

# **BILL BOLTON ARENA**

## **MINUTES FOR REGULAR MEETING**

**Thursday, February 20<sup>th</sup>, 2020**

**Meeting #2**

**APPROVED**

Chair: Craig Cameron

Directors: Shelley Hopkins – Secretary, Sharon Bider, Richard Bornet (present 7:11pm 7:20pm), James Lam, Stephen Longstaff and Caralyn Quan

Manager: Mario Carpino

Other Attendees: Chris Quinn

ABSENT: Councillor Mike Layton, John Bergeron (Park's Liaison), Peter Diaz, Jan Hughes and Ellen McNeil

Quorum: Chair / Meeting called to order 6:35 pm

### **1. Approval of Agenda/Conflicts – Thursday, February 20<sup>th</sup>, 2020 Agenda** (1 page)

1<sup>st</sup> – Sharon 2<sup>nd</sup> – Craig - ALL IN FAVOUR

### **2. Review and Approval of Previous Minutes / Resulting business for BBA** **January 28<sup>th</sup>, 2020 Minutes (6 pages)**

**Approval of Previous Minutes with the following addition and edits of grammatical errors:**

2 removals and 1 edit for #4 Manager's Update:

- #4a) The City has reviewed the current Board liability, errors and omissions insurance policy and the Board decided to maintain their own liability insurance.

- #4. Remove - **Note:** There were concerns that the Board members should maintain their liability insurance.
- ACTION #1: REMOVED ONLY 3 ACTIONS.

**MOTION: To ACCEPT January 28<sup>th</sup>/20 BBA Minutes**

1<sup>st</sup> – Stephen 2<sup>nd</sup> – Sharon - ALL IN FAVOUR

### **3. Chair's Update**

#### **a) 2020 BBA Meeting Schedule for April / May & June 2020:**

Tuesday, March 31<sup>st</sup>, 2020 @ 6:30pm (existing)

Thursday, April 23<sup>rd</sup>, 2020 @ 6:30pm

Tuesday, May 19<sup>th</sup>, 2020 @ 6:30pm

Thursday, June 18<sup>th</sup>, 2020 @ 6:30pm

#### **b) Resignation of existing Secretary & Election for new Secretary:**

- Due to personal reasons Shelley Hopkins will be resigning as Secretary in June 2020 and a new Secretary will be elected at the June 18<sup>th</sup>, 2020 BBA Meeting.

### **4. Manager's Update – (1 page)**

#### **Finances:**

- Reminder: the 2019 audit field work is taking place from February 24<sup>th</sup> – 26<sup>th</sup>. The Auditor checks all the Accounting books. Usually occurs 2 months after the end of December.
- Monthly financials for the next Board meeting will reflect the true year-over-year comparisons to 2017.
- New CIBC Business advisor has requested a meeting with the Treasurer and Mario.
- Mario and Treasurer will double check the official signing officers: Peter Diaz, Stephen Longstaff, Sharon Bider and Richard Bornet.

#### **Programs:**

- Fee increases are now posted (as per Board direction)
- Online registration has been a huge success.
  - After the introduction of online registration, 90% of the volume has come through the Amilia online system.
- Many of our BBA Programs are already SOLD OUT such as the March Break camp, Adult Spring and Summer Skills.
- Both Summer Adult Leagues are well on their way to being sold out months before the start date.

#### **Building Maintenance:**

- The Zamboni gates (rink side) were refaced and a new top plate was installed. (DONE)
- The Zamboni room exhaust venting had to be replaced after accidentally being damaged. (DONE)
- New LED Lighting has been ordered for the public washrooms and dressing room area.
- A newer refurbished vending machine is now on site and operational. The new machine is less prone to fraudulent activity and theft. The old machine made \$400-\$500 / yr. and as of Feb. 2020 the new machine has made \$1,000 (in 2 months).

#### **Other Business:**

- Mario and Chris will be attending a “Parks and Recreation Educational Forum and Trade Show” from March 24<sup>th</sup> – 27<sup>th</sup>.
- 2020 Spring and Summer contracts have been issued and all 2019 clients are returning. (Private bookings are up)
- The “Sue Deacon” Tournament has been booked for April 4<sup>th</sup>, 2020. (1 night only – Just Women’s hockey this year)

## **5. Financial Update (2 pages)**

The final financials for 2019 are attached. There was nothing out of the ordinary or significant. Mario brought in a break-even budget with a loss of \$16.24. On revenues and expenses of over \$2.5 million to zero out the revenues minus expenses is a major achievement. It was projected the arena would make an \$86.00 profit. Congratulations on an excellent job Mario!

