

**Queens Place Emera Centre (“QPEC”)
Board of Directors Meeting Minutes
October 1, 2019**

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

REGRETS: Jessica Van-Dyne Evans

STAFF: Meaghan Roberts.....Director of Recreation & Healthy Communities
Dana Henley.....Administrative Assistant
Recreation & Healthy Communities

1.0 CALL TO ORDER / WELCOME

Michael Anthony called the meeting to order at 6:01 pm.

2.0 CHANGES / APPROVAL OF THE AGENDA

Michael Anthony moved item 6.01 Contract Negotiations to be the first item discussed on the agenda.

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

6.0 IN CAMERA

6.01 Contract Negotiations

It was moved by Hubert Rodden and seconded by Sylvia Hurley that proceedings move in camera to discuss contract negotiations at 6:02 pm.

Motion carried unanimously.

It was moved by Greg Thorbourne and seconded by Councillor Fiske that proceedings exit in camera at 6:45 pm.

It was moved by Stew Horton and seconded by Greg Thorbourne that the Queens Place Emera Centre Board of Directors recommend to the Council of Region of Queens Municipality that staff negotiate an agreement for food and non-alcoholic beverage operations at Queens Place Emera Centre based on the proposal received on September 18, 2019.

Motion carried unanimously.

3.0 APPROVAL OF MINUTES

It was moved by Hubert Rodden seconded by Sylvia Hurley that the minutes of September 18, 2019 and August 19, 2019 be approved as circulated.

Motion carried unanimously.

4.0 BUSINESS ARISING FROM THE MINUTES

4.01 Financials, Facility Statistics and Budget

Changes to the financial report were reviewed, and it was noted that the "Actuals" column is a year-to-date amount and not an amount for the single current month.

It was noted that all regular ice users have now booked their ice times for the 2019-2020 regular season. There are 3 additional hockey teams will be practicing and/or playing out of QPEC this season. Additional ice has been booked for upcoming in-service days, taking advantage of the lower non-prime ice rental rate.

Discussion ensued regarding power and fuel costs.

4.02 Concessions at Queens Place Emera Centre

A motion was made earlier in the meeting regarding this item.

5.0 DISCUSSIONS

5.01 Swipe Card Program Update

Staff have been investigating possible changes to the swipe card information collected for reports and have had discussions with the provider to determine a method of generating reports with more information. Investigation is continuing as well as collecting information from other facilities on the programs and providers they use.

5.02 QPEC Booking/ Deposit Policy

A policy needs to be developed to assist staff in advising ice users that ice times are not guaranteed to stay the same year to year/ season to season, and that deposits will be required to hold blocks of ice time for users.

Michael Anthony requested that Board Members review Policy 78 – Ice Cancellation Policy and put thought toward what booking policy might look like, keeping the clauses of policy 78 in mind. The new booking/ deposit policy will need to account for requests for ice time, deposits for ice time, and deadlines for confirmation of ice booking. Staff will provide a framework for the policy.

Discussion ensued regarding similar policies at other facilities and forms for ice booking.

5.03 Ice Usage & Programming

Michael Anthony reviewed that the Board had been investigating using their discretionary fund to develop an ice programmer/ marketing position earlier in the year; and then attentions were turned to securing concessions.

Discussion ensued regarding developing a scope of an ice programmer/marketing position, and Michael Anthony will follow up with discussions with the Chief Administrative Officer.

Michael Anthony extended his thanks and appreciation to Board Members for their feedback on concessions from the last meeting.

7.0 ADJOURN

The next meeting of the Queens Place Emera Centre Board of Directors is Tuesday, November 12, 2019 at 6 pm.

It was moved by Greg Thorbourne and seconded by Hubert Rodden that the meeting be adjourned at 7:40 pm.

Motion carried unanimously.

Mike Anthony, Chairperson

Date Approved