

**Queens Place Emera Centre (“QPEC”)
Board of Directors Meeting Minutes
June 11, 2019**

PRESENT: Michael Anthony.....Chair
Stew Horton.....Vice Chair
Greg Thorbourne
Susan MacLeod
Hubert Rodden
Gilbert Johnson.....Councillor, District 7

STAFF: Meaghan Roberts.....Recreation & Healthy Communities

REGRETS: Larry Cochrane
Tori Benedict

1.0 CALL TO ORDER / WELCOME

Michael Anthony called the meeting to order at 6:00 pm.

2.0 CHANGES / APPROVAL OF THE AGENDA

Motion put forward to approve agenda by Hubert Rodden, seconded by Greg Thorbourne. Motion carried unanimously.

3.0 APPROVAL OF MINUTES

Motion put forward to approve minutes as circulated by Stew Horton, seconded by Hubert Rodden. Motion carried unanimously.

4.0 BUSINESS ARISING FROM THE MINUTES

4.01 Financials, Facility Statistics and Budget

The Board of Directors requested that a different method of presenting monthly financials be developed that shows monthly historical data profiled over a twelve-month period. The Board of Directors felt this would allow them to better monitor where budget lines were each month in comparison to previous years. Staff will work on a different method of reporting.

4.02 Board of Director Appointments

All Board members were asked to communicate their intentions of remaining on Board of Directors – both those whose terms were expiring and those who have another one-year term remaining. An ad for expression of interest will be placed in the newspaper, on social media, RQM website and distributed to mailing lists. Expressions of interest are due Friday, June 21, 2019.

4.03 Food and Beverage Operations at QPEC

RFP document for food and beverage services that was used previously was distributed to all Board members for review. Board of Directors discussed; the importance of holding specific certifications; insurance; expectations surrounding hours of operation; request for proposal process; whether the bar is a negotiable item; and what would happen if there were no submissions.

Michael Anthony clarified that on page 6, under Solicitation of Council Members and Staff, that Board of Directors should also be included. All bar related items will also be removed from the RFP document.

Board of Directors suggested that once a candidate was chosen that they should be required to reach out to users to determine what they would suggest for hours of operation and food options. In the event that there were no submissions, the Board of Directors would then make a new recommendation to Council for concession services moving forward.

Board of Directors discussed a timeline for proposal submissions. Suggested timeline is as follows:
RFP submissions due Friday, July 19 at 2:00pm
Review Committee to evaluate submissions
Queens Place Board of Directors to meet August 6, 2019 (one week early)
Recommendation to Council August 13, 2019

Meaghan Roberts to speak with Hank Snow Tribute organizers to discuss possible options for concessions services for Hank Snow Tribute, August 15-18, 2019.

4.04 Policy 87: Recreation For All (draft)

Michael Anthony clarified that the specific portion of the draft policy that speaks to Queens Place Emera Centre is, Section 87.15.

Board of Directors discussed concern surrounding the possibility that no one contributes financially to the program. It was consensus of the committee that until the program starts that it is best to remain optimistic. Michael Anthony clarified that this program would be administered directly instead of providing gift certificates, punch cards, etc. for others to give out on our behalf.

Board of Directors recommends the following items be considered further; what is plan B if no one contributes to the program; who is completing the needs analysis for who qualifies under the program; how to manage outreach of the program; how are businesses or organizations going to be approached to contribute financially.

4.05 Facility Membership and Fee Sponsorship Guidelines (draft)

See above discussion and these two items were discussed simultaneously.

5.0 DISCUSSIONS

5.01 Policy Review

Deferred to future meeting.

6.0 IN CAMERA

It was moved by Greg Thorbourne and seconded by Stew Horton that the proceedings go In-Camera at 7:24 p.m. to discuss the following:

6.01 Contract Negotiations

It was moved by Stew Horton and seconded by Hubert Rodden that the proceedings exit In-Camera at 7:46 p.m.

6.0 ADJOURN

It was moved by Greg Thorbourne and seconded by Councillor Johnson that the meeting be adjourned at 7:47 p.m.

Motion carried unanimously.

Mike Anthony, Chairperson

Date Approved