

East Hants Arena Association Board of Directors Meeting

May 7th, 2018

East Hants Sportsplex Board Room

Start: 7:00pm End: 8:30 pm

Called to Order by : Bill Falkenberg

General Manager: Scott Forward

Note Taker: Brenda Merriam

Board Attendees: Derek Roberts, Norval Mitchell, Tanya MacRae,

Board Regrets: Patrick O'Neil, John Philpott, Danny Hines, Scott Hirtle, Wendy Matheson-Withrow, Faye Peach

Additions to Agenda:

Norval motioned and Tanya seconded to approve the agenda, all approved. All in favour; motion carried.

Board Meeting Minutes:

- Minutes from January 29th, 2018 were reviewed. Motion to approve by Norval; seconded by Derek. All in favor; motion carried

Financial Statements: *by Scott Forward*

JANUARY 2018

Overall- Tracking per budget

Expenses: increase in utilities

Revenue- Field House loss of revenue due power outage which forced us to close

FEBRUARY 2018

Overall- solid month 7% above budget



MARCH 2018

Overall- Dome/Field House collapsed on March 14th, 2018. The field house was tracking above budget

Expenses: Riverside Education Centre bingo profit sharing paid

Revenue- Café sales up with the Midget AAA Atlantics and Highs School provincials.

Motion:

Derek made a motion to approve and seconded by Norval to move into record the January, February, March Financials with the provision of the Year-to- Date (YTD) numbers being sent to the board after this meeting for review. All in favour, motion carried. Financials Approved.

New Business:

A/R Update: *by Scott Forward*

None

A/P Update:

Nothing on Payables.

Rental Space: *by Scott Forward*

New tenant is Biotech Orthotic Design- The space is being re-designed by them and will be opening in the next couple of months.

PM Update: *by Scott Forward*

Operating per schedule with Alex taking the lead on this initiative.

Sales and Utilization: *by Scott Forward*

Sept 2017 to Feb 2018 presented in graph format

Action item created

Dome Update:

The opening of the dome will be June 25th.

The light fixtures will take 4-6 weeks to be fabricated and galvanized.

Efficiency NS- replacing all lights in the two ices rinks and surrounding areas plus also replacing the upright fixtures in the dome. Projecting late June early July retrofit.

ICE RATES- SPRING 2019: *by Scott Forward*

Propose single ice rate for the prime-time hours across the calendar season to \$240.00/hr. This impacts spring clients for next season.

Motion to approve the increased offseason ice rental to \$240 /hr from the present \$185/hr. Norval moved to approve seconded by Tanya. All in favor. Motion Carried.

SKATE SERVICE AREA: *by Scott Forward*

Issue – no skate sharpener on-site.

Question: Is the skate sharpening service worth the capital expense required?

The solution put forward is to buy our own skate sharpeners, create a space for this service and hire two students to work this service in the evenings/weekends.

Capital cost will be approximately \$12,000- \$15,000.

All board members present approved for Scott to move forward with working on the business case for this skate sharpening project. Scott will need to update the board go forward and then the decision will be made to move or not to move on with the purchase. *Action item created*

New Action Item:



Action Item	Person Responsible	New
Outdoor Vending Machine	Scott	Can this be done?

Action Item	Person Responsible	New
Create Skate Sharpening business case to send out to the Board	Scott	As soon as possible as would like this ready for next season

Action Item	Person Responsible	New
Show expenses per hour	Scott/Tanya	Add this to the Sales and Utilization Rpt

On- going Items:

Action Item	Person Responsible	work in progress
To create a Non-Smoking Facility and Grounds policy	Scott Forward	<p>Target timeline Sep 1st Smoking Policy – The Board would like to have a no smoking policy on the premises</p> <p>There will be no exceptions for clients and employees</p> <p>Will Post signage</p>

Next board meeting will be August 27th, 2018 at 7:00pm at East Hants Sportsplex Board Room.