

## East Hants Arena Association Board of Directors Meeting

January 27, 2020

East Hants Sportsplex Board Room

Start: 7:00pm, End: 9:20pm

Called to Order by: Bill Falkenberg

General Manager: Scott Forward

Note Taker: Brenda Merriam

Board Attendees: Faye Peach, Norval Mitchell, John Philpott, Scott Hirtle, Cory Robinson, Travis Hunter, Perry Mitchelmore, Patrick O'Neal

Board Regrets: Danny Hines, Tanya MacRae, Wendy Matheson-Withrow, Jason Parker

### **Additions to Agenda:**

One Addition from Perry Mitchelmore- proposed to approve the submitted Terms of Reference for the Executive Committee.

Bill motioned to approve the agenda with the addition, Norval approved; seconded by Perry. All in favour; motion carried.

### **Board Meeting Minutes:**

- Minutes from November 18<sup>th</sup>, 2019 were reviewed.
- Minutes from December 19<sup>th</sup>, 2019 Emergency Meeting were reviewed and there was a change in wording of the Motion.

Scott Hirtle motioned to approve both sets of minutes with the changes to the Dec 18<sup>th</sup> motion discussed; seconded by Faye. All in favor; minutes approved.

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

### November 2019

*Overall-* ice rentals down \$13,000 with the main reason being East Hants Minor Hockey's lower numbers this season. Bottom line missed budget by \$7,200.

### December 2019

*Overall-* Complete field house revenue loss, the ice rentals stayed consistent to budget. The TV Bingo paid out lucky ball this month plus two bingos were cancelled due to service issues.

### **Motion:**

John made a motion to approve and to move into record November and December financials; seconded by Travis. All in favour, motion carried. Financials approved.

### Forecast of Financials: by Scott Forward

Provided a summary of revenue, expenses and loss due to dome collapse with the assumption the dome will be up by end of April 2020.

At end of August 2020 there will be an approximate loss of \$197,000.00.

It will take 2-3 years to make this loss up with the assumption our client base will be back and will grow.

**New Business:**

A/R Update-

None

A/P Update-

None

Dome Update- by Scott Forward

Farley Group will be back on site once the weather breaks late March, early April repair and inflate the dome. All necessary parts have been ordered in order to complete the full repair at the same time.

PM System Update- *by Alex Butler*

Provided a fifteen-minute slide presentation with graphs  
Showed the last four-month period from September until December.

Golf Fundraiser- date scheduled- Friday June 26th

BMO Options-

Started conversation with the bank on options we have for financial stability; very positive.

Insurance-

**Motion:**



Perry motioned to drop the \$10,000 collision rider insurance on the dome and review again at next renewal date of November 2020; seconded by Pat. All in favour, motion carried.

#### District Recreation Fund-

There is an opportunity to apply for the Municipality of East Hants Recreation grant worth up to 50% of \$20,000. These funds would be used to help fund the changeover of the lighting to LED lighting in the field house.

#### **Motion:**

John motioned to move forward with the submission of the application for the grant.; seconded by Scott H. All in favour, motion carried.

#### Roof Update-

The KMA roof replacement project is nearing completion. The entire roof over the arena has been completed with only the small annex expected to be completed this week weather dependant.

#### Terms of Reference for the Executive Committee – by Bill Falkenberg

*Note- Bill let the board know that Tanya MacRae has resigned from the board. Bill thanked Tanya for her time and expertise which was greatly appreciated. Bill announced the treasurer role on the executive as being open and if there were interested board members please let him know.*

After the review and discussion of the proposed Terms of Reference which are enclosed in these minutes; a motion was put forth.

**Motion:** Pat motioned to apply the Terms of Reference as part of EHAA governance model for the Executive Committee of the East Hants Arena Association; seconded Perry. All in favour; motion carried.

**Old Business:**

From Nov 18<sup>th</sup> minutes:

Update on TV Bingo-

There will be a dedicated internet line for the Community Channel put on site. This is a 3-year deal with Eastlink. The Bingo will stay in Riverside until it can be moved here in approximately 3-4 months. Presently, just determining the best spot in the facility for this set-up to be placed.

Next board meeting will be April 27th, 2020 at 7:00pm at East Hants Sportsplex Board Room.

Terms of Reference (Approved January 27, 2020)  
EXECUTIVE COMMITTEE

<b>Purpose</b>	Discuss matters arising between regular Board meetings and bring such matters and recommendations to the attention of the Board.
<b>Accountability</b>	The Executive Committee is accountable to the Board of Directors. Minutes shall be provided to the Board as soon as possible after each meeting.
<b>Responsibilities</b>	The Executive Committee shall be responsible to: <ul style="list-style-type: none"><li>• Serve as the selection committee when a new Executive Director is required;</li><li>• Facilitate an annual performance evaluation of the Executive Director;</li><li>• Be authorized to make budgetary decisions up to \$3,000, so long as the total contingency in the budget (if one is approved) is not exceeded. If in an emergency the Board will be polled to approve amounts over \$3,000</li><li>• Perform any other functions assigned or delegated to it by the Board.</li></ul>
<b>Committee Composition</b>	The President, Past-President, Vice-President, Treasurer and other current Board Members that the Board may choose shall comprise the Executive Committee.
<b>Chair Selection</b>	The President of the Board shall serve as Chair of the Executive Committee.
<b>Committee Member Terms of Office</b>	Members shall serve as long as they hold an office cited in committee composition.
<b>Frequency/Method of Meetings</b>	The Executive Committee shall convene as necessary and may meet by teleconference or any other method deemed appropriate.
<b>Staff Liaison</b>	The Executive Director shall serve as staff liaison.