

## Belmore Arena Board Meeting – Monday, September 20, 2021

Those in attendance; Jeremy Underwood, Lindsay Underwood, Christine Inglis, Ian Inglis, Jane Harkness, Linda Walker, Jenn Van Dyk, Nigel Van Dyk, Wanda Inglis, Eldon Bowman, Sharon Hoffman, Mark Goetz, Randy Scott, Warren Weber, Kim Harris, Darlene Loos. Guest in attendance – Darren Frank

Jeremy called the meeting to order at 8:07pm.

Motion to accept meeting agenda by Sharon Hoffman and seconded by Jenn Van Dyk.

Jeremy asked for any errors or omissions within the minutes from the August 16, 2021 meeting received via email prior to this meeting. None noted. Minutes accepted by Jane Harkness, seconded by Wanda Inglis.

Business Arising From Last Meeting:

- None

Guest Speaker – Darren Frank was on hand to discuss the necessary repairs and status of the ice plant. He wants the board to be aware as he will not be able to dedicate as much time to the ice plant as in the past. His observations and recommendations:

- Ice temp probe doesn't work. Out by 7°.
- Pressure relief valves changed 3 years ago. Need to be replaced every 7 years.
- No ammonia leaks.
- Need to find someone to certify ice plant.
- Curling ice temp probe works well.
- Grates in bottom of chiller need to be checked.

Darren informed Board that ice plant can be converted to run curling ice only. Estimated cost would be \$3500 - \$5000. Jeremy will look into getting it priced out.

The Board thanked Darren for his insight and for all the work he has done with the ice plant.

Treasurer Report:

- Nigel presented his report noting three bills to be paid to Edward Fuels, Wightman and Affordable Waste. Randy made a motion to pay bills, seconded by Mark. Carried.
- A couple of receipts were submitted at meeting.
- Treasurer's report attached to minutes.

Policy & Procedure Handbook

- Chis Inglis distributed the handbook she has been working on. Board is to read over and bring questions to next meeting.

Belmore Catering:

- Linda Walker advised the Catering committee isn't able to make a decision to move forward with catering events due to COVID regulations.
  - o Not sure how Health Unit guidelines will affect catering operations
- More help is needed for the Catering committee.
  - o Linda to send information to Kim regarding what is needed for help. Kim will send out a mass email.
- Commercial General Liability (CGL) Insurance Policy is needed due to charging for services.
  - o Will need to get quotes from different Brokers.

- Booth operations are covered under Arena Insurance policy so no issue with Figure Skating taking over running the booth.
- Board stressed that fundraising is necessary.
  - May have to think outside the box for Festival and Catering events.
    - Drive thru Breakfast.
    - Smoked Pork Chop Dinner.

#### General Maintenance:

- Items to look at as indicated by Darren Frank earlier in the meeting.
- Installation of door stop on ladies washroom on arena side
- Kore Mechanical to get all of Belmore Arena's certificates up to day
- Jeremy Underwood requested a master key to the Belmore facility for Brady Nolan, Howick Facility Manager as he is in and out of the arena to do work such as water sample.

#### Parks Board

- Any vandalism to Arena Board equipment or concerns regarding the operations at the arena, should be brought to an Arena Board member and they will look into it.

#### Rentals:

- Kim reported, the 2 October weddings have cancelled re: not vaccinated. Reimbursement will be required.
- Rental Contract will need to be amended to include:
  - Expectations for renters in regards to end of rental period.
    - Empty coffee maker, empty garbage, etc
  - Vaccine Passport stipulation.
    - Cancellations re: COVID, deposit will be returned.
    - Chris made motion that Cancellations re: non COVID related will lose their \$325 deposit, 2<sup>nd</sup> by Kim, carried.
- Rental supply inventory – outdated pop, etc. Going forward, will purchase pop on an “as needed basis”.

#### Ice Rentals & Maintenance:

- Warren advised there are no ice rentals on the books, re: needing to be vaccinated.
  - A decision on whether ice will be put in must be made by October 18<sup>th</sup>, therefore deadline of 2 weeks given to Curling and Figure Skating to make a decision if they are running this season.
- The Arena Board needs to have their own “re-open policy”.
  - Jenn made the motion that the Arena Board's policy be to encourage all volunteers and employees who enter the premise be vaccinated, 2<sup>nd</sup> by Sharon, carried.
    - Jenn will update plan and send out.
- If decision is made not to put ice in, we will need to do a lot of fundraising.
- Board has to look at feasibility of putting in ice for figure skating and/or curling, if no other rentals.
- Mark made motion: If in two weeks if the decision is made to only put in curling ice, Jeremy has Board approval to go ahead with the required changes in the ice plant to allow for curling ice only, 2<sup>nd</sup> by Lindsay, carried.

#### Curling:

- Need to make a decision if they are running this season.

Belmore Figure Skating:

- Currently seeking a coach.
- Will need to decide if running this season.

South Bruce:

- Mark Goetz advised South Bruce will be hiring Security to do passport checking at both arenas.

Turnberry:

- Nothing.

Howick:

- Chris has been working with Brenda of Municipal Office on the Trillium Grant.
  - o Submissions must be made by Sept 29<sup>th</sup>
  - o Kim will get price and quote for storage unit and installation at end of hall for excess storage (table & chairs)
- Eldon advised Howick will be proposing renters should do the passport checking with a staff member overseeing.

Communications:

- Nothing.

Next meeting is October 18, 2021. It will be held in person as long as COVID guidelines still allow.

At 9:50pm, Jeremy called for motion to adjourn meeting; motion by Chris Inglis, seconded by Jen Van Dyk.