

East Hants Arena Association Board of Directors Meeting

April 24th, 2017

East Hants Sportsplex Board Room

Start: 7:05pm, End: 9:00pm

Called to Order by: Todd Williams

General Manager: Scott Forward

Note Taker: Brenda Merriam

Board Attendees: Derek Roberts, Faye Peach, Steve Ramsay, Scott Hirtle, Danny Hines, Patrick O'Neil, John Mackinnon, Bill Falkenberg

Board Regrets: Wendy Matheson-Withrow, John Philpott, Ann Levangie, Tanya MacRae

Absent: Norval Mitchell

Additions to Agenda:

One Addition to the Agenda- Leadership Change; Faye motioned to approve the agenda with the addition and change of order; seconded by Danny. All in favour; motion carried.

Changing of Leadership: *by Todd Williams*

Todd is stepping down from the East Hants Sportsplex Board and has handed in his resignation to the Board effective at once. Bill Falkenberg has accepted and will assume the interim President position until the Annual General Meeting held in November.

The Board thanked Todd for his dedication and passion for this facility and wished him well in the future. Bill presented Todd with a gift from the Board.

Board Meeting Minutes:

- Minutes from January 31st were reviewed. Motion to approve: Scott H; seconded by Pat. All in favor; motion carried.



Financial Statements: *by Scott Forward*

Executive Committee has seen and discussed the January and February statements

January 2017

Overall- solid month- revenue \$6700.00 over projected budget. The field house was the biggest driver this month.

February 2017

Overall- number of things transpired this month

Revenue down \$9500.0 - most was due to the field house rentals. There was a cancellation of a weekend rental within the two week cancellation policy that we were not able to replace.

Year-to-date still tracking in the positive.

Expenses- operation expenses are up- field house lighting was worked on this month- Farley group came down from Ontario to asses and repair.

-Utilities are up over budget

Cash Flow- Good News - cash positive in this month as refinanced mortgage and paid up our payables.

March 2017

Overall- on budget

Revenue- up about \$17,000.00- field house was biggest driver

-tough month in bingo-jackpot went and provided Riverside with profit-share.

Please note for Bingo Sales- we do share with Riverside Education Centre. The share is 35% of total revenue for Wednesday nights from September until June and during the summer both Sunday and Wednesdays revenues are shared. We will provide two cheques to them – March and end of August each year.

Expenses-repair and maintenance- back in line

-Utilities- back in line

Motion to approve January, February, and March financial statements, Faye motioned to approve, second by Derek, All in Favour- Financials approved.

New Business:

A/R and A/P Update: *by Scott Forward*

A/R- Little Boyd -thrashers still working on this account to clear.

A/P- no payables

Preventative Maintenance Update: *by Scott Forward*

Invoices are being inputted into software, adding new items, everything is current.

Sales and Utilization Report: *by Scott Forward*

Jan to Feb comparison: 2016 vs 2017

From the report trending in the right direction

Newbridge Academy Impact: Proposals *by Scott Forward*

Reviewed prepared spreadsheet showing:

- (1) Currently- the total net gain for this season.
- (2) Utilizing September to December 2017.
- (3) Going month to month starting in September,2017.

Discussion around their upcoming move to new facility and if the school will require our facility for a certain amount of time in the 2017/18 year. Scott Forward and Scott Hirtle are looking at the different scenarios and will present to Newbridge the options. The deadline for letting us know if the school will be out completely or if an option will be chosen is June 1st, 2017.

Contingency plans are in place and once committed the financial committee for the board will be able to budget 2017/18.

Events Committee: by Scott Forward

Tidefest Update-

- All space is rented out to the festival for the 2.5-day event
- First site meeting with Tidefest committee where power capabilities were discussed and will have to look further into what is required for the event. *Action Item created.*
- EHS responsible for the 50/50 draws

Major Contracts: by Scott Forward

Any blocked bookings need to have a proper contract in place to protect the revenue stream of the EHSP.

There has been great discussion in what and when the board should get involved with the contract negotiations. Should the board be part of approving published rates or only contracts where there is a change in rates over a certain amount of dollars?

An action item was created to take off-line and come back to the board in August with recommendations and new contract wording.

Rates-Ice 2017/18 season: by Scott Forward

Proposal:

Field House rates remain the same.

Community Room rates remain the same.

Ice Rates-

- non-prime rate stays the same at \$130.00/hr
- off season rates remain at \$185.00/hr
- the prime-time ice which will include the upcoming August start up ice will increase to \$240.00/hr.

Motion to approve the 2017/18 prime time ice rate to \$240.00/hr by Steve and seconded by Faye, all in favour, motion carried.

Strategic Plan: by Scott Forward

Reviewing strategic plans – still need members to volunteer

Need to get this – target spring of 2017 for our strategic plan push out



Old Business:

Helmet Issue: EHSP does not have a hard and fast policy around the use of helmets on the ice. The question has been raised again from the public, so Scott reviewed this with insurance carrier and has brought it forward to the board to discuss. At the present time, the board feels there is no need to impose any new helmet policy. EHSP will continue to ensure children under twelve need to have a helmet on the ice.

Current policy stands and will be reviewed in another year.

New Action Item:

Action Item	Person Responsible	New
Create floor plan specs for power drops	Scott Forward	For Tide Fest/Large Events

Action Item	Person Responsible	NEW
Create new contract for blocked clients and recommendation for board role	Scott Forward/Patrick O'Neil	For upcoming season

Action Item	Person Responsible	On-Going
Review Contracts for blocked ice and field clients	Scott Forward	For upcoming season 2017/18

Next meeting will be **Monday, August 28th** at 7:00pm at East Hants Sportsplex Board Room.