

**Queens Place Emera Centre (“QPEC”)  
Board of Directors Meeting Minutes  
November 12, 2019**

- PRESENT:** Michael Anthony.....Chair  
Stew Horton.....Vice Chair  
Greg Thorbourne  
Raymond Fiske .....Councillor, District 6  
Hubert Rodden  
Sylvia Hurley  
Gilbert Johnson.....Councillor, District 7  
Jeremy Myalls  
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 5:59 pm.

**2.0 CHANGES / APPROVAL OF THE AGENDA**

It was moved by Hubert Rodden seconded by Stew Horton that the agenda be approved as circulated.  
Motion carried unanimously.

**3.0 APPROVAL OF MINUTES**

It was moved by Greg Thorbourne seconded by Hubert Rodden that the minutes of October 1, 2019 be approved as circulated.  
Motion carried unanimously.

**4.0 BUSINESS ARISING FROM THE MINUTES**

**4.01 Financials, Facility Statistics and Budget**

It was noted that the revenue and expense lines for bar services and vending are up because they are both being done by the facility rather than the concessions operator. Ice rentals revenues will increase now that the ice season has begun, they currently are down from 2018 because of spring ice cancellations and summer hockey school cancellations. Staff is looking into the facility rentals revenue number as it seems high. Fitness centre classes are showing as down, though participant numbers are steady compared to other years. This is because of the all-inclusive membership option that include classes and gym membership which many users who previously purchased punch cards have now taken advantage of. Insurance budget line is over, as insurance numbers came in after budget was set.

Statistical information noted was that fitness centre staff are investigating ways to increase participation in the personal training programs. Ice rentals are up for October as a result of an increase the number of teams Minor Hockey has this year.

Budget preparations are starting for 2020-2021. The board will meet to go through the revenue, expense and capital budgets in detail on Wednesday, November 27, 2019 at 5 pm and Wednesday, December 4, 2019 at 5 pm should more time be required.

**4.02 Concessions at Queens Place Emera Centre**

Taste of Saffron started operations in the concessions area. Facility schedules have been supplied prior to each month and they have set their hours in accordance with the schedule. Taste of Saffron is closed on Mondays, open 9am - 2pm Tuesday through Thursday, 9am – 9pm Friday and Saturday and 10am – 1pm on Sunday. The current agreement provides for concession services until April 30, 2020.

**4.03 Swipe Card/ Membership Program Update**

Fitness Centre access is via swipe card which tells the gate whether the membership is valid or not. The cards track the date and time that the fitness centre is accessed as well. More information can be collected from the current swipe card program that is in place. Discussion ensued. Additional features of the swipe card program will be researched for budget purposes.

**5.0 DISCUSSIONS**

**5.01 QPEC Booking/ Deposit Policy**

QPEC has had an Ice Cancellation Policy since opening, however there has never been a booking or deposit policy in place. Discussion ensued regarding current booking issues and user expectations.

It was suggested that the Ice Cancellation Policy be amended to take into account that if an ice rental is cancelled with the prescribed penalty period but can be re-rented to another user by QPEC staff there will be no charge to the user cancelling the ice.

The board supports the drafting of a booking/ deposit policy.

Discussion ensued regarding drafting a similar policy for facility rentals. It was the consensus of the board that an ice booking/ deposit policy be drafted first and then see if facility rentals can be encompassed there as well or if a separate policy is needed.

**5.02 Ice Usage & Programming**

This item was deferred to the next board meeting.

**5.03 Run Our Shore Request**

The request received from Run Our Shore was reviewed and discussion ensued regarding lobby rental April 17 – 18, 2020 and any potential conflicts.

It was the consensus of the board for Meaghan Roberts to negotiate a rental with Run Our Shore.

**5.04 Arena Maintenance**

Meaghan Roberts advised that the arena requires a three week shut down for regular maintenance. Removal of the ice is required during the shutdown and will also provide an opportunity for maintenance to other areas of the arena that maybe be required. Staff will work with NSPI, CIMCO and Siemens to monitor the systems during the shutdown and provide data collection for the period where available. The shutdown is planned for mid-June through the first part of July 2020. Discussion ensued regarding user displacement, potential revenue loss, and ways to mitigate any revenue loss by taking advantage of the ice being out.

Meaghan Roberts will investigate whether activities could take place in the arena during the shutdown period.

**6.0 IN CAMERA**

**6.01 Contract Negotiations**

It was moved by Hubert Rodden and seconded by Stew Horton that proceedings move in camera to discuss contract negotiations at 7:42 pm.

Motion carried unanimously.

Councillor Fiske declared a conflict of interest and left the meeting at 7:42 pm.

It was moved by Hubert Rodden and seconded by Jeremy Myalls that proceedings exit in camera at 7:49 pm.

Councillor Fiske returned to the meeting at 7:49 pm.

It was the consensus of the board for Meaghan Roberts to move forward with negotiating a contract with current facility fee rates as presented.

**7.0 ADJOURN**

The next meeting of the Queens Place Emera Centre Board of Directors is Tuesday, December 10, 2019 at 6 pm.

It was moved by Councillor Fiske and seconded by Greg Thorbourne that the meeting be adjourned at 7:50 pm.

Motion carried unanimously.

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Mike Anthony, Chairperson

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Date Approved