

BILL BOLTON ARENA

MINUTES FOR MEETING OF BOARD OF MANAGEMENT

Thurs. Oct. 1 2020 – 6:30 pm

Meeting #6 (Special) - conducted virtually via WebEx

APPROVED

Directors:

Craig Cameron (Chair), Richard Bornet (Treasurer); James Lam, Stephen Longstaff, Ellen McNeil, Caralyn Quan, Sharon Bider, Shelley Hopkins

Manager: Mario Carpino (Manager)

Other Attendees: Chris Quinn (Program Coordinator);

REGRETS: Jan Hughes, Peter Diaz, Councillor Mike Layton

Quorum: Chair / Meeting called to order 6:40 pm due to technology issues for some users

1. Approval of Agenda/Conflicts – Oct. 1, 2020 Agenda

MOTION: To ACCEPT Oct. 1 2020 – Meeting Agenda

- **APPROVED**

2. Approval of Minutes from Special Meeting 5 (Aug 26, 2020)

MOTION: To ACCEPT Minutes for Special Meeting 5 (Aug 26, 2020)

- **APPROVED**

3. Manager Update

Manager's Report:

The arena reopened for private rentals on Sept 8.

The reopening has been smooth and well received by the city

All rentals have been following the protocols established and included in their rental package, including screening questions, distancing protocols, entry/exit rules, etc.

Several members of the public have contacted the manager to give positive feedback about the protocols and level of diligence of staff in keeping patrons safe.

Phase 2 of our reopening (reduced capacity skills, youth skills) is starting.

Given concerns about COVID-19, we have received more refund requests as those who had registered earlier opt-out

We have reached our revenue potential – no more money is coming in for programs and we are not taking any more registrations given uncertainties.

Questions:

What does the new role of ‘Safety Ambassador’ actually do?

- Present at front door as users arrive, makes sure they are aware of protocols and terms of rental package

What are the rules on wearing a mask in the dressing room?

- Players are told that they must have a face mask on at all times until their helmet goes on, including in the dressing room. The safety ambassadors will reinforce this at the door moving forward

4. Financial Update

The treasurer and manager have been in touch with the city on finances. It is clear that the arena will need funds from the city in order to refund users and pay expenses.

The city is supposed to pay the 2018 deficit funds – going to council for approval. (\$168,000). This will help but not be enough for refunds and operating expenses.

In order to access COVID relief funds, we must provide bank statements to the city showing a lack of cash on hand. Our pool of money is running out, and this revenue is from program fees for programs that may not run.

ACTION ITEM: The chair to draft minute notes (with input from Sharon) to express the board’s position re: financial support / use of funds. (COMPLETE – see below)

Board Position on City Funding:

The City has indicated that they will support arenas financially, but only once they have spent all the money in their bank account. As an arena that runs many programs and house leagues throughout the year, we have collected fees from clients who registered for programming that we have modified significantly to meet COVID standards and that we may not be able to deliver if the COVID situation were to require further modifications. This has created the illusion of a surplus financial position, when in reality the arena is in a deficit position after months of being closed. Furthermore, many clients have requested, and will continue to request, refunds in view of the COVID risk and nature of the modified programs. Others have deferred, and may continue to defer, their registrations to future dates, allowing the Arena to hold their funds until normal services resume, an arrangement which creates a liability in the form of reduced future revenues.

The City's policy has resulted in the arena using funds that were collected in trust for future services to pay for current operational expenses. The Board is deeply concerned that this pattern of financial management flies in the face of the obligations of the Board to manage a balanced budget. It has continued to operate in the COVID environment on the understanding that the City endorses our modified programs as a valued service to the community, and will respond rapidly to any request for funding in order to ensure that the arena can continue to cover payroll and operating expenses and to honour requests for refunds from clients in a timely manner.

The Board is aware of the outstanding amount owed by the City to the arena for the 2018 shutdown and recognizes that these funds will help to reduce the deficit. However the arena will still require funding to maintain COVID-modified programs and operations and to deliver refunds to clients as programs and leagues are cancelled due to ongoing COVID closures.

ACTION ITEM: The Manager and Treasurer arrange a meeting with the City to communicate this concern and to confirm the process and timelines for funds required to address the deficit and impending cash flow crisis.

The city has asked for several budgets including a worst case scenario of a lockdown with no programming. There is a meeting with the city to answer questions on the budget process that will be attended by the Manager and/or the Treasurer.

The current budget forecast assumes reduced capacity and revenues ('Covid rules') for the first half of 2021, with full programs resuming in the fall of 2021.

5. Future Meeting dates and format

The board set future meeting dates until the end of the year as follows:

Weds. Nov. 4

Tues. Dec. 8

These dates are subject to change as the COVID situation evolves and rules change regarding services we can deliver (and how).

6. Election of Officers

Chair – Craig Cameron put forth a nomination for himself to continue as Board Chair. There were no other nominations – ACCLAIMED

Vice-Chair – Craig nominated Caralyn Quan for Vice-Chair. There were no other nominations - ACCLAIMED

Treasurer – Richard Bornet put forth a self-nomination to continue as Treasurer. There were no other nominations - ACCLAIMED.

Secretary – there were no candidates willing to stand for Secretary. The position will remain vacant. While the position is vacant, the duty of taking notes and producing minutes will rotate among non-executive members of the board. The board approved this approach, with the Chair deciding who will perform these duties in advance of each meeting on a rotational basis.

Format – There have been repeated technical issues using WebEx and connectivity issues for many board members. As a result, the board voted to use Zoom for the next board meeting. In order to be compliant with security procedure, guests/the public will be required to register for the meeting in order to be admitted to the Zoom meeting of the Board.

7. Other Business

None

8. Review of Action Items

The Chair reviewed the action items as per the meeting minutes above.

9. Motion to Adjourn

Motion to adjourn: **APPROVED**

\

- **MEETING ADJOURNED at 8:55 pm**

Next Meeting – Weds. Nov. 4 at 6:30 (Via Zoom)