In comparing 2017 with 2019 there were some differences.

- Revenues are up by \$100,000 and Expenses are up by \$150,000
- From Line 49 (Wages), 2019 = \$359,369.00 vs. 2017 = \$241,323.27. The net difference is \$118,045.73 higher than 2017.
  - Full time wages are up due to the fact that we added two full-time staff. Also, the former program coordinator was paid for 3 months in 2019. Part-time wages are down.
- From Line 68 (Hydro), 2019 = \$121,817.03 vs. 2017 = \$116,846.55. The net difference is \$4,970.48 higher than 2017.
  - Hydro costs only went up \$5,000. Given large increases in Hydro rates, this shows the increased efficiency of our new systems
- Maintenance and equipment purchase went up by \$37,000. These costs were necessary to maintain and run the arena.

**Note:** depending how the auditors depreciate some of our expenses, we should show a small profit for 2019.

To summarize, we did exactly what the City expects us to do.

This year (2020) we will be able to compare our numbers with 2019, which will be of benefit to us. We are still working on fine tuning the spreadsheet which tracks between 2020 and 2019.

We suggest that instead of bringing the financial monthly to the Board we do it quarterly and then monthly in the last quarter. For now, monthly updates are preferred by the Board to track 2019 vs 2020 expenditures.

**Future Agenda Item** - the Treasurer will discuss with the Board each Monthly report and YTD numbers to see if there is a pattern.

Question – Regarding expenses for maintenance, why were the expenses much higher?

A: Some of the reasons for the higher expenses were new Alarm Systems and Exterior doors. The 2019 Budget is higher to cover all the costs.

It was noted that better records should be recorded and maintained for the archives

**ACTION #1:** Richard to send out the updated Financial Statement for 2020 which compares January / February 2020 to January / February 2019. (DONE)

**ACTION #2:** Richard to send out the Financial Reports with the comparison of 2019 YTD to 2017 YTD Update with the Hydro portion included. (DONE)

**ACTION #3:** For future BBA Board meetings the suggestion to report the financials quarterly instead of monthly should be considered. This will be considered by the incoming board in June 2020.

## 6. Sunday Public Skate Change Proposal

In previous meetings, a proposal was shared to move the public skate time on Sunday

### a) Chris to provide feedback from the public:

Chris put up feedback notices on the BBA Website, Community Board and by the Snack Bar.

One email was sent to Chris asking what the new time would be, which Chris answered (new time for Sunday Public Skating will be 11:55am – 12:55pm). There was no other feedback received in person or via email channels

Chris will remove the feedback notices now.

The Board thanked Chris for putting together the Proposal and for his due diligence in putting up notices for the public to provide feedback.

### b) Decision and vote by Board of Public Skate Time Change proposal

**Motion:** To accept Proposal to move Public Skate time to Sunday 11:55 am – 12:55pm.

1<sup>st</sup> Craig; 2<sup>nd</sup> Stephen; All in Favour.

## 7. Other Business – None

## 8. Review of Action Items

**ACTION #1:** Richard to send out the updated Financial Statement for 2020 which compares January / February 2020 to January / February 2019. (DONE)

**ACTION 2#:** Richard to send out the Financial Reports with the comparison of 2019 YTD to 2017 YTD Update with the Hydro portion included. (DONE)

**ACTION #3:** For future BBA Board meetings the suggestion to report the financials quarterly instead of monthly should be considered. This will be considered by the incoming board in June 2020.

9. **In Camera Discussion** (Started 7:31pm – Finished 8:02pm)

**Regular BBA Meeting ADJOURNED at 7:30pm**

**NEXT Regular BBA MEETING is Tuesday, March 31<sup>st</sup>, 2020 @ 6:30pm**

**(Please note if you will be late or cannot attend the BBA Meeting - please text or email the Chair / Vice-Chair or Secretary in advance)**

**Distribution Dates:**

Agenda Items received	-	March 16 <sup>th</sup> , 2020
Agenda circulated to Board	-	March 17 <sup>th</sup> , 2020
Materials received	-	March 23 <sup>rd</sup> , 2020
Materials distributed and Agenda posted	-	March 24 <sup>th</sup> , 2020