

# *Newcastle Memorial Arena Management Board*

*Minutes – October 8, 2024 - 7:11 p.m.*

## *Newcastle Memorial Arena*

*Not approved by the Board*

**Present:** Gary Oliver - Vice Chair (Remote)

Shea-Lea Latchford - Secretary

Todd Taylor - Treasurer

Bryan Hutchison

Sue White

Jim Vinson

**Regrets** – Josh Turner (Manager)

**Absent** – Omar Patel

1. **Declarations of Pecuniary Interest**

2. **Land Acknowledgment Statement**

3. **Adoption of Minutes - Motion #24-029** - Moved by Gary Oliver, seconded by Todd Taylor  
**THAT:** The revised minutes of September 10, 2024, be accepted as presented.

**CARRIED**

4. **Manager's Report – Safety** – Josh informed the Board that there was an incident as a staff member was backing up the Olympia. Josh made Gary aware of the problem and Welmar repaired the door. All staff members have been informed that all training /certificates must be completed by the end of October. **Risk Management** – The fire equipment for September was completed and recorded. The Fire Safety drawings were subsequently received, but they are incomplete. The AED weekly and monthly reports were completed. All unused paint cans have been properly disposed of. The emergency contact list has been updated. A PPM/Ammonia sheet was created, and the emergency procedure posted on the compressor room door. The light covers above the ice still need to be installed. The SW rink emergency exit door closer needs to be repaired. The canteen emergency light battery needs replacing. **Rentals** – The winter schedule is posted on our website. All September invoices for ice activities were mailed. An additional rink ad board has been purchased by SunSpace giving us a total of 9 rink boards and 2 wall boards. Josh requested that we replace the Home and Visitors signs above the benches, and he is waiting for a reply from James Printing. Futuresign has repaired/replaced the video board in the lobby and all outstanding invoices were paid.

### **Repairs/Maintenance**

The faucet in dressing room #5 needs to be repaired/replaced. The bathroom door on the gender-neutral washroom needs to be repaired. The shower head in room #4 repaired and the Janice Parish sign still needs to be installed above the time clock. Furnace “B” is not working, and a service call was placed. The parking lot paving is complete, the new fence post was installed, and the fencing should be erected shortly. **Staff** – Josh has placed a job posting for an attendant and an operator. A staff meeting was held to inform every one of their responsibilities and a follow-up meeting will be held shortly to see what areas can be improved. **Inspections/Municipal Operations** – No inspection was conducted for the month of September. Ken Ferguson completed his walk through and was impressed with the operation of the arena. **ORFA Update** - Josh has started the Legal Awareness #1 certificate and once completed will proceed with Level #2 time permitting.

5. **Financial Report** – Todd provided the Board with an update of our revenue for January 1<sup>st</sup> to October 8, 2024. He does not see any threats to the budget and will continue to provide regular updates to the Board.
6. **Risk Management** – Sue completed a walk-through with Josh and pointed out the following items: **a)** several paint cans from the construction need to be disposed of; **b)** emergency light requires a new battery (as identified in monthly report); **c)** water on the floor in front of the new mechanical room. Not sure if due to the rain or a roof issue. Josh will monitor; **d)** door closer on SW emergency exit is broken; **e)** emergency contact list needs to be updated; **f)** lights over the ice area are missing covers. This issue reported to MOC; **g)** Fire Safety drawings are not correct, still waiting for revised copy; **h)** Josh has posted criteria for Compressor Room entry/Ammonia level outside the room; **i)** the red warning light along the south wall of the arena needs to be identified.
7. **Business Arising from Previous Minutes - Advertising Update** – Sue advised the Board that another rink board has been sold to SunSpace. Sue inquired if anyone has any other business we can approach. **Terms of Reference** – The Board was unable to approve the Term of Reference and has requested further discussion and clarification from the municipal staff.
8. **New Business – Ice Rates - Motion #24-030** - Moved by Jim Vinson, seconded by Bryan Hutchison **THAT:** The ice rates will hold until August 2025.

**CARRIED**

**3.**

**Round Table Discussion** – A discussion followed.

9. **Next Board Meeting** – Tuesday, November 12, 2024 – 7:00 p.m., Newcastle Memorial Arena

10. **Adjournment** - **Motion #24-031** - Moved by Gary Oliver, seconded by Sue White **THAT:**  
The meeting adjourn at 8:19 p.m.

**CARRIED**