

Newcastle Memorial Arena Management Board

Minutes – February 18, 2025 - 7:00 p.m.

Newcastle Memorial Arena

Present: Jim Vinson - Vice Chair

Shea-Lea Latchford - Secretary

Sue White

Regrets – Omar Patel

Absent – Bryan Hutchinson

Todd Taylor - Treasurer

Councillor Margaret Zwart

Jennifer Stycuk - MOC

1. **Declarations of Pecuniary Interest**

2. **Land Acknowledgment Statement**

3. **Adoption of Agenda - Motion #25-005** - Moved by Sue White, seconded by Jim Vinson
THAT: The revised agenda be accepted, moving the presentation from the Farmer's Market to the beginning of the meeting.

CARRIED

4. The Newcastle Farmer's Market approached the Board about moving back. The Board expressed support for the move and provided feedback on a few key issues that needed to be addressed as part of the partnership. The delegation agreed to send a proposal to the Board for consensus and approval.

5. **Adoption of Minutes – Motion #25-006** – Moved by Sue White, seconded by Todd Taylor
THAT: The revised minutes of January 14, 2025, be accepted as presented.

CARRIED

6. **Business Arising from Previous Minutes - Terms of Reference** – Jennifer Stycuk from the MOC reported that they are still in negotiations with the staff at the MOC and things are moving slowly forward.
7. **Manager's Report – Safety/Training** – A Board member informed Josh of an incident of children playing hockey/Ball in the lobby. Jennifer Stycuk will supply the "code of conduct" used in the MOC community centres, and a location where signage could be printed. Josh has started the "Legal I Awareness course. Cole, Devon, Nate, Jaxsen, and Ben have all completed their Safety Training. Jonathan and Brock have completed the Propane Safe Handling and First Aid Training. Josh P. needs to complete his First Aid Training and Connor (new employee) needs to complete his safety training.

Risk Management – The following items were completed: January’s Fire Equipment recorded, AED weekly and monthly reports, CIMCO reports sent out, EPI added end of line resistor. The front door push button has been repaired. Josh has completed the Arena Manager Performance Evaluation. The only outstanding item is the SW rink emergency exit door closer for which Josh is waiting for a new part. Sue White reported on the issue and feedback from Josh Gibson about the parking lot drainage. **Rentals/Revenue** -There were new rentals every week. We have a few rentals scheduled for March Break. All January invoices were sent out for ice activities. Josh spoke with James Printing regarding the moving of Janice Parish’s ad above the time clock and was informed that it would be moved once the ice has been removed (April). **Repairs/Maintenance** – The following have been repaired: Front door outside push button, heating in dressing rooms #4, #5 and #6, the light bulbs in storage room. Gerr fixed the counter tops in the men’s washroom, loose screws and handles PMC repaired the parts in the compressor room. We are waiting on a part for the SW rink door closer. The garbage fence enclosure will be repaired in the Summer. We have contacted Durham Locksmith for the broken key in dressing room #5. A small glycol leak in the Compressor Room 2 was found. Josh has informed Jeremy, and they will monitor it closely. **Snow/Ice Maintenance** – Waste management cannot access the bins due to the piles of snow. Josh will contact Jen at MOC for a solution. Jen Stycuk indicated we are on the list for snow removal in the next 2 weeks. **Staff** – All members have been informed of the glycol leak, and they are to monitor same. Devon has been promoted to an operator position. **Inspections/Municipal Operations** – No inspection was conducted for the month of January. Mark from MOC did an inspection on the Emergency Lights to make sure all the batteries were working properly. **ORFA Update** – No new updates. **Other:** The rental agreement for Summer Camp has been signed and Josh will invoice her for the deposit. The Ice Insurance will be on the Clarington Portal for the start of the 2025 – 2026 winter season.

8. **Financial Report** – Todd provided the financial update for January 2025. He also gave the Board an update on the CIBC Smart Banking. Todd requested that Josh speak with Jen from MOC for an energy audit for the Arena.
9. **Risk Management** – Josh confirmed that CIMCO will not invoice the arena for routine inspections the summer months. Discussion took place on CIMCO compressor overhauls – Josh to align with MoC and get quotes for future maintenance.
10. **New Business** a) **Election of Chair and Vice- Chair** – Councillor Zwart opened the floor for nominations for Chair and Vice-Chair of the Board. Todd Taylor was the sole nominee for Chair. He accepted the position and was acclaimed. Jim Vinson the sole nominee for Vice-Chair. He accepted the position and was acclaimed. Todd Taylor suggested a Logo refresh – Board agreement to move forward. The Board discussed developing a spending policy so the Arena Manager could make discretionary repairs and purchases without Board Approval.

3.

b) **Dance Rates** – **Motion #25-007** - Moved by Councillor Zwart, seconded by Jim Vinson

THAT: The rates be increased 3.5% across the board.

CARRIED

c) **Catch Corner** – Josh met with Catch Corner to discuss the future contract. The current no fee runs until Fall 2025, and it is prudent that we establish the terms of the future contract or consider giving notice of cancellation of their service. He indicated they have proposed reducing their monthly rate to \$300. per month and would not charge a monthly fee when the ice is out. Josh will confirm these revisions and present the contract to the Board for review prior to signing the new contract.

Vice Chair Role/Rsponsibilities – **Motion #25-008** - Moved by Councillor Zwart, seconded by Shea-Lea Latchford Jim **THAT:** The document be accepted as presented.

CARRIED

11. **“In Camera”**

12. **Adjournment** – The Chair (Todd Taylor) adjourned the meeting at 9:15 p.m.

Next Board Meeting, Tuesday, March 11, 2025

7:00 p.m. – Newcastle Arena