

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, June 4, 2024

Not yet approved by the Board

In Attendance – Gary Oliver - Vice Chair, Josh Turner – Interim Manager
Shea-Lea Latchford, Todd Taylor, Sue White, Jim Vinson, Councillor Margaret Zwart

Absent- Omar Patel

The Vice-Chair called the meeting to order at 7:01 p.m. and was opened with the Land Acknowledgement.

1. **Agenda - Motion #24-017**

Moved by Sue White, seconded by Todd Taylor **THAT:** The agenda be accepted.

CARRIED

2. **Acceptance of Minutes – Motion #24-018**- Moved by Sue White, seconded by Gary Oliver
THAT: The revised minutes of May 14, 2024, be accepted.

CARRIED

3. **Manager's Report: Safety** - Josh submitted a list of training requirements for employees at the Arena. Cole and he have completed the Workers Health and Safety Awareness Training. Josh was advised that the Municipality will cover the cost of the manager training courses. **Risk Management** – Completed and recorded May's fire equipment report. The AED weekly and monthly reports were completed. Josh reported he still has not received the fire safety drawings. **Rentals** – The website was updated and posted on Facebook. All May invoices were mailed, and reminders were mailed to those with outstanding balances. Catchcorner banners were delivered, and a photographer will schedule a shoot with Josh. Josh was informed that we will be receiving a cheque for \$964.80 which is the vending percentage for January 1st to April 30th. **Repairs/Maintenance** – A representative from Bowmanville Glass will drop in to give us a quote on replacing the mirror upstairs for the dance group. Brent's Plumbing has replaced the sensor for the toilets in the ladies' washroom. The window in the compressor room has again been covered with corkboard. The tarp that was covered with paint and debris has been disposed. Additional lights have been added to the ladies' and men's washrooms.

2.

Staff – Josh prepared a list of jobs and repairs required before the Fall session begins and the hours/manpower required for their completion. **ORFA Update** – Josh’s is considering the following courses: Basic Arena Refrigeration, Legal Awareness #1 & #2, Safe Arena Refrigeration Plant Owner/Operator and Safe Ice Resurfacers/ Operator and hopes to complete as many as possible during the Summer. **Other** – Todd and Josh met with the staff from Clarington engineering department to discuss the Parking Lot Rehabilitation Proposal and they were able to address the concerns of the Board. The NVMHA met with Gary and Josh to discuss their ice request for the upcoming season. Dave Bauma will return all the keys to the arena in the upcoming days.

4. **Financial Report** - Todd gave the Board an update as of June 1st. He mentioned there were extra expenses for the Olympia and Simcoe but financially we are in “good shape”
5. **Risk Management** – No report at this time.
6. **Business Arising from Minutes** – **FutureSign**- Sue met with the representative from FutureSign and they will continue to operate and maintain the sign in the lobby.
Advertising – **Motion #24-019** – Moved by Gary Oliver, seconded by Todd Taylor **THAT:** the white wall boards behind the bench will be listed at the cost of \$800.00 each.

CARRIED

Sue reported that four (4) rink boards have been sold.

7. **New Business** - There was no new business to discuss.
8. **Round Table Discussion** - A round table discussion was held, followed with an “In Camera” session. The Vice-Chair adjourned the meeting at 9:27 p.m.

Next Board Meeting – Tuesday, August 13, 2024 – Newcastle Memorial Arena