



Larry Grossman Forest Hill Memorial Arena
Board of Management Meeting – September 6th, 2023

Agenda

1. Summary of Minutes from June 15th 2023 Meeting
2. Financial Report - NN
3. Summer Dry Pad Revenue Breakdown
4. City By-Law Update - JG
5. Summer Projects Update
6. 2023-2028 Audit Contract
7. LGFHMA Hall of Fame Update – NL
8. LGFHMA Website
9. FHFSC Contract Update
10. Advertising Update
11. In-Camera (personal matters regarding Board employee)



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Attendees:

1. Neil Linden (Board Member)
2. Jaimie Grossman (Board Chair)
3. Neil Greenbaum (Treasurer)
4. Adam Nathanson (Board Member)
5. Melissa Grossman (Board Member)
6. Jeffery Schwartz (Board Member)
7. Gary Cilevitz (Board Member)
8. Justin Barnes (Arena Manager)
9. Nigel Newton (Board Member)

Meeting called to order: 7pm

Meeting adjourned: 8:30pm

Location: LGFHMA Board Room (Adam/Nigel Via Zoom)

Minutes of Meeting:

1- Summary of Minutes from June 15th, 2023 Meeting read and approved.

2- Nigel (via Zoom) presented board with a detailed report of the Arena financial report as of August 31st 2023. Report shows increased revenue in many areas, namely ice rentals, sundry revenue and summer dry pad rentals. The report also showed board approved projects such as the parking lot repair and arena board repair have increased repair and maintenance expenses over budget.

Additional board approved projects such as the gas heater replacement and snack bar renovation will reduce surplus closer to budget. Board has asked Justin to further explore replacing staircase to time keepers box as well as purchasing an automated skate sharpener for pro shop.

3. Justin provided breakdown on summer dry pad revenue. Pickleball courts brought in approximately \$21,000 in revenue. Roller derby and baseball camp made up the remaining \$20,000 in revenue. Expenses equated to approximately \$6,000, but will not need to be replaced next summer.

4. Chair Jaimie Grossman proposed the following motion:

The Board requests City Council amend the composition of the Larry Grossman Forest Hill Memorial Arena Board of Management by increasing the number of public members from 7 to 8 persons, with the one additional public member being nominated by the Forest Hill Figure Skating Club, as long as the Forest Hill Figure Skating Club is a primary tenant of the Arena.

This motion was seconded by Neil Greenbaum. All members unanimously agreed. Motion passed.



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The Board then discussed and unanimously agreed that the Forest Hill Hockey Association should also be a primary tenant of the Arena in order to maintain their stake holder seat on the Board as well.

Chair Jaimie Grossman also proposed the following motion:

The Board requested City Council approves the procedures by-law which governs the calling, place and proceedings of the Larry Grossman Forest Hill Memorial Arena's Board of Management's meetings.

Motion seconded by Melissa Grossman. All members unanimously agreed. Motion passed.

A discussion took place reminding board members of their obligations in regards to conflicts of interest that may arise during future meetings.

5. Justin updated the board on the major summer projects that took place since the last meeting. Parking lot repairs/revamp and snack bar renovations both finished on time and on budget. These projects will greatly improve customer experience for several years. Staff training (including CPR/AED certifications) were a focus to ensure all staff can deal with mechanical and user problems as effectively.

6. Justin updated board on new Audit Contract granted to Grant Thorton. This will be a 5-year contract that has increase in fees of 282%. Justin also gave a recap of an arena board managers meeting with city officials. This fee may put the arena in a deficit position. Justin will further update the board once the next steps are taken to potentially take LGFHMA out of this contract and find our own approved auditor.

7. Neil Linden updated the board on the progress of the LGFHMA Hall of Fame committee. Candidates have been nominated and the arena should make preparations to design the wall layout for the first induction ceremony.

8. Justin showed the board the new LFGHMA website. Still some work to do on this website. The largest issue in the goggle search results are not pushing the website to the top of this list. Justin to look into a plan with website developer to improve this issue.

9. Justin reported the two rental agreements with Forest Hill Figure skating Club and been signed and executed. Invoice for office space will be issued to FHFSC as per agreement.



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10. Update given on advertising at LGFHMA. Two ads expiring with two likely replacements lined up. Additional terms expiring in November and December. Justin will seek renewal in coming weeks. No plastic covering for ads will be added.
11. In-camera meeting to discuss personal employee matters.
 - a) LGFHMA Board adopted recommendations from in-camera session.