

BILL BOLTON ARENA

MINUTES FOR REGULAR MEETING

Tuesday, January 28th, 2020

Meeting #1

APPROVED

Chair: Jan Hughes

Directors: Craig Cameron, Shelley Hopkins – Secretary, John Bergeron (Park's Liaison) Sharon Bider, Richard Bornet, James Lam and Stephen Longstaff

Manager: Mario Carpino

Other Attendees: Chris Quinn

ABSENT: Councillor Mike Layton, Peter Diaz, Ellen McNeil and Caralyn Quan

Quorum: Chair / Meeting called to order 6:32pm

1. Approval of Agenda/Conflicts – Tuesday, January 28th, 2020 Agenda (1 page)

ALL APPROVED

2. Review and Approval of Previous Minutes / Resulting business for BBA November 20th, 2019 Minutes (8 pages)

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

1 addition for #7 Other Business:

- #7. The Board discussed providing notification to the public of any proposed changes to the public skate times.

MOTION: To ACCEPT November 20th/19 BBA Minutes

1st – Sharon 2nd – Craig - ALL IN FAVOUR

3. Chair's Update

a) 2020 BBA Meeting Schedule for February 2020 & March 2020:

Thursday, February 20th, 2020 @ 6:30pm

Tuesday, March 31st, 2020 @ 6:30pm

b) Election of Chair Process / Timing:

Jan let us know he is stepping down / resigning as Chair. There were no volunteers at this time to take over the position therefore Craig (Vice-Chair) will take over until Elections in May 2020.

Note: Mario wrote a letter and read it aloud to Jan thanking him for all his excellent work and support.

4. Manager's Update – (1 page)

Capital Works:

- Ice conditions are great.
- The staff are monitoring the player's gates.

Finances:

- December 2019 financials have been provided to the treasurer for review.
- Changes to Insurance:
 - a) The City has reviewed the current Board liability, errors and omissions insurance policy and the Board decided to maintain their own liability insurance.
 - b) Mario to send a Hard copy of Liability insurance to the Board members.
- A meeting on Cyber Insurance was held with City staff and other arena managers on December 20th (hosted by Bill Bolton Arena) to provide information on what safeguards the arena should be instituting.
- Credit card information is all locked up and stored away in accordance with privacy policies. All old credit information is shredded. A procedure manual has been written up.

- Arena Managers attended the “Budget Committee Reviews” from January 15th – 17th at City Hall (no issues to report with our budget process and submissions)
- 2019 Audit field work has been scheduled for February 24th – 26th to get final numbers.

Programs:

- Our online registration service launched on Saturday, January 11th with the spring house league and adult spring / summer skills which sold out in four days. Adult Wednesday skills sold out in 4 days. 40-50 Registrations just on Saturday. \$70,000 in total with \$15,000 from Online and \$5,000 in-person registrations.
- March Break Camp registrations now underway with 33 of 50 spots already sold.
- Mayday’s restaurant update, building inspections still needed to be finalized. As a result, we will be hosting our league social events at the Pour House until further notice.
- Mario & Chris are proposing a change to the time for Sunday Public Skate – proposal attached will be presented by Chris in #5.

Other Business:

- Mario read a letter congratulating Chris for all his exceptional work.

5. Program Change Proposal – Sunday Public Skate time

Currently Public Skate is 4pm – 5pm on Sundays. Girls (13-17) House League is immediately before (2 to 4 pm) and Sunday Night Women’s League is immediately after (5 pm).

This scheduling leads to bottlenecks in common areas, dressing room confusion, delays due to set-up and teardown (carts, pylons for children’s zone, etc.).

Proposal is to move Public Skate time to 11:55 am – 12:55 pm on Sundays. The rationale for this is:

- Learn to Skate precedes it (8:45 to 11:45 am) – has same equipment and staff.
- Leaves a maintenance window before Girls (9-12) House League.
- Public Skate following Learn to Skate allows parents to join their children after class.
- It was noted that the Friday evening Public Skate works well following the Learn to Skate.

