

## East Hants Arena Association Board of Directors Meeting

November 27th, 2017

East Hants Sportsplex Board Room

Start: 7:05pm, End: 9:40pm

Called to Order by : Bill Falkenberg

General Manager: Scott Forward

Note Taker: Brenda Merriam

Board Attendees: Derek Roberts, Faye Peach, Scott Hirtle, Danny Hines, John Philpott, Norval Mitchell

Board Regrets: Wendy Matheson-Withrow, Tanya MacRae, Patrick O'Neil

Special Guest: Jamie Welsh

### **Additions to Agenda:**

Bill motioned to approve the agenda, all approved. All in favour; motion carried.

### **Board Meeting Minutes:**

- Minutes from August 28<sup>th</sup> and October 2<sup>nd</sup>, 2017 were reviewed. Motion to approve: Danny; seconded by Norval. All in favor; motion carried.

### **Auditor- 2016/2017 Financial Audit Report:** *presented by Jamie Welsh, Collins Barrow*

Jamie presented the Summary of the Audit Report, Data Analytics, and the Financial Statement to the board.

- This year showed a very clean audit
- Balance sheet that has continued to improve over the last 3 years
- Reviewed suggested points/recommendations made by the auditor for the board to consider- found in the management letter from Collins Barrow

*Opened for Discussion*

- *Looking for suggestions on capital improvement/reserves from an auditor's perspective. As per Jamie- this is beyond his firms' scope.*



Motion:

Scott Hirtle made the motion to approve the financial statements for the year ending, August 31<sup>st</sup>, 2017, seconded by Faye., All in favor, motion carried.

**Financial Statements:** *by Scott Forward*

**September 2017**

*Overall-* down due to Bingo jackpot payout

**October 2017**

*Overall-* field rentals were below budget.

- Great weather- low demand for inside turf usage + higher demand in keeping ice surface up to standards.

**YTD- (September until October)**

Budget is trending \$17,000 behind.

Motion:

Norval made a motion to approve and to move into record the September and October Financials, seconded by Derek. All in favour, motion carried. Financials Approved.

**New Business:**

A/R Update: *by Scott Forward*

No A/R

A/P Update:

No A/P

Bylaws Update and Approval: *by Bill Falkenberg*

The By-Laws have been reviewed and updated and presented to the board for approval. The updated and wording was verified by Patrick O'Neil.

John motioned to approve the special resolution of the East Hants Sportsplex By-laws and seconded by Danny. All in favour- motion carried.

Yearly Comparison 2012-17: *by Scott Forward*

Reviewed revenue vs expenses for the last 5 years (since expansion).  
Year 2016/17 being the first fiscal actuals exceeded budget.

Facility Survey: *by Scott Forward*

19 responses from 1 quarter user groups 2017.  
Reviewed the comments with the board- positive feedback about the cleanliness and EHS staff.  
There is a concern with the number of children running around unattended in the facility.

Action Item created.

Capital Budget Plan: *by Bill Falkenberg*

Reviewed the go forward strategic plan with the board.  
Showed the 5-year plan, with short and medium projects detailed.

This is a fluid list but a great start to provide the board with insights to what repairs and plans will need to be addressed to protect the facility assets.

RRSP Group Plan: *by Scott Forward*

Would like to look at providing full time employees the opportunity to contribute to a RRSP where EHS will participate in matching a certain percentage.

Discussion also about a medical plan.

These discussions created an action item.



Chief Engineer Staffing Update:

A job posting went out for a Mechanical Engineer in Oct 2017 to replace Peter Sullivan who has retired.

A successful candidate has been hired with January 2<sup>nd</sup>, 2018 as the start date.

**New Action Item:**

<b>Action Item</b>	<b>Person Responsible</b>	<b>New</b>
To create a Non-Smoking Facility and Grounds policy	Scott Forward	Source strategies for communication of such policy

<b>Action Item</b>	<b>Person Responsible</b>	<b>New</b>
Unattended children in facility	Scott Forward	Create signage/website/direction to staff on how to handle

<b>Action Item</b>	<b>Person Responsible</b>	<b>New</b>
Employee RRSP or Medical Plan?	Scott Forward	Present Plan/Options next meeting

**On- going Item:**

<b>Action Item</b>	<b>Person Responsible</b>	<b>On- Going</b>
Sound System in Todd Hunter room and up in Roxie's area to hear announcer from KMA during hockey games	Scott Forward	Backman Vidcom has troubleshooted the issue and are providing a quote for the repair and replacement of the main communication amp.

## Old Business:

Action Item	Person Responsible	Done
Signage on Highways- "Home of East Hants Sportsplex"	Scott Forward	Ask has been sent to MEH and is moving ahead

Action Item	Person Responsible	Done
Ask electrician for letter to state work done for Tidefest was up to code	Scott Forward	Letter completed

Action Item	Person Responsible	Done
Create soft copy of facility floor plans	Scott Forward	Had conversation with builders, no CAD plans done. We do have PDF files of floor plans which use if required to manually change something on plan for event.

Next board meeting will be January 29<sup>th</sup>, 2018 at 7:00pm at East Hants Sportsplex Board Room.