

# **Newcastle Memorial Arena Management Board**

## **Minutes – April 8, 2025 - 7:00 p.m.**

### **Newcastle Memorial Arena**

**Present:** Todd Taylor - Chair /Treasurer      Jim Vinson - Vice Chair  
Shea-Lea Latchford - Secretary      Councillor Margaret Zwart  
Sue White      Jennifer Stycuk - MOC

**Regrets** – Josh Turner - Manager

1. **Declarations of Pecuniary Interest** – There were no declarations of pecuniary interest.
2. **Land Acknowledgment Statement**
3. **Adoption of Agenda - Motion #25-011**- Moved by Jim Vinson, seconded by Councillor Zwart  
**THAT:** The agenda be accepted as presented.  
**CARRIED**
4. **Adoption of Minutes** – **Motion #25-012** – Moved by Shea-Lea Latchford, seconded by Jim Vinson **THAT:** The minutes of February 18,2025 be accepted as presented.  
**CARRIED**
5. **Adoption of Minutes** – **Motion #25-013** - Moved by Shea-Lea Latchford, seconded by Jim Vinson **THAT:** The minutes of March 11, 2025, be accepted as presented.  
**CARRIED**
6. **Manager's Report** (copy attached) Josh was not able to join due to illness, however the Chair reviewed the report with the Board., with the following modifications:
  - a) Damage to curb during snow removal- A work order with pictures must be submitted to Jen Stycuk
  - b) The Chair inquired about the security alarms systems and whether they should be a Newcastle Memorial Arena contract or a Municipality contract. Jen reported that Oshawa Security had the contract with MOC, and she believed we were under their umbrella. Jen indicated that she would confirm with the Newcastle Memorial Arena for clarity.

7. **Financial Report** – Todd provided an update for the month of March and reported, we were 4k under budget. He also presented a QTR1 financial report for review and questions. Top end compressor overhaul quotes are forthcoming. The CIBC Smart banking is working very well as we are now able to make all source deductions payments on-line. Josh now has a template available for customers wanting to pay by EFT. The corporate visa has been approved, and CIBC will advise when the card will be issued.
8. **Risk Management** – Jim reported he was able to do a walk-through of the arena with Josh and familiarize himself with the equipment and reports required monthly. Jim is interested in taking a few courses on refrigeration. Jennifer informed the Board about ORFRA advice on small arenas and the focus on safety procedures, completion of logs and guidance on Lone Workers.
9. **Business arising from previous minutes**
  - a) Logo Update – Todd showed the Board an updated version of the logo and inquired if there were any additional changes. After a short discussion, consensus was reached, and Todd will forward the proposed logo for updating.
  - b) Farmers' Market - **Motion #25-014** Moved by Todd Taylor, seconded by Councillor Zwart **THAT:** The Board approved the Farmers Market permit and return to the Newcastle Memorial Arena for 2025. The Board also agrees to a Q1 2026 lessons learned meeting for ongoing negotiations to the 2026 & 2027 permitting process.

**CARRIED**

10. **New Business**- Sue presented the history of the arena including key people and dates going back to initial construction. She will speak with James Publishing on suggestions how we can best display this material. **Motion #25-015** Moved by Todd Taylor, seconded by Councillor Zwart **THAT:** Sue White proceed with a budget of 4K to work on this project.
11. Round Table Discussion: - The Chair provided the Board with a proposal update on the Newcastle Memorial Arena's operating procedures. He also noted discussion items to be documented for the Staff Liaison to feedback on including an Ice Resurfacer condition assessment.
12. **Motion #25-016** - Moved by Todd Taylor, seconded by Jim Vinson **THAT: The Board approve and accept the proposal from CRJM Group and proceed as per the schedule provided.**

**CARRIED**

13. In Camera Session. Not Required this month.
14. Todd Taylor (Chair) adjourned the meeting at 8:52 pm

**Next Board Meeting, Tuesday, May 13, 2025**

**7:00 pm – Newcastle Arena**