

BILL BOLTON ARENA

MINUTES FOR MEETING OF BOARD OF MANAGEMENT

Tues. Dec 8 2020 – 6:30 pm

Meeting #8 (Special) - conducted virtually

APPROVED

Directors:

Craig Cameron (Chair), Caralyn Quan (vice-chair), Richard Bornet (Treasurer) (arrived 6:59pm); James Lam, Stephen Longstaff, Ellen McNeill, Caralyn Quan, Sharon Bider, Shelley Hopkins, Peter Diaz

Manager: Mario Carpino (Manager)

Other Attendees: Chris Quinn (Program Coordinator);

REGRETS:

Quorum: Chair / Meeting called to order 6:36 pm

1. Approval of Agenda/Conflicts – Dec 8, 2020 Agenda

MOTION: To ACCEPT Dec 8 2020 – Meeting Agenda

- **APPROVED**

2. Approval of Minutes from Special Meeting 7 (Nov 3, 2020)

MOTION: To ACCEPT Minutes for Special Meeting 7 (Nov 3, 2020)

- Edit: Move Caralyn into regrets section

- **APPROVED**

3. Managers Report

- The City is in a state of Grey Lockdown. Arena is closed as of Nov 23 - Dec 21, at which point Mario is expecting another update. All city rinks are in the same position.
- Arena staff are monitoring and responding to requests for refunds.

- The city has agreed to offset revenues based on cash flow requests.
- The Adult Leagues are receiving a mixture of requests for refunds and deferrals.
- Given the uncertainty of the Public Health restrictions moving forward, the arena is not making any decisions around summer programming at this point.
- The arena will continue to follow current and evolving city guidelines.

4. Financial Update

The Treasurer provided an update on financials.

- There was discussion regarding the impact deferred revenues will have on future financial projections – i.e. deferring registration will cause a loss in *future* revenues and impact the arena’s ability to generate funds for future operational expenses after reopening. The city has agreed to cover arena costs and the board would like to ensure there is clarity on this nuance.
- There was discussion that it would be useful to have a clear understanding of current state related to fee deferrals and future revenue impacts, specifically in three buckets:
 - \$ deferred:
 - 1. client paid for program and has indicated they want to defer their fees (i.e. has credit on future program, has not asked for a refund)
 - 2. client paid for program and has neither chosen to ask for a refund nor elected to defer their fees. These funds are a de facto deferrals, as refunds are currently only going to those who ask for a refund
 - \$ refunded:
 - 3. clients who have opted to receive a refund on programs that did not run)
- The treasurer is to submit our next cash flow request to the city in mid-January
- MOTION: to accept financials as presented by Treasurer in meeting
 - APPROVED (unanimous)
- **ACTION ITEMS:**
 - **1.** Arena Manager and Chair to communicate to the city the impact deferrals are having on the arena’s long-term financial picture.
 - **2.** Program coordinator to provide figures for three revenue buckets above (deferred (1 and 2) and refunded (3) to Chair for discussion with City.

5. Other business

- a. Request that a notation is made in meeting minutes when votes are unanimous to distinguish them from votes that are not unanimous or where there are dissenting votes. This has been problematic with virtual meetings, as it is often difficult to hear some people.

ACTION ITEM: Chair to ensure that all votes are conducted through a roll call to clearly identify and differentiate those that are unanimous from those that are not.

- b. An inquiry was made into how the staff are doing and whether they are aware of the resources provided through the city to provide support to them as needed. The manager confirmed that the staff are aware of the online resources available to them to help with coping.
- c. The board explicitly thanked the manager, program coordinator and all staff for their hard work and efforts throughout 2020, and for their extra efforts to adjust plans and procedures to ensure patron and staff safety.

6. Future Meeting dates

The board set future meeting dates as follows:

Thurs. Jan 28 - 6:30pm via Zoom

These dates are subject to change as the COVID situation evolves.

7. Review of Action Items

1. Arena Manager and Chair to communicate to the city the impact deferrals are having on the arena's long-term financial picture.
2. Program coordinator to provide figures for three revenue buckets above (deferred (1 and 2) and refunded (3) to Chair for discussion with City.
3. Chair to ensure that all votes are conducted through a roll call to clearly identify and differentiate those that are unanimous from those that are not.

8. Motion to Adjourn

Motion to adjourn: **APPROVED (unanimous)**

- **MEETING ADJOURNED at 7:45 pm**