

Newcastle Memorial Arena Managers Report

Date: March 11th , 2025

<p style="text-align: center;">Safety / Training</p>	<p style="text-align: center;">On ice incidents Off ice incidents Employee Safety/Concerns Safety Training Emergency Preparedness</p>	<ul style="list-style-type: none"> - No on ice incidents - Feb 27th - 2 power outages - 10am and 4:15pm <p><u>Safety Training:</u></p> <ul style="list-style-type: none"> - Josh - Finished Legal Awareness 1 - Cole - 100% Complete - Deven - 100% Complete - Jonathan + Brock - Propane Safe Handling and First Aid - Nate - 100% Complete - Jaxsen - 100% Complete - Ben - 100% Complete - Connor - 100% Complete - Josh P - 90% Complete - Just needs First Aid
<p style="text-align: center;">Risk Management</p>	<p style="text-align: center;">Concerns Items Completed</p>	<ul style="list-style-type: none"> - No monthly Risk Management review - focused on training and ORFA Guidelines <p><u>ITEMS COMPLETED:</u></p> <ul style="list-style-type: none"> - Completed the February Fire equipment monthly - reported in red book - AED weekly and monthly reports completed - monthly walk around checklist completed - CIMCO reports sent out - Feb 26th - Asbestos Condition Reassessment - Glycol leak repaired - Condenser pump repaired - <p><u>CONCERNS:</u></p> <ul style="list-style-type: none"> - SW rink emergency exit door closer - getting new part for it
<p style="text-align: center;">Rentals/Revenue</p>	<p style="text-align: center;">New Rentals Loss of Rentals Later Payments Signs/Advertising Vending</p>	<ul style="list-style-type: none"> - New rentals every week - A lot of March Break rentals and we will be getting more - Catchcorner - emailed about the percentage and contract - haven't heard anything yet - All February invoices were sent out for ice activities - all e transfers added to a folder in my gmail account - looking for a way to save to the computer as well - Old Stars paid - Luc Chiasson Paid - sent out email and mail to old stars and Luc Chiasson about late payment - Sean Colgan invoice voided - didn't use ice - Dance informed about 3.5% increase - No Frills reached out to me about rink board advertising - 1 person reached out about getting a rink ad - sent them all the information - I haven't heard back yet - emailed PMC about contract and list of services they provide us - haven't heard back from her yet - Snakx vending sent a cheque for Oct-Dec - deposited - email sent to Elexicon - haven't heard back from them yet -

Repairs Maintenance Renovations	What has to be repaired What needs to be repaired Snow/Ice Maintenance Preventive Maintenance Efforts to Maintain Appearance Renovations Improvements	<p><u>What got fixed:</u></p> <ul style="list-style-type: none"> - Key in dressing room 5 removed - South Hallway door (door to parking lot) key mechanism fixed - manual flushers put on both urinals in mens bathroom - glycol leak repaired - condenser pump in compressor room repaired - Feb 24th - grout in mens and womens bathroom cleaned up - bathroom floors look great now - Gerr - Feb 25th - Emergency light in dressing room 6 fixed/replaced tri-line electric - <p><u>What needs to be fixed:</u></p> <ul style="list-style-type: none"> - SW rink door closer - getting new part - Garbage fence enclosure - will get fixed in the summer - lighting fixture in olympia room - moore electric contacted - haven't heard back from them - the smell is back in the dressing rooms/hallway after getting the heating fixed - HVAC tech or duct cleaner needs to look at ducts- will contact someone - toilet in mens washroom not working AGAIN - Brents plumbing was in to look at it - ordering new parts to fix it <p><u>Snow/Ice Maintenance:</u></p> <ul style="list-style-type: none"> - shoveling/salting all exits and walkways when necessary - sometimes salting the night before a snowfall - snow removal completed in the back parking lot - CHUCK OF CURB DESTROYED FROM A SNOW PLOW - SW NEAR GARBAGE ENCLOSURE - PICTURES TAKEN - WILL CONTACT JOSH GIBSON ABOUT THIS - WARRANTY? <p><u>Improvements:</u></p> <ul style="list-style-type: none"> - New flushing mechanisms in the mens and ladies washrooms - i have received a quote from Brents Plumbing - Shower Heads - will contact Dalray or Gerr for info on shower heads
Staff		<ul style="list-style-type: none"> - monthly staff meeting was held - Devens wage is now operator wage - How many staff members can be available/on payroll for the spring/summer season? - I have made a list of all the spring/summer jobs that I want to have done - Can go over the list with Todd or Jim - -
Inspections Municipal Operations	TSSA / other Regulatory Inspections must be reviewed with Arena Board	<ul style="list-style-type: none"> - Feb 26th - Asbestos Condition Reassessment Inspection - Feb 12th - Health & Safety Inspection - Ladder inspection Stickers and First Aid Inspection Stickers - Stickers purchased and posted on all ladders and first aid boxed
Complaints	Neighbours Customers	<ul style="list-style-type: none"> - No Neighbour complaints - No customer complaints
ORFA Updates	New Guidelines etc appropriate for our facility / operations	<ul style="list-style-type: none"> - I have Finished my Legal Awareness 1 Training <p><u>ORFA GUIDELINES:</u></p> <ul style="list-style-type: none"> - No new ORFA guidelines

OTHER		<ul style="list-style-type: none"> - Summer Camp - rental agreement signed - will invoice them \$1000 for the deposit - Ice Insurance will be on the Clarington Portal for the start of the 2025 - 2026 winter season - New Olympia - I have made some notes - will go over and hand out during meeting - David from Olympia will stop by the arena to check out our Olympia and give me some more information on new olympias
Risk Management Follow Up	Previous Risk Management Items	<ul style="list-style-type: none"> - daily checklists done - filling out all books for daily jobs being done and anything that got fixed
Risk Management Open Items		
HELP	Things I need help with or Looking for answers	<ul style="list-style-type: none"> - signs for lobby and dressing rooms shouldn't be made until a new arena logo is finalized - agree or disagree? - Farmers Market - had a parking lot meeting/walkaround with them - want to go over a few things with you - How many staff members can be available/on payroll for the spring/summer season? - Will I be getting benefits?