New Sunday schedule would be as follows:

- 8:45-11:45 - Learn to Skate
- 11:50-12:50 – Public Skate (currently 4 – 5 pm)
- 1:00 – 3:00 – Girls House League (9-12 year olds) (currently 12-2 pm)
- 3:00 – 5:00 - Girls House League (13-17 year olds) (currently 2-4 pm)
- 5:00 – 8:00 - Sunday Night Women’s League (no change from current time)

NOTE: A decision on the proposed change was deferred until the Feb 20th, 2020 BBA meeting.

This deferral will allow time for public consultation and allow the board to consider feedback from the community and clients on the proposed change in time for Sunday Public Skate

Chris will create and post a feedback sign on the community board explaining the proposed change to Public Skate times and the rationale for the move. This will also be posted on the BBA Website. It was recommended to leave the posting up until further notice.

ACTION #1: Chris will create and post a feedback sign on the community board in the arena and post on the BBA Website the notice of proposed change and how the public can provide input to the board on the proposal.

ACTION #2: Chris will report back to the board for the Feb 20th BBA meeting on any community feedback provided prior to the board decision on the proposed change

6. Financial Reports

The Treasurer informed the BBA Board that the current YTD financials show the Arena broke even for 2019 but that the final financial statement will likely show a deficit of \$9,000 once the final Hydro bills are taken into account. This deficit would likely be wiped out by the auditors once they amortize some purchases, which could put the arena in a surplus position.

Revised budget estimates for 2020 and 2021 were done based on 2019 numbers (previously were based on 2017 numbers. Programs offerings and staffing have changed since 2017). Without any fee increases we estimate a deficit of around \$9,000 for 2020 and \$40,000 for 2021.

7. 2020-2021 Fee Increase proposal

It was recommended by the Treasurer to increase the BBA program fees by 2% for the 2020 year, starting with the Summer 2020 and Fall 2020 programs.

MOTION: To accept the fees increase of 2% starting February 8th, 2020 for: all 2020 Summer leagues, Adult Skills, and Private Rentals starting September 2020. **EXCEPTION:** Summer Camp program fees will stay the same as in 2019.

1st - Jan; 2nd Craig ALL IN FAVOUR

AMILIA – the Online Registration 1% user fee charged by Amilia is not paid by the Users. For example: the Learn to Skate online 1% convenience fees are being absorbed by BBA Arena for now but the fee is being shown (for transparency reasons) to program users.

It was recommended and agreed upon by the Board members to defer increasing the fees for the 2021 Budget proposal until the May 2020 BBA meeting when the Budget Report will be available to refer to. At that time Richard and Mario will bring all pertinent information to the Board and the Amilia 1% fees will be discussed again.

ACTION #3: The Board to defer increasing the fees for the 2021 Budget Proposal until the May 2020 BBA meeting when the Budget Report will be available to refer to.

8. Other Business

None

9. Review of Action Items

ACTION #1: Chris will create and post a feedback sign on the community board in the arena and post on the BBA Website the notice of proposed change and how the public can provide input to the board on the proposal.

ACTION #2: Chris will report back to the board for the Feb 20th BBA meeting on any community feedback provided prior to the board decision on the proposed change

ACTION #3: The Board to defer increasing the fees for the 2021 Budget Proposal until the May 2020 BBA meeting when the Budget Report will be available to refer to.

10. In Camera Discussion (Started 7:50pm – Finished 7:55pm)

Regular BBA Meeting ADJOURNED at 7:45pm

NEXT Regular BBA MEETING is Thursday, February 20th, 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	-	February 5 th , 2020
Agenda circulated to Board	-	February 6 th , 2020
Materials received	-	February 12 th , 2020
Materials distributed and Agenda posted	-	February 13 th , 2020