

Newcastle Memorial Arena Management Board

Minutes – September 10, 2024 - 7:00 p.m.

Newcastle Memorial Arena

Not yet approved by the Board

Present: Gary Oliver - Vice Chair, Josh Turner – Manager
Shea-Lea Latchford- Secretary Todd Taylor- Treasurer
Sue White
Jim Vinson
Regrets – Councillor Margaret Zwart, Bryan Hutchison, Omar Patel

1. Declarations of Pecuniary Interest
2. Land Acknowledgment Statement

ANOUNCEMENT: Gary Oliver announced on behalf of the Board that Josh Turner was the successful candidate for the Manager’s position at the Arena.

3. Adoption of Minutes - Motion #24-026 - Moved by Gary Oliver, seconded by Todd Taylor
THAT: The minutes of September 10, 2024, be accepted as presented.

CARRIED

4. Manager’s Report – Safety – Josh informed the Board that there were no on-ice or off-ice incidents. New hires and returning staff will be informed of all training requirements at the pre-season meeting. Legal Awareness #1 & #2 are the next two programs Josh will attempt to complete before the arena opens for the season. A binder will be in the office listing all employees and courses they have completed and the expiry dates. Risk Management - Completed and recorded August’s fire equipment report. The AED weekly and monthly reports were completed. Josh received the fire safety drawings, but they are incorrect. An email was sent to Rob and Tim at the Municipality and Josh will reach out to Councillor Zwart for assistance. Rentals – The website was updated and posted on Facebook. All August invoices for pad activities were mailed. An agreement has been reached with Josh Christian Lea regarding his outstanding invoice. Additional advertisers have reached out for ads on the boards. Josh has requested that we replace the Home and Visitors signs above the benches. Repairs/Maintenance – The natural gas hook-up has been completed and the stands have been painted. The faucet in dressing room #5 needs to be replaced and the shower head for dressing room #4 needs to be installed.

Repairs/Maintenance cont'd

The Janice Parish sign needs to be installed above the time clock. MOC has cut the grass and the parking lot construction is well under way. Josh has a target date of September 20th as a completion date for the parking lot. **Inspections/Municipal Operations** – No inspection for the month of August was scheduled. Ken Ferguson is going to schedule a walk-about though the arena to ensure we are ready for the season. **ORFA Update** - Josh will follow up with new guidelines appropriate for our facility/operations. **Other** – The art show did happen as scheduled, but the rate was discounted due to the parking lot construction. The ice making process began on Monday, September 16th and Clarrington will oversee the painting. If everything proceeds Josh is hoping for an opening date of September 23, 2024. **Risk Management Follow-Up** - Daily checklist completed and Sue will schedule a walk though of the building and review risk management ideas and strategies. **Staff** – The staff that was laid off for the summer have returned giving a total of eight staff members. Josh would like to add three additional staff members: two attendants and one operator.

5. **Financial Report** – Todd provided the Board with an update of our revenue for January 1st to September 10, 2024. He does not see any problems looking ahead to the fourth quarter.
6. **Old Business – Advertising Update** – Sue advised the Board that 10 of the 18 rink boards have been sold plus two wall boards above the Home and Visitor benches, with an estimated annual revenue of \$6,940. **Terms of Reference** -Todd will forward his concerns/inquires to Councillor Zwart for clarification.

The Board discussed the rates of pay for students, attendants that were nonstudents and operators. **Motion #24-027** - Moved by Gary Oliver, seconded by Sue White **THAT:** The rate of pay for operators will be \$20/per hour.

CARRIED

7. **Round Table Discussion** - A round table discussion followed.
8. **Next Board Meeting** – **Tuesday, October 8, 2024 –7:00 p.m., Newcastle Memorial Arena**
9. **Adjournment** - **Motion #24-028** - Moved by Shea-Lea Latchford, seconded by Sue White **THAT:** The meeting adjourn at 8:48 p.m.

CARRIED