

**TRI-TOWNSHIP ARENA
THURSDAY MAY 9, 2019
MINUTES**

PRESENT:

Strathroy-Caradoc: John Brunet
Larry Cowan
Joel Van Bynen

Chippewa: Warren Huff
Darlene Whitecalf

Manager/Coordinator: Steve Dausett

Absent (with notice): Neil Flegel
Rob Lilbourne

Guest:

AGENDA

- The agenda was reviewed by the Board,

Moved by: J Brunet

Seconded by: D Van Bynen

That the Board approve the agenda as presented.

Carried:

DECLARATION OF PECUNIARY INTEREST: None

MINUTES

- The Board reviewed the minutes of the April 11, 2019 meeting.

Moved by: L Cowan

Seconded by: D Whitecalf

That the Board accept the April 11, 2019 minutes as printed and circulated.

Carried:

BUSINESS ARISING: None

FINANCIAL REPORTS:

- The Board reviewed the financial reports:
 - Accounts Receivable – April 2019
 - Profit & Loss – April 2019
 - Budget vs Actual – January to April 2019
 - Bank Reconciliation- Operation and Savings – April 2019
 - Bank Balances at May 8, 2019

Moved by: J Van Bynen

Seconded by: J Brunet

That the Board approve the Financial Reports as presented.

Carried:

TRI-TOWNSHIP ARENA THURSDAY MAY 9, 2019 MINUTES

ACCOUNTS

- The Board reviewed the accounts payable from April 11, 2019 through to May 8, 2019 in the amount of \$36,795.24.

Moved by: J Van Bynen

Seconded by: J Brunet

That the Board approve the accounts as presented in the amount of \$36,795.24.

Carried:

CORRESPONDENCE:

- Draft Management Letter from BDO Canada LLP

Moved by: J Brunet

Seconded by: D Whitecalf

That the Board acknowledges the receipt of the Draft Management Letter.

Carried:

Manager/Coordinator Report:

- Ice Usage:** The ice usage for April 2019 versus April 2018 was presented.

	<u>Non-Prime</u>	<u>Prime Youth</u>	<u>Prime Adults</u>	<u>Public Skating</u>	<u>Total</u>
April 2019	6	20	3	-	28
April 2018	6	21	7	-	34

- Operations:**

- The annual inspection of the fire extinguishers, fire alarm and kitchen hood fire suppression system was completed at Tri Township Arena on February 25, 2019. The fire extinguisher and fire alarm repairs were completed at the time of inspection. It was noted in the report that the kitchen hood fire suppression system in the concession is now due for hydrostatic testing and recharge. London Fire Equipment has informed me that the manufacturer has stated this model of Range Guard system is now obsolete and should be replaced. The system is also non-compliant with the ULC1254 installation protocols which are now required for compliance with current Ontario Fire Code and NFPA standards. They have supplied a quotation for replacement of the existing Range Guard concession hood fire suppression system \$3,495. 00 plus taxes. This item was not budgeted for 2019.
- Compressor overhaul was budgeted in 2019 this maintenance needs to be scheduled so it can be completed prior to season start-up. Maintenance is on a time and material basis with Cimco Refrigeration.

Moved by: D Whitecalf

Seconded by: J Van Bynen

That the Board approve the compressor overhaul.

Carried:

**TRI-TOWNSHIP ARENA
THURSDAY MAY 9, 2019
MINUTES**

- The pressure relief valves on Compressor 1 & 2 are nearing the 5-year expiration date and will need to be replaced in September.
- I reported last fall the MSA ZGard controller for CO detection and propane sensor in the ice flooder storage room has been malfunctioning. Hetek Solutions supplied a quote for replacement of the propane sensor box of \$1,235.00 plus installation which was approved by the board. The part was not compatible with system so a new sensors had to be order. Hetek has informed me that the new system will be closed to quote for the replacement of the controller.
- The manager gave the board an update on the work that has been completed in the facility during shut down.

Moved by: J Van Bynen

Seconded by: D Whitecalf

That the Board accept the Arena Manager's May 2019 report.

Carried:

NEW BUSINESS:

- Approval of the Draft Audited 2018 Financial Statements from BDO Canada LLP.

Moved by: J Brunet

Seconded by: L Cowan

That the Board approve Draft Audited 2018 Financial Statements.

Carried:

ADJOURNMENT

Moved by: J Van Bynen

Seconded by: L Cowan

That the Board adjourn to meet again Thursday, June 13th, 2019 at 6:00 p.m.

Carried:

Originally signed by – John Brunet _____
Chair

Originally signed by – Steve Dausett _____
Recording Secretary