% which will be “across the board” for the 2023-2024 season.

CARRIED

3. **Manager’s Report: Safety-** There were no “on ice and “off ice” incidents. Still waiting for First Aid and defibrillator training for staff. There is now a list of contact names and numbers for emergencies and contractors/suppliers for the arena. **Risk Management** - Completed January’s fire equipment report as well as the AED reports. A pothole by the main entrance will need repair as it is a tripping hazard. Monthly walk around checklist completed. **Rentals-** The Stick and Puck schedule is completed and will be posted on website and Facebook. There are still times open for March Break and will try to fill them. **Repairs/Maintenance** – Advantage Flooring will change the tiles that were oxidized during installation. New door handles were placed on the office door and the door can now be locked. Welmar repaired the back gate white panel. The Municipality repaired the mini boards that fit across the ice for half games. The stairwell door (west) lock was fixed, and the keys now work. Rivett did daily fixings and touch ups of the Olympia overhead doors. Chris Gerrits looked at the leak in the hallway and placed a patch.

2.

Repairs/Maintenance cont'd

The countertop in the men's washroom has been fixed as well as the light in the hallway. The fuse in the compressor room blew causing some ice maintenance problems, which in turn caused practices to be cancelled. Both Cimco and Jason from the Municipality attended and fixed the problem. **Staff**- Monthly meeting was held and it was reviewed how hours must be entered after every shift. The new hoodies and hats have been distributed. **ORFA Update**- Josh is in the process of trying to register as a member so he can begin his classes for certification.

4. **Financial Report** - Todd had several items to review with the Board such as the cell phone for Josh, the square machine for payment and asked Josh to follow up with an employee who has not cashed his two (2) outstanding pay cheques. He also has a few outstanding invoices which Josh and Dave will follow up. Todd also reported the audit has been completed and submitted.
5. **New Business** – **Ontario Grant** – **Motion #24-006** - Moved by Todd Taylor, seconded by Gary Oliver **THAT:** We proceed with the grant process under Clarington Minor Hockey for \$150,000 for a new electric ice resurfacer.

CARRIED

Floor Machine - **Motion #23-007** – Moved by Todd Taylor, seconded by Sue White **THAT:** A new floor machine be purchased.

CARRIED

Policy Review- Deferred until March meeting.

Advertising – Sue White gave us a quick summary regarding the front lobby sign. The Board must decide if we are going to use a 3rd party (Future Sign) or sell the boards ourselves.

Construction Update - All repairs or inquiries are to be made though Tim Welsh or Rob Groen. They will determine if it is part of the construction project or new repairs. This is to be done via email, to ensure there is a paper trail. All tours and or contractors and Clarington personnel need to confirm with Josh prior to being on site. Dave and Josh will continue to work with Tim and Rob on remaining issues and track progress. New lights will be installed on the outside wall along the change rooms for the parking lot.

6. **Round Table Discussion** - A discussion followed with an “In Camera” session. The Chair adjourning the meeting at 10:16 p.m.

Next Board Meeting – Tuesday, March 19, 2024 – Site to be determined.