

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, July 9, 2024

Not yet approved by the Board

In Attendance – Gary Oliver - Vice Chair, Josh Turner – Interim Manager

Bryan Hutchison, Shea-Lea Latchford, Todd Taylor, Jim Vinson, Councillor Margaret Zwart

Absent- Omar Patel

Regrets – Sue White

The Vice-Chair called the meeting to order at 6:58 p.m. and was opened with the Land Acknowledgement.

1. **Agenda - Motion #24-020**

Moved by Todd Taylor, seconded by Gary Oliver **THAT:** The amended agenda be accepted.

CARRIED

2. **Acceptance of Minutes – Motion #24-021-** Moved by Gary Oliver, seconded by Todd Taylor **THAT:** The minutes of June 4, 2024, be accepted.

CARRIED

3. **Manager's Report: Safety** - Josh informed all staff members of training requirements for employment at the Arena and they must be completed ASAP. Josh informed the Board that he, Cole and Jonathan had completed the Supervisor Health and Safety Awareness Training. Also, Cole and he have completed the Ladder Safety Training and the Propane Safe Handling Training. Jonathan has his working at Heights Training. Deven has current First Aid, Working at Heights and WHMIS certificates. **Risk Management** – Completed and recorded June's fire equipment report. The AED weekly and monthly reports were completed. Josh reported he still has not received the fire safety drawings and has informed Tim at the Municipality to follow up. EPI has completed a sprinkler flush. **Rentals** – The website was updated and posted on Facebook. All June invoices were mailed. CatchCorner banners are in the lobby of the arena. The Municipality has requested copies of the invoices for snow removal and Josh has replied by email. FutureSign has replaced the lobby kiosk. **Repairs/Maintenance** Welmar has replaced the broken screws in the boards. The back gate in front of the Olympia room has been repaired and is now flat. Moore has installed electrical ports in the Olympia room, the electric edger has been returned and the sprinkler flush above the pad.

2.

Repairs/Maintenance cont'd – Vern Glass has replaced the broken mirror upstairs for the dance group. The following items are still outstanding: Two (2) lights above the pad are not working, multiple doors on rink boards are not opening or closing properly and shower heads need to be added to three (3) dressing rooms and the warped boards. **Staff** - Josh will meet with Gary to discuss the list of summer jobs and the priorities. **ORFA Update** - Josh will start the Basic Refrigeration Training once he has been issued a credit card from MOC. **Other** – Josh will follow up with the MOC as to when the parking lot construction will commence.

4. **Financial Report** - Todd gave the Board an update as of July 8th and advised the Board of our account performance at Edward Jones.
5. **Risk Management** – No report at this time.
6. **Business Arising from Minutes** – **FutureSign** -Todd met with Rick Anderson from FutureSign and a number of issues were resolved. Their outstanding invoice was paid and a new sign was installed in the lobby and was fully functional on July 4th.
Advertising – **Motion #24-022** – Moved by Gary Oliver, seconded by Jim Vinson **THAT:** The Board will enter a two (2) year contract with FutureSign for advertising.

CARRIED

Upon completion of the contacts FutureSign has with Elliott Insurance and Connect Hearing, the Arena will retain the rink board ads.

Other - We have a board member that has missed numerous meetings and now is requesting to meet “online”. Councillor Zwart will inquire with the Municipality as to the obligations of a Board member regarding attendance. She will then reach out to this Board member and explain the situation. Josh will explore if Zoom or Skype is an option for meetings.

7. **New Business** - There was no new business to discuss.
8. **Round Table Discussion** - A round table discussion was held. The Board was pleased to welcome Bryan Hutchison to the Board. The Vice-Chair adjourned the meeting at 8:38 p.m.

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