

BILL BOLTON ARENA

Board Meeting – Tuesday, January 16, 2018

Meeting Number 1

APPROVED

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Peter Diaz, Jacob Hadwen left at 7:51pm, Shelley Hopkins, Stephen Longstaff

Other attendees:

Kim Brown, Chris Quinn (Arena Staff) left @ 7:17pm

ABSENT: Councillor Joe Cressy, Colin Burns, Jan Hughes & Ellen McNeil

DECORUM CALLED BY CHAIR

MEETING CALLED TO ORDER: 6:32 p.m.

1. Approval of Agenda/Conflicts

Motion: To accept Agenda with following amendments.

(Moved: Sharon; Seconded: Shelley - Approved Unanimously)

The Order of Items changed:

Item # 5 & Item #9 b) & 9c) to move to 2nd & 3rd Item to follow approval of the Agenda.

Item #7. HR Policy Complaints Revisions deferred pending City feedback.

Item #8 Lobbying By-law Text was deferred by Manager & Chair to allow City consultation.

Item #9a) Survey – Summary Report for Posting was deferred to February 2018.

2. Treasurer's Year End 2017 Report

The Treasurer reported an approximate net surplus of \$20,000 for 2017, including the 1-time OMERS payment of \$30,000.

The manager noted that as in the past there will be some further adjustments related to bills paid for service periods that cross into 2018 (Hydro / Gas / payroll) and these will be confirmed through the Audit. He also confirmed that all minor capital purchases approved had been completed.

3. Programming (Committee - Jan, Peter, Ellen, Jacob, Mario)

a) Survey – Summary Report for Posting - Deferred to February 2018

b) Youth Skills

The committee looked on the introduction of a youth skills program favourably. Because of the shutdown and the full programming schedule for 2018, unless an opportunity presents itself, the implementation of a session in the Spring 2019 was recommended.

Motion: To approve in principle the introduction of the Youth Co-ed Skills (Ages 7 – 12 yrs) for Spring 2019 – Friday nights 4:30pm – 5:30pm.

(Moved: Sharon; Seconded: Peter, approved unanimously.)

Motion: If an appropriate time slot becomes available for Fall 2018 due to a cancellation, the Board requested staff to bring a proposal the Youth Co-ed Skills (7-12 yrs) program to the Board for in-year consideration.

(Moved: Sharon; Seconded: Jacob, Approved unanimously.)

c) Programming Ctte Report re: 2018-19 Program Changes and fees:

The manager proposed the following program and operational changes relative to the December 2107 report to the Board:

- Friday Night Men's League Expansion: Withdrew the proposal to add two more teams to the Friday night men's league.
- Risk Mitigation re: Construction: Proposed reduction in Adult Season Duration - Reduce number of weeks for adult leagues in the 18/19 season to 27 weeks (currently 30 weeks) and prorate fees. This will provide a buffer if there are any start-up delays in Sept.
- Proposed change to withdrawal policy – Limit refunds (which are prorated) to players notifying the Convenor within the first 5 weeks of the program with exceptions for medical leave or pregnancy. (Currently players allowed refunds up to 15 weeks into the program.)
- Proposed One-time Cancellation of the Lottery - On a one-time basis, eliminate the lottery for adult teams. Allow current players to sign up on the condition that payment is received in full by June 1st. Any remaining spaces will be available on a first come, first served basis.

The Board approved the proposed program changes and then considered the appropriate fees adjustments to all programs except the 2018 Spring Camps (approved in December 2017).

The Treasurer and the Manager presented options for fees based on a two-year horizon. They noted that adult fees had not been increased for three years. As context they confirmed that 2018 was showing a significant one-time deficit due to construction shutdown and the City was OK with this so the Board is not expected to raise fees to close this gap in 2018. The major pressures in 2018 are rising costs of utilities and salaries. The treasurer noted that over the two year period he estimated that a 4% increase would maintain our current financial position.

Discussion focused on how to set fees that ensure we have flexibility to deal with unforeseen equipment or operational issues while not raising them unnecessarily and creating a burden on our clients. The manager noted that he was unlikely to make any significant minor capital investments in 2018, although in 2019 there would be a need to replace the back-up dehumidifier system.

