

BILL BOLTON ARENA

Board Meeting – Tuesday, Sept 19th, 2017

FINAL APPROVED MINUTES

Meeting Number 8

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

PRESENT:

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Peter Diaz, Jacob Hadwen, Shelley Hopkins, Jan Hughes, Stephen Longstaff, Ellen McNeill present @ 6:35pm, Sean Otto

Other attendees: Chris Quinn (Arena Staff), Kim Brown present @ 6:40pm

ABSENT: Councillor Joe Cressy, Simon Freedman

Note: Sean Otto left @ 7:45pm, Kim Brown left @ 8:15pm

CALLED TO ORDER: 6:30 p.m.

1. Approval of Agenda / Conflicts

Motion: To approve Agenda with following amendments:

- 8d. Amend to replace “coaches” with “officials”.
- 10. Parking Issue Action Proposal – Deferred to Oct 2017 Board Meeting.

ACTION 1: Ellen to present proposal on parking to Board at the Oct 18 meeting.

2. Review & Approval of Previous Minutes (June 15th, 2017) and Resulting Business

Motion: To approve the Minutes of June 15th, 2017. (Moved: Jan; Seconded: Ellen - Approved Unanimously)

Items arising:

1. A change to the Thursday November 16th date was requested due conflict.

Motion: To delete the November 18th and December 12th meeting dates and to replace these with a single meeting on December 7th. (Moved: Jan; seconded: Stephen – Passed Unanimously)

2. Email waiver:

Mario reported that City had not responded to his request for comments on wording for the email collection waiver.

The Board reconfirmed its decision (June 15th, 2017 minutes) that the Arena begin using the following wording in all of the brochures, which would appear next to a tick-box: “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 2: Chair to contact City Manager’s office and/or John Sterle regarding the request for support in reviewing administration of email waivers.

3. Officials Certification: In discussion it was mentioned that BBA currently pays \$27.50/game. Officials could want an increase to \$35. Arena would not want to pay for certification because of turn-over once individuals are certified.

ACTION 3: Referred to Program Committee. See Item 8 below.

3. Chair's Report (Chair – Sharon Bider)

Board Composition Change – Pam Evans resigned from the Board leaving the position of Secretary vacant. The directors expressed their appreciation for her contribution. As required by the Procedural By-laws, an election was held to fill the position of Secretary with the following result:

- Secretary: Shelley Hopkins acclaimed.

OMERS – Process is Underway

D & O Insurance – The policy has been renewed for two years. The renewal process was not handled well by the agent and there was a gap in coverage in early July. The Chair recommends a review of agent and policy option in the spring.

ACTION 4: Put item on future agenda list.

City Agency Admin Review – The major concerns expressed by Chairs of boards are that the new provisions and processes need to be scaled to the size and type of agency and that arenas and other small boards need access to City expertise in technical areas (like HR and legal). There will be more information and consultation as the process continues.

ACTION 5: Sharon to add Insurance Review February 2018 agenda.

4. Manager's Report (Manager – Mario Carpino)

The Manager's Report Sheet was given & reviewed by all The Board Members. 9 Items were discussed.

H/R Update – Mario would like to add to the Oct 2017 agenda: staffing / compensation for current staff and the time for the hiring of additional staff for the season 2018. He also suggested that an H/R Committee be established to work with him to review the current staffing plan and timing for filling vacancies. He noted that one of his regular part-time staff has left the arena and he recruiting a replacement (the opportunity has been posted.)

Motion: To Approve the establishment of an H/R Committee consisting of 3 board members and manager to review the staffing plan and make recommendations to the Board. (Moved: Sharon; seconded Jan – Passed Unanimously)

Members: Jacob, Sharon, Stephen & Mario to be on the H/R Committee.

ACTION 6: H/R Committee (Jacob, Sharon, Stephen & Mario) to discuss 1. Staffing Plan & 2. Recruiting & Timing Mandate for Bill Bolton Arena and prepare an Interim Report at the Oct 18th Board Meeting.

The Board noted that the Manager has the authority to hire within the current staffing plan and budget and can therefore hire part-time staff as needed.

Finances – Mario requested that the review of spending priorities be deferred to the October 18th meeting because the numbers for enrolment are not yet firm.

