

Newcastle Memorial Arena Management Board

Minutes – March 11, 2025 - 7:00 p.m.

Newcastle Memorial Arena

Present: Todd Taylor – Chair/Treasurer
Shea-Lea Latchford - Secretary
Sue White

Jim Vinson - Vice Chair
Josh Turner – Arena Manager
Councillor Margaret Zwart

1. **Declarations of Pecuniary Interest**
2. **Land Acknowledgment Statement**
3. **Adoption of Agenda - Motion #25-0010** - Moved by Sue White, seconded by Shea-Lea Latchford **THAT:** The revised agenda be accepted, moving a presentation from George Acorn to the beginning of the meeting.

CARRIED

4. **Manager's Report** - Josh provided his report (see attached) with the following modifications:
 1. **Safety/Training** – During our recent Power Outage, our procedure and emergency lighting all worked well. Josh will begin his Legal Awareness 2 with the goal of finishing it by May/25.
 2. **Risk Management** – Josh will issue a work order to MOC for the SW rink emergency exit door closer. An asbestos condition reassessment was conducted, and no findings were reported.
 3. **Rentals/Revenue** – Josh had his name added to the Elexicon account and will contact them for an energy review, considering the increased cost of hydro. Josh reported that all emergency protocols were followed during the power outages.
 4. **Repairs/Maintenance/Renovations** - Josh will contact Jennifer Stycuk from the MOC and report the damage to the curb which was believed to have occurred during snow removal. Josh inquired about how many employees he could have on payroll during the Spring/Summer season. Josh also informed the Board of his vacation plans for the summer and who would be in charge. He was asked to draw up a schedule of tasks to be completed and hours needed to perform the tasks as a basis for approval.
5. **Financial Report**- Todd reported total revenues to date greater than budget but operating revenue for the month of February was lower than budgeted. He also updated the Board on the Smart Banking process. We seem to have some delays in obtaining a credit card. Todd is

working closely with CIBC to resolve the issues. Todd reminded Josh to follow up with Elexicon on the energy review and Josh would be reporting on the issue going forward.

2.

Risk Management – Jim Vinson advised that he had no report currently.

New Business a) **Procurement of new ice resurfacers** – Josh provided an update on the information he gathered on quotes and options. The Board decided that additional strategies need to be explored with some additional follow-up questions for the MOC. b) **Logo Update** – Todd provided the results of the Board's preferences. Three logos will be sent back for further refinement after providing the Board's feedback. The Board is looking for a logo for letterhead and signage. c) **Arena Manager Spending Limit Document Approval** – The content of the document was approved by the Board. The issue of signatures on the document is to be sent to the clerk's office for review on process. d) **George Acorn Presentation** - George Acorn presented the Board with a list of his services as a consultant on a pro bono basis.

Motion #25-008 – Moved by Sue White, seconded by Todd Taylor **THAT:** The Chair will contact Mr. Acorn for a proposal to review Safety Related/High Risk procedures and a strategy review on the replacement ice resurfacers.

CARRIED

6. **Round Table discussion** - Councillor Zwart advised the Board of reports of significant natural gas price increases, and it may be a cost to monitor going forward. The Board requested Jennifer Stycuk attend the next meeting for Staff Liaison support.
7. **"In Camera"**
8. **Adjournment** – The Chair (Todd Taylor) adjourned the meeting at 9:25 p.m.

Next Board Meeting, Tuesday, April 8, 2025

7:00 p.m. – Newcastle Arena