

East Hants Arena Association Board of Directors Meeting

August 28th, 2017

East Hants Sportsplex Board Room

Start: 7:05pm, End: 8:50pm

Called to Order by: Bill Falkenburg

General Manager: Scott Forward

Note Taker: Brenda Merriam

Board Attendees: Derek Roberts, Steve Ramsay, Scott Hirtle, Danny Hines, Patrick O'Neil, John Philpott, Tanya MacRae, Wendy Matheson-Withrow

Board Regrets: Ann Levangie, Faye Peach, John Mackinnon

Board Absent: Norval Mitchell

Additions to Agenda:

No additions to the Agenda; John motioned to approve the agenda; seconded by Danny. All in favour; motion carried.

Board Meeting Minutes:

Minutes from April 24th, 2017 were reviewed. Motion to approve: Scott H; seconded by Patrick. All in favor; motion carried.

Financial Statements: *by Scott Forward*

Executive Committee has seen and discussed the May, June, and July statements.

May 2017

Overall- on budget in this month

- Bingo down \$3100 from projections
- camp projections- we did not run the camp



JUNE 2017

Overall- ahead of budget 50%

Revenue side- The summer camp was not run by us, turned over to another group to run. We just rented the space.

Expense side- Utilities were below budget; more efficient usage.

July 2017

Overall- another month of net improvement over budget

- consistent Improvements in utilities- power/water

Year to Date (YTD)- *Trending 24% increase in profitability over budget.*

Motion to approve May, June, and July financial statements, John motioned to approve, second by Danny, All in Favour- Financials approved.

New Business:

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

A/P- no Payables to report

A/R- reviewed list

Maintenance Update: *by Scott Forward*

Staffing:

- Peter Sullivan, Chief Engineer has handed in his resignation for the end of September. Will be seeking to hire an ideal replacement for the facilities needs.



- Cody Gillis will be taking over the interim Preventative Maintenance System responsibility.

Start Up Issue with Keith Miller Arena ice:

- Plant began to shut down due to air in the system; re-routed the system intake and needed to add approximately \$2000.00 worth of brine to bring the plant/ice temperature up to required levels.
- Still working on the cause of this issue
- Discussion around appropriate clean-up of waste and if proper stake holders were notified of this incident; will need to provide better communication in the future if issues like this occur.

Events Committee: *by Scott Forward*

Starting to see different organizations renting our space- great news story for the facility:

- Hosted Kick Boxing event- which was very successful for the group and for the facility; hoping to so three of these events next season
- Hosted Dexter Family event- had 47 inflatables in dome

Golf Tournament Fundraiser- met our budget expectations; hoping to move away from this event as a fundraiser and bring it out again for certain key events or capital campaign items.

Tidefest- by Danny Hines

First year event- great success! There was a washer toss record set; sports award was very well attended, the music met all expectations, nothing but positive from the facility stand point.

This event really showcased our facility- very positive weekend

Preview 2017/18 Budget- *by Scott Forward*

- Please review and send any emails to Scott Forward
- Will meet in 1 .5 weeks with the budget committee
- September 25th will present the budget and investment opportunity.

- Quick Summary- although with Newbridge Academy gone this coming season/year looks to show on the same revenue stream due new rentals/clients; ie. Jr. C team, additional soccer NS, increased women's hockey hours.

Old Business:

- Approached by Tom Hunter to look at setting up a foundation for gifting charitable donations to the EHS. Bill suggested to ask for a white paper proposal to send to the executive to review and then he could meet with them.
- Marquee sign was off line due to water in wires and there was a delay on fixing due to waiting on a new electrician

Action Item	Person Responsible	Done
Create floor plan specs for power drops	Scott Forward	This was done for Tidefest

Action Item	Person Responsible	Done for upcoming season
Create new contract for blocked clients and recommendation for board role	Scott Forward/Patrick O'Neil	Will be ready for the new upcoming season, all weather related issues will be part of it.

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

New Action Item:

Action Item	Person Responsible	New
Signage on Highways- “Home of East Hants Sportsplex”	Scott Forward	Contact Municipality of East Hants for input

Action Item	Person Responsible	New
Sound system in Todd Hunter Room and up in Roxie’s area to hear announcer from KMA during hockey games	Scott Forward	Investigate to see what is required

Action Item	Person Responsible	New
Create Soft Copy of facility floor plans	Scott Forward	

Action Item	Person Responsible	New
Ask Electrician for letter to state work done for Tidefest was up to code	Scott Forward	To follow-up

Meeting was adjourned by John and seconded by Wendy. Meeting then went in camera.

Next meeting will be **Monday, September 25th** at 7:00pm at East Hants Sportsplex Board Room.