While various splits were discussed in general terms, two options were considered formally: Option 1: 5% increase across the board for programs starting in 2018 (excluding Spring Camp 2018), with the expectation that there would be no further increase in 2019. Option 2: 3%

increase across the board for programs starting in 2018 (excluding Spring Camp 2018) with the expectation that a further increase of 2% would be required in 2019.

Motion 1: That the Arena increase programs fees, for programs except 2018 Spring Camps, starting in September 2018 by 5%. (For: 2; Against: 3; NOT APPROVED)

Motion 2: That the Arena increase programs fees, for programs except 2018 Spring Camps, starting in September 2018 (excluding 2018 Spring Camp) by 3%.(For: 3; Against: 2; APPROVED)

4.Review of December 7, 2017 Minutes/Resulting Business

Motion: To approve the previous Minutes – December 7, 2017 with the following amendments: Item 5d. Minimum wage corrected to read \$11.60 (not \$11.50) and the January 1st increase corrected to read \$14.00 (not \$14.50.)
(Moved: Peter; Seconded: Shelley - Approved Unanimously)

5.Chair's Report

Correspondence and Meetings:

P. Klambauer re: communications via phone regarding vendor status and preparation of a note to the community.

Chair to meet with Councillor Cressy to discuss Board and Arena matters on January 25th.
Catherinah Faux and Integrity Commissioner re: HR complaints process amendments under review.

Meeting location:

Sharon asked Mario to inquire if there is space available at St. Albans for our BBA Meetings for April / May / June and possibly September 2018.

ACTION: Mario to report back on space availability at next Board meeting.

Parking Proposal Review:

The Parking issue continues to be worked on by Mario, Sharon & Ellen.

Important Dates:

Next Meeting: Thursday, February 15th, 2018 @ 6:30 pm

Distribution Dates:

Agenda Items received – January 30th, 2018

Agenda circulated to Board – February 1st, 2018

Materials received - February 8th, 2018

Materials distributed and Agenda posted – February 9th, 2018

6.Manager's Report

HR Update:

Performance reviews have been completed for the full time staff. Manager's review January 24th.

New wage rates were presented by Mario. He made the following hourly wage adjustments for part-time employees regardless of age or hours worked: Those previously earning below the new minimum wage had their hourly rate go from \$13.50 to \$14.00. Those part-time workers who had been earning over \$14.00 had their hourly rate raised from \$14.50 to \$15.00. He reported that the impact is expected to be about \$8000 in additional wages in 2018.

Finances: see Treasurer Report and Program (Fees)

Capital Works: see Capital Project below

Building Maintenance:

New replacement gates have been installed. New fryer onsite. City parks was contacted to assist in snow removal. Pile up of snow issue has been addressed. In the past, it has been recommended to the City that Parks not to put snow on ping pong table. Mario indicated that Parks will have to repair any damage.

Staff Training:

The BBA Arena has renewed with the Ontario Recreation Facilities (ORFA), which will allow the BBA Arena staff to participate in suture staff and management training courses.

Programs: see separate item.

Other Business:

Facial Protection - Mario confirmed that the arena will strongly recommend full facial protection for all adult leagues and will enforce a half visor requirement. All pamphlets and information products will contain this information.

New Year's skate December 31, 2017 was a success with over 250 community residents taking part.

Family Skate Day will be on family day, Monday, February 19th, 2018 – TBA on exact times.

7.Capital Project Update

Overall Status GREEN. On target to have contractor on board by mid-February, per project plan. Two actions to support the project were identified:

1. Communications concerning the project.
ACTION: Sharon and Mario to draft a short message for the community and get input from Peter Klambauer before posting.
2. Ensuring support from Parks.
ACTION: Sharon to speak with Brian Green regarding need for support.

8.HR Policy Complaints Revisions –deferred

9.Lobbying By-Law Text

Report to the Board is delayed until further information is provided from the City.

10.Other Business

None

Regular Meeting Adjourned – 8:01 pm (moved to *In Camera*)

11.In Camera - Started @ 8:05PM

JANUARY 2018 - ACTION SUMMARY

- 1. ACTION:** Mario to inquire if there is space available at St. Albans for our BBA Meetings for April/May/June and possibly September 2018.
- 2. ACTION:** Sharon and Mario to draft a short message for the community and get input from Peter before posting.
- 3. ACTION:** Sharon to speak with Brian Green and communicate commitment to Councillor.