

**Queens Place Emera Centre (“QPEC”)
Board of Directors Meeting Minutes
September 18, 2019**

PRESENT: Michael Anthony.....Chair
Stew Horton.....Vice Chair
Greg Thorbourne
Raymond FiskeCouncillor, District 6
Hubert Rodden
Sylvia Hurley
Gilbert Johnson.....Councillor, District 7
Jessica Van-Dyne Evans
Jeremy Myalls

STAFF: Meaghan Roberts.....Director of Recreation & Healthy Communities
Chris McNeill.....Chief Administrative Officer
Steve Burns.....Manager of Events & Promotion
Dana Henley.....Administrative Assistant
Recreation & Healthy Communities

PUBLIC: Susan MacLeod

1.0 CALL TO ORDER / WELCOME

Michael Anthony called the meeting to order at 6:02 pm.

2.0 CHANGES / APPROVAL OF THE AGENDA

Michael Anthony removed and added the following agenda items:

REMOVE	6.01	Contract Negotiations
ADD	5.04	Universal Cheer

Motion put forward to approve agenda by Hubert Rodden, seconded by Stew Horton. Motion carried unanimously.

3.0 APPROVAL OF MINUTES

Motion put forward to approve minutes as circulated by Hubert Rodden seconded by Greg Thorbourne. Motion carried unanimously.

Michael Anthony extended thanks to Meaghan Roberts, Steve Burns and all of QPEC staff for a fantastic event with Hockey Canada last week.

4.0 BUSINESS ARISING FROM THE MINUTES

4.01 Board of Director Appointments

Michael Anthony welcomed the two new board members, Jessica Van-Dyne Evans and Jeremy Myalls to the Board. Each board member and staff member introduced themselves.

4.02 Financials, Facility Statistics and Budget

Financials for the period ending August 31, 2019 were reviewed.

Discussion ensued regarding changes to the financial reporting document. Stew Horton and Dana Henley will discuss and bring changes back to the next Board of Directors meeting.

Staff provided an overview of facility statistics for August 2019. It was noted that day pass numbers have increased due to the removal of the one week pass, which was removed effective April 1, 2019 and was discussed during the Board of Directors budget meetings last January and February.

The Fit for Function program stats were reviewed.

It was requested that staff research the possibility to obtain additional demographic output data from the swipe cards used to gain access to the Fitness Centre, as this information could assist in targeting specific groups of people in an effort to increase usage of the Fitness Centre.

4.03 RFP: Food and Beverage Operations Update

An email was circulated to the Board of Directors on September 6, 2019 advising that the RFP for Food and Beverage had closed at 2 pm and that no submissions were received. Two dates for tours of the facility were available during the RFP period, however there wasn't any uptake on either date.

Discussion and negotiations took place with a potential interim operator, an agreement was drafted and submitted to the potential operator which concluded in the agreement being declined. Following notification that the agreement was declined Steve Burns secured Subway to provide food service during the Hockey Canada events. Other local businesses were approached as well but were unable to provide service during the event.

5.0 DISCUSSIONS

5.01 Concessions at Queens Place Emera Centre

Stew Horton acknowledged and thanked Michael Anthony for his time and effort put into attempting to secure an interim concessions operator.

Discussions ensued regarding concession operations.

Meaghan Roberts advised that she received an unsolicited proposal earlier today for concession services. She has not yet reviewed the proposal, and it also will need to be shared with Steve Burns and Chris McNeill for review. It will come forward to the Board at the next meeting.

Discussion ensued regarding what the Board would like to see for concession operations; vending machines, RQM staffed, contract position, or no concessions service. Other recreation facilities were

discussed as well and how they run their concessions. It was noted that there is no additional capacity among current Queens Place Emera Centre staff to oversee concessions staff.

It is the consensus of the Board to have a concessions service at Queens Place Emera Centre.

Board members were asked to provide Michael Anthony, via email, with their thoughts on concession hours of operation, operation term and general food service (ie Menu offering) by Monday morning, September 23, 2019.

5.02 QPEC Deposit Policy

This item was tabled to the next meeting.

5.03 Ice Usage & Programming

This item was tabled to the next meeting.

5.04 Universal Cheer

Meaghan Roberts advised that she was contacted by Universal Cheer, to terminate their agreement booking the facility for the beginning of March 2020 for a cheerleading competition, due to lack of registered teams to compete. Termination of the agreement was accepted and staff will sell the ice time.

6.0 IN CAMERA

There were no items for discussion.

7.0 ADJOURN

It was noted that post Hurricane Dorian Queens Place Emera Centre was open to the public for shower usage. 189 residents checked-in for this service that were not members of Queens Place Emera Centre. Staff estimate that approximately 300 people total used the service including QPEC members.

It was moved by Hubert Rodden and seconded by Jeremy Myalls that the meeting be adjourned at 7:54 p.m. Motion carried unanimously.

Mike Anthony, Chairperson

Date Approved