ACTION 7: Chair to schedule for October 18th meeting.

Capital Works – see below

Staff Training – see handout

Programs:

- (Summer Camp) – Mario informed the Board that the overall ALL the Summer Hockey Camp programs did really well. Weeks 1, 2, 6 and 7 were completely sold out. Week 3 only had 10 participants registered. Mario offered a discount to entice existing participants to help fill it.
- Fall / Winter Programs: It was noted that ONLY 1 Contract has been reduced. GTHL (Good Times Hockey League) Teams are now 3 hours instead of 4 hours (1 hour less) which equals approx \$7,000 for the Fall/Winter season.

ACTION 8: Mario to provide enrolment and contract status sheet for Fall/Winter programs with October 18th meeting materials.

- Mario proposed organizing a Programming Committee to develop Programming Plans. See item 8c below.

Milestones:

- Congratulations to Mario Carpino (Manager) for his 33 years of service at BBA.
- Congratulations to Dave Pim (Program Director) for his 29 years of service at BBA.

*****The Board Members sincerely Thank Mario Carpino & Dave Pim for their wonderful and valued contribution to The Bill Bolton Arena.*****

5. Treasurer's Report

2nd Quarter Financials (see Material)

The Treasurer reported no issues. June 2017 net income was \$18,747. July 2017 net income was \$7,137. August 2017 net income was minus \$56,657.. 2016 - Surplus approx. \$30,000. 2017 – Surplus of up \$37,000. Need clarification regarding depreciation accounts (what has to be depreciated) and the impact of reported depreciation on the surplus/deficit of the arena.

ACTION 9: Jacob and Mario to speak with the City about the treatment of depreciation and to report back with that information at the Oct 18th Board Meeting.

ACTION 10: Mario and Jacob to prepare list of investment opportunities for discussion at Oct 18th Board meeting

ACTION 11: Mario, Jacob & Ellen to Prepare for a discussion in the Oct 2017 OR Dec 2017 on minimum wage legislation impact/options including potential impact on Arena financial picture.

6. Executive Compensation Policy (see advance material)

This grid, along with the Executive Compensation Policy, which was approved at the June 2017 Board meeting, form the complete package for executive management by the Arena Board.

Motion: That the Board approve the following grid as the basis for establishing the salary of the Arena Manager, to be used as set out in the Executive Compensation Policy and to be adjusted using Board approved COLA increases annually from 2016 onward.

	P25	P40	P50	P60	P75	P90	Average
Arena Manager Comparator Group	\$85,238	\$90,177	\$99,481	\$100,000	\$102,069	\$113,000	\$95,996

(Moved: Sharon; seconded: Jan. Approved unanimously.)

ACTION 12: Chair will prepare final documents & circulate to Directors and the City Manager's Office.

7. Capital Project Update

Status Report: Overall Status: YELLOW.

Explanation: City Project Manager (Peter Klambauer) reported that scope exceeds the budget significantly and implications are not known at this time. See September 2017 Status on BB Arena Capital Project Status Report. The Project is still a go ahead at this time.

Discussion:

- It was suggested that we promote this project to align with the Fall 2018 City Election Platform.

ACTION 13: Mario & Sharon to follow up with Peter Klambauer to see if there are enough funds from the City.

ACTION 14: Chair to provide an update to Councillor Joe Cressy to ensure that he is able to support the Arena in obtaining necessary funding.

8. Programming

a) Volunteer coach package:

- Mario described the on-line resource now available as a link from the BBA Website.
- The Board looked at printed package that is provided to volunteer coaches. Discussion: It was noted that some of the information may need to be updated, including the first sentence of the 2nd page 1.

ACTION 15: Directors to review the document and provide any observations / suggestions to Mario.

ACTION 16: Mario to have the printed package updated by program staff.

b) Survey Design and Implementation:

Thank you to Stephen and Chris on their all time and efforts for preparing the Bill Bolton Arena Survey.

Motion: To Approve Bill Bolton Arena Survey as drafted. (Moved: Jan; Seconded: Sharon. Approved unanimously.)

ACTION 17: Manager to deploy the survey immediately by:

- Posting a link on the Website and putting notices encouraging completion around the arena. (Decision not to use the email lists to send out survey link directly to community members at this time).
- Making hard copies available in the Pro Shop and providing a box where they can be deposited anonymously.
- Using part-time staff to input paper returns into the Google application as necessary.

