

BILL BOLTON ARENA

Board Meeting – June 15th, 2017

FINAL APPROVED MINUTES

Meeting Number 7

(NOTE: April Meeting (#4) was cancelled.)

PRESENT:

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Jacob Hadwen, Jan Hughes, Shelley Hopkins, Sean Otto, Stephen Longstaff, Ellen McNeill; Simon Freedman; Pam Evans

Other attendees: Chris Quinn (Arena Staff)

ABSENT: Councillor Cressy, Peter Diaz

Note: Ellen McNeill left @ 7:45; Simon Freedman, Shelley Hopkins left at the end of the regular meeting.

CALLED TO ORDER: 6:31 p.m.

1. Approval of Agenda/Conflicts
Motion: To approve Agenda (Approved unanimously.)
2. Approval of Previous Minutes and Business Arising
Motion: To approve the Minutes May 2017. (Approved unanimously.) <ul style="list-style-type: none">○ Review of email collections: Mario and staff will check with City about disclaimer wording. It was agreed, as a Board, we commit to not sell the email lists.○ Two schools have agreed to distribute flyers advertising our summer camp programs○ Dates for remainder of BOM meetings 2017 approved:<ul style="list-style-type: none">○ July 2017 – No meeting○ August 2017 – No meeting○ Tuesday September 19, 2017○ Wednesday October 18, 2017○ Thursday November 16, 2017○ Tuesday December 12, 2017
3. Chair's Report
Board and Staff Interaction: The Manager and Chair have resolved the matter and report that the Issue Resolution Policy has proven to be a valuable resource for maintaining a productive and respectful relationship between directors and staff of the arena. HR/Anti Harassment Training: May 25 th Sara Luther indicated she would follow up on the following items: washroom policy, a Manager's guide (helps managers navigate an investigation), and AODA and Service Dogs.
4. Managers Report
HST implementation session was held on June 12 th with an expert from Welch LLP present to

setting up the accounts to properly handle the youth and adult program HST and the rebate process.

City has agreed to the requested delay to budget input until the first week of July. (As per conversation between Chair and Judy Skinner).

Capital Works – see item below

Staff Training - Anti-Harassment training was completed. Sara will be sending posters and literature. CPR/AED Training is scheduled for September 2017. Arena has purchased a new defibrillator through St. John's Ambulance.

Programs

Adult Skate has been extended until the end of June due to popular demand. Manager presented sample registration form with email waiver. The Board is anxious to begin collection as quickly as possible so that emails can be used in early fall for a survey (see item below). Board suggested wording along the lines of: “Yes, you may use this email address to communicate with me regarding the Bill Bolton Arena. (Your email address will not be shared with 3rd parties.)”

ACTION: Mario to check with city to see if they have any suggestions about working for the email collection authorization.

ACTION: Begin immediately using the updated waiver wording.

City Manager Toronto Public Service Bylaw Training Meeting - TPS meeting at Ted Reeves was cancelled. No future date provided.

5. Treasurer's Report

The Treasurer reported no issues. May 2017 net income was \$39,279.85.

ACTION: Manager to prepare updated priority expenditure list for the September meeting.

Board agreed the shorter treasurer's report form was preferred and requested future reports be in this format, with more detail to be provided based on any issues identified.

ACTION (Manager, Treasurer, Ellen McNeill): Prepare for a discussion in the fall on minimum wage legislation impact/options including potential impact on Arena financial picture.

6. Budget Submission

The Budget with requested updates was presented:

- Budget for 2018 is estimated at 10% over 2016. The impact of the shutdown in summer 2018 included 75% reduction in hydro expense; adjustment to salaries and wages assuming that full-time staff will remain on payroll; and allowing for a \$6,000 estimate for advertising and promotion. House league and programs not expected to grow.
- Budget for 2019 is estimated at 15% over 2016

MOTION: That the Board approve the revised budget for 2018 and the budget for 2019. (Moved: Simon; Seconded: Sean. Passed unanimously)

7. 2016 Audit Report Follow-up

HST accounting has been fixed and auditor has trained bookkeeper for entries (see manager's report.) Auditor confirmed that payroll ledger should not have been cited in

report. Revenue estimation accuracy has been addressed.

8. Election of Officers

Sean Otto will continue as Director until December 2017.

As required by the Procedural by-laws, elections were held, with the following results:

- Chair – Sharon Bider acclaimed.
- Vice Chair: Jan Hughes acclaimed.
- Treasurer: Jacob Hadwen acclaimed.
- Secretary: Pam Evans acclaimed.

9. Executive Compensation Policy Proposal

The Executive Compensation Policy Draft was presented by Jan and Sharon.

MOTION: That the Board approves the Executive Compensation Policy as presented. (Moved: Jan; Seconded: Sean. Passed (8 in favour; 1 abstention))

10. Capital Project Update

The Directors discussed timing of the Capital Project and how to communicate to facility users the planned shutdown. It was agreed that communication should begin in mid-July with information available on website and bulletin board. Focus should be on why and what is **known at this time.**

ACTION (Manager, Sean Otto and Stephen Longstaff): Manager, with input from Sean and Stephen, will develop wording for communication to be initiated in mid-July 2017.

11. Programming – Survey Development

Stephen and Chris presented two different types of surveys. Stephen's focused on adult leagues and Chris's targeted all participants. It was agreed that the survey should be a means to collect quantitative information about user satisfaction (all programs) with facilities, programs and staff. It was suggested the survey be tested before being rolled out in October/November time frame.

ACTION (Stephen, Mario): Directors requested a draft for September meeting.

12. Planning Initiative Priorities

In reviewing the priorities from May 2017 the Board noted that financial reporting and been improved and that the Issue Management policy was in place. The Board identified the following as priorities for the immediate term. Directors named are those active in projects at this time.

1. The collection of metrics to have a discussion on how we can continually improve our services (including survey implementation) (Stephen, Jan)
2. Principles for ice allocation (among programs/between contract and program) (Directors TBD)
3. Capital Project Management (Sharon, Sean, Stephen, Pam)
4. Training for Volunteer Coaches/Expectations for Officials Certification (Pam, Ellen)

ACTION: Mario to develop a package of resources for volunteer Coaches (for September 2017)

ACTION: Mario to prepare proposal indicating benefits and drawbacks of requiring referees to be certified with a minimum of Level 1 certification (for September BOM)

Regular Meeting Adjourned – 8:40 pm (moved to *in camera*)

Next Meeting Date:

Tuesday, September 19th, 2017

For Meeting	Item	Responsible
Standing Item	Reports on Planning Initiatives	Leads, Manager
	Capital Planning Progress	Manager, Directors
September	Integrity Commissioner Presentation	Integrity Commissioner
	Parking Recommendation	Pam/Mario
	Discussion on effect of minimum wage legislation	Simon
	Draft Survey Approval	Board
	High level discussion on program changes	Board
	2 nd Quarter financial Report	Treasurer
October	Draft program proposal	
	3 rd Quarter financial report	Treasurer
November	Approval of program changes	
	Survey results review	
Future Board Items	<ul style="list-style-type: none"> • Director’s Insurance presentation • Staffing plan Review (May 2018) 	