



Meeting Minutes

JBR Board of Directors Meeting
January 18, 2018

In attendance: Joedy Wall, Darrin Thorne, Trina Appleby, Craig Scott, Ed Quilty, Jim Rose, Jackie Fitzpatrick, Brian Martin, Cathy Green, Paul Thomey

Absent with Regrets: Randy Power, Kris Drodge

1. Call to Order

Chair, Joedy Wall called the meeting to order at 7:04pm. He welcomed new board members and thanked all members concluding their terms.

2. Minutes of previous meeting

Chair, Joedy asked if there were any errors or omissions to the minutes of September 14th.

Two errors were noted:

- It was noted that Darrin Thorne moved to adjourn the meeting, not Joedy Wall
- It was also noted that in the Errors/ Omissions, it should read that JBRSEC made an enquiry into the land under the receiver MNP. Services were not secured as stated
- The Chair asked for a motion to approve the minutes as amended. It was moved by Darrin, seconded by Ed. Carried.

3. Under business arising from minutes the following items were addressed:

- a. Lorne attempted to contact Dorothea Hanchar concerning the Stantec report, there has been no response to date.
Joedy will follow up with her.

- b. Inquiry into extending turning lanes at Kennedys Brook Drive entrance/ exit was not brought to Town of Torbay Council after the September meeting, but Craig Scott will bring back to council meeting for discussion.

4. Financials Report (to December 31)

Financials were presented by Paul Thomey for the period ending December 31, 2018. Paul suggested JBR is in good shape with a healthy cash flow. He cautioned that the statement as seen, was to be audited; anticipating to be near or at breakeven position. With a contingency in place for major issues, and no anticipation of serious problems JBR is in a strong financial position.

The audited statements should be available in early March.

Motion to approve financials moved by Paul, seconded by Brian. Carried.

5. Budget 2018- Lorne

A 3- year budget is in place and updated yearly to use as a guideline
Lorne is forecasting a profit, with the following notes:

- Utilities have been budgeted with a 12% increase
- Ice rental rates will not increase in 2018
- Increase in sales will be based on length of the season
- 3% increase in salaries
- The age of the building will create an increase in repair and maintenance expenditure

Copies of the 2018 budget will be available and forwarded

6. Update on Expansion

Joedy and Mayor McDonald (Town of Portugal Cove-St. Philips) are scheduled to meet; Joedy suggested to invite their council to meet with the JBR Board and revisit the Expansion presentation.

Craig inquired about the Town of Torbay council attending the same presentation Joedy agreed, and an invitation will be sent out to all Town Councils

Trina asked if a meeting could be scheduled with Nick Whalen, to have full regional support

Lorne recommended having a letter of support from City of St. John's on file as well

7. Land Transfer

It was thought that the land originally owned by the Towns of Logy Bay- Middle Cove- Outer and Torbay was signed over to the JBR Board and both towns have received compensation for the land transfer, but legal documents were never finalized.

Jim indicated nothing was brought to LMO Council concerning the land transfer
Craig indicated the JBR Board cannot legally own the land because they are tenants in the building and proposed it be covered in the new Management and Lease agreements when revised

Discussion between the 4 towns should take place, possibly at the next mayors meeting, because the new documents would be outside the scope of the Board.

Craig will ask Dawn Chaplin to follow up with the lawyer concerning an update on the land.

8. Tom Clift Assignment on Governance

JBR has applied for and received \$5000.00 from CBDC to pay for the Governance assignment

Terms of reference will be forwarded to Board members.

Date for presentation TBD; participation should be mandatory for all members

9. Managers Update- Lorne

Grant Thornton continues work on the Business plan, which is required as part of the expansion project

Little Caesars has approached JBR with a new advertising idea for the front foyer. They will be returning with marketing ideas, no timeline has been set nor revenue discussed. Trina recommended "Innovative Advertising Ideas" be added to the current advertising package

Upcoming Events include 13 separate tournaments, trade shows, graduations and concerts. It was noted by Darrin that the Provincial Cheerleading Competition has been moved to CBS.

Lorne has asked for confirmation that the operation of the facility will continue along the same path as previously agreed upon. All members were in agreement that the facility must continue to run as a business, with little to no financial assistance from the towns.

Maintenance projects were noted to include safety valve replacement at a cost of \$13,500 and repairs to pumps and motors totally \$11,000 to date, with additional expenses expected

A serious issue with children being dropped off at the facility, has been raised. Children as young as 9 have been left, unsupervised and at times they outnumber the amount of adults in the building. Generally, this takes place during senior hockey games on Friday nights.

All were in agreement that a policy should be drafted stating 'All children under 14 MUST be accompanied by an adult'. The policy should be placed in the front foyer, and publicized on the digital sign, town communications and local newspaper.

Additional security may be required on the front doors during public events.

Lorne and Cathy are to create a policy and forward to the board for approval

10. Election of Officers

Joedy stepped down as Chair.

Brian Martin is now Chair, Trina Appleby is Vice Chair.

Call for nominations for secretary, there were none. Cathy was asked to attend the next meeting and take minutes until another call can be made.

Call for nominations for treasurer. Darrin nominated Joedy Wall, recognizing that Joedy worked closely with the previous treasurer. The nomination was seconded by Trina and accepted by Joedy.

Signing authorities need to be changed to reflect the board member changes.

11. Roundtable

Darrin spoke to the email sent by Randy Power concerning pictures of dressing room maintenance brought forward by a user group. He suggested more frequent inspections may be required.

Plumbing issues were also raised. Lorne has confirmed that a company has been in to troubleshoot some of the ongoing issues.

It was also suggested, a tour of the facility take place by the new board members prior to the next meeting.

Brian insisted that all maintenance issues should be addressed to Lorne; as matters are rectified Lorne will then pass updates along to the board.

Trina asked that the entrance to the facility be looked at as the falling snow/ ice is a safety concern

Ed asked about hospitality room rules. He had a parent enquire about whether they were permitted to use the community room and what they were permitted to supply.

Lorne had a previous conversation with Cathy Mitchelmore about this; Ed will follow up with Cathy on the policies in place for NEMHA.

As a matter of disclosure, Jackie informed the group that she is an employee of ACOA

12. Adjournment

Meeting to adjourn Moved by Darrin at 9:26pm.