ACTION 18: Mario to report on response rate at October meeting to determine need to continue promoting completion.

(see Item 2 for Waiver follow-up action item)

c) Programming Committee: The Board and Manager (Mario Carpino) discussed the need for a Programmes Committee to work with staff to develop recommendations for program changes for 2018-19 and to review some of the administrative delegations regarding programs. Programming Committee example Idea to be discussed: Delegation Authority to Adjust Rates for Mario (Manager) to attract Summer Camp Participants (ex. when Camp weeks aren't filled by discretionary discounts)

Motion: To approve creation of a Programming Committee (Moved: Sharon; Seconded: Jan – Approved Unanimously)

Members: Ellen, Jan, Peter & Mario

ACTION 19: Jan to Sketch Programming Ideas for the Programming Committee meeting.

ACTION 20: Programming Committee to report on Ice Allocation Priorities at the Oct 18th Board Meeting. (ex. Add more Hours & Scope of Changes).

ACTION 21: Programming Committee to report on the Direction on Programming at the Dec 7th Board Meeting. (ex. Brochures for 2018)

ACTION 22: Programming Committee to report on the Programs for 2018-19 Season, Details & Financials on Programming, including the matter of manager discretion in fees administration, options for officials certification, at the Jan 2018 Board Meeting.

9. Planning Initiative Priorities

1. Collection of metrics on how we can continually improve our services (including survey implementation). Waiting for Implementation of the survey.

2. Principles for Ice Allocation: Programming Committee (Peter, Jan, Ellen & Mario) to discuss all Principles for ice allocation (among programs / between contract and program Director TBD) and bring Status Report Oct 18th meeting.

ACTION 23: Programming Committee (Ellen, Jan, Peter & Mario) to bring Status Report to Oct 18th Board Meeting.

3. Capital Project Management discussed in Item 7 above. (Sharon, Sean & Stephen)

4. The Programming Committee (Ellen, Jan, Peter & Mario) to discuss in further meetings about the Training for Volunteer Coaches / Expectations for Officials Certification.

10. Other Business

Regular Meeting Adjourned – 8:37 pm (moved to *in camera*)

Next Meeting Date: **Wednesday, October 18th, 2017**

For Oct 2017 Meeting	Items	Responsible
Standing Item	Capital Planning Progress	Manager, Directors
October 2017	Integrity Commissioner Presentation	Integrity Commissioner
	Interim Report on staffing structure	H/R Committee, Manager
	High level discussion on program changes, ice allocation	Programming Committee
	3 rd Quarter financial report, depreciation treatment	Treasurer
	Parking Recommendation	Mario, Ellen
	Survey status	Manager
	Discussion on effect of minimum wage legislation	Ellen, Mario
	Manager's Investment priorities	Mario, Treasurer
December 2017	Survey results review	Board
	Detailed program proposals with initial financial impact.	Programming Committee
January 2018	Details & Financials on Programming; delegation opportunities; officials certification recommendation	Programming Committee
February 2018	Insurance assessment (D&O)	Chair
Future	Budget draft review (April 2018) Audit report (May 2018) Budget final approval (May 2018) Video streaming (Spring 2019)	

September 19th, 2017 ACTION Summary Plan
For Bill Bolton Arena
23 ACTIONS that NEED to be Completed

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2. **ACTION:** Chair to contact City Manager's office and/or John Sterle regarding the request for support in reviewing administration of email waivers.
3. **ACTION:** Referred to Program Committee. See Item 8 below.
4. **ACTION:** Put item on future agenda list.
5. **ACTION:** Sharon to add Insurance Review February 2018 agenda.
6. **ACTION:** H/R Committee (Jacob, Sharon, Stephen & Mario) to discuss 1. Staffing Plan & 2. Recruiting & Timing Mandate for Bill Bolton Arena and prepare an Interim Report at the Oct 18th Board Meeting.
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12. **ACTION:** Chair will prepare final documents & circulate to Directors and the City Manager's Office.
13. **ACTION:** Mario & Sharon to follow up with Peter Klambauer to see if there are enough funds from the City.
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