

Rath Eastlink Community Centre

Meeting #111

6:00 PM March 21, 2023

Millbrook Room, RECC

Members Present:

Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro Arrived at 6:21 pm)
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester – Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro (left early)
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Bill Mills, Mayor, Town of Truro
Duane Rath, Citizen Representative, Colchester

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:05 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Stephen Johnston

Seconded by Wade Parker

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #110 from the meeting held on February 1, 2023 were circulated for review.

Moved by Melani Lane

Seconded by Wade Parker

“That the minutes from Board Meeting #110 be approved as presented.”

Motion Carried.

Correspondence:

**Moved by Christine Blair
Seconded by Dwayne Boudreau**

"That the meeting go into closed session at 6:07 pm."

Motion Carried.

**Moved by Amy Atkinson
Seconded by Dwayne Boudreau**

"That the meeting reconvene un open session at 6:37 pm."

Motion Carried.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was the top 3 priorities for the facility; information on fund development, major event development, partnerships and professional development; membership and programming; and operations and capital planning.

Highlights included:

- Top priorities are to secure required operational grant funding increase; enhance Board engagement with the development of a new strategic plan; and capital lifecycle planning.
- Grant money has been confirmed to be used towards the purchase of a generator for the facility.
- The insurance claim submitted for damage related to Hurricane Fiona is still being processed.
- The Re-Ignite the Spirit Concert Series featuring Brett Kissel will be a 2-night event with the Saturday show being televised nationally.
- Information on two current event bids.
- Matt will be attending the Sport Tourism Canada Annual Meeting and Congress as well as the Event Atlantic Society Annual Summit and Industry Awards.
- Price increase for ice rentals.

As the Treasurer was not in attendance tonight, Matt provided a high-level overview of the February statements as well as the 2023/24 Operational Budget. The February statements show a strong cash flow and an overall gain for the month which was mainly due to the food and beverage sales at major events. Memberships and rentals are still coming in above budget.

Matt then presented the 5-year Capital Lifecycle Plan. Projects for 2023/24 include a facility generator as well as maintenance on the dectron and multi-stack.

**Moved by Stephen Johnston
Seconded by Wayne Talbot**

"That the reports be accepted as presented and that the Board supports Matt presenting the budget to both Councils."

Motion Carried.

Election of Officers

A brief discussion was held on the officer positions of the RECC Board. As the only accountant on the Board, Duane Rath will continue to serve as secretary/treasurer. Raj nominated Melani as Vice Chair, which she accepted.

**Moved by Stephen Johnston
Seconded by Dwayne Boudreau**

"That Raj Makkar remain as Chair, Malani Lane be appointed Vice Chair, and Duane Rath remain as Secretary Treasurer for the 2023/2024 term."

Motion Carried.

Board Succession Review

Discussion was held on those Board members whose terms have expired. Stephen Johnston and Dwayne Boudreau are both at the end of their second term. These positions will be filled at the AGM.

Appointment of Committee's

Rather than appoint Board members to the various sub-committees, it was decided that members should have a look at all the committees and express interest in the ones they wish to join. It was also decided that certain committees would require officers to be a part of those committees.

**Moved by Stephen Johnston
Seconded by Wade Parker**

"That the Executive Committee be comprised of the Chair, Vice Chair, Past Chair and Secretary/Treasurer."

Motion Carried.

**Moved by Stephen Johnston
Seconded by Melani Lane**

"That the Finance Committee be comprised of the Chair, Vice Chair, Secretary/Treasurer and the CAOs of the two municipal units."

Motion Carried.

Discussion was also held on the potential members of the HR committee, although no motion was made appointing members.

Focused Task Forces

As stated in the by-law, the RECC Board can assign committees for special projects and events. In the past, these ad hoc committees have included a Building and Infrastructure Committee, Board Policy Committee and a Strategic Planning Committee. Although no decisions were made tonight, these committees will be needed again in the near future and membership will need to be decided for each.

Next Meeting

A regular meeting will be scheduled at a later date.

Annual General Meeting


The AGM is tentatively scheduled for September.

Adjournment:

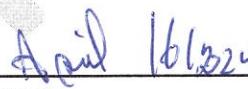
Moved by Stephen Johnston
Seconded by Dwayne Boudreau

"That the meeting adjourn at 7:50 pm."

Motion Carried.



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #112
6:00 PM April 25, 2023
Millbrook Room, RECC**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester – Chair

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Scott Fraser, Director of Corporate Services, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Amy Atkinson, Citizen Representative, Town of Truro
Stephen Johnston, Citizen Representative, Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:14 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Bill Mills

Seconded by Dwayne Boudreau

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #111 from the meeting held on March 21, 2023 were circulated for review.

Moved by Melani Lane

Seconded by Wayne Talbot

“That the minutes from Board Meeting #111 be approved as presented.”

Motion Carried.

Correspondence:

Matt Moore provide the Board with an update on the Annual Operating Budget and Capital Lifecycle Plan. A presentation was made to both municipal Councils and the Town of Truro has denied the RECC's request for an additional \$150,000 of operating funds. The Municipality of Colchester is approving the additional funds for this fiscal year only, and not on an ongoing basis at this time. The Town of Truro stated that should there be a deficit at year end, they would cover their half of the amount and requested that they be kept up to date on any potential financial issues as the year progresses.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was information on fund development, major event development, operations and capital planning, membership numbers and a summary of a recent patron satisfaction survey.

Highlights included:

- An application has been made to the Community Services Recovery Fund that can be used for things such as recruitment, retention and strategic planning.
- The insurance claim from Fiona should be closed next week.
- The Home Show has already rebooked the facility for next year, June is going to be a busy month with the Tapped Beer Festival and various graduation ceremonies.
- Multiple bids for 2024 events are already in progress and 2 concerts have been confirmed for this fall.

Moved by Ellen Marshall

Seconded by Wayne Talbot

"That the General Manager's report be accepted as presented."

Motion Carried.**Board Succession**

Matt reminded the Board/Municipal partners that both Stephen Johnston's and Dwayne Boudreau's Board terms are coming to end and they will need to advertise for replacements. The RECC can assist with advertising should the municipalities wish. Duane Rath only has one year left on his term so the municipalities should look at appointing someone with a CPA to take on the position of treasurer.

Appointment of Committees

Grant money has been received to hire a consultant to help facilitate a new strategic plan so Matt is looking to form an ad hoc committee to help engage the consultant. Wayne, Dwayne, Raj and Melani volunteered to for that committee.

Discussion was then held on the GM's performance review. It was decided that the Executive Committee will act as the HR Committee to complete Matt's review.

In Camera

Moved by Bill Mills
Seconded by Christine Blair

"That the meeting go into closed session at 7:01 pm."

Motion Carried.

Moved by Duane Rath
Seconded by Ellen Marshall

"That the meeting reconvene in open session at 7:37 pm."

Motion Carried.

Moved by Duane Rath
Seconded by Ellen Marshall

"That the Board advise the municipal partners of their interest to file an amendment to the MOA by special resolution that complies with the Societies Act and CNSSCC's by-laws and grant approval for the service agreement relative to the RECC being contracted by Perennia to provide event management services for the NSPEC as outlined within Schedule A of the agreement. It is expected that this amendment to the MOA will formally enable the RECC to facilitate and manage offsite events as approved by the Board and with the objective to strengthen fundraising for the organization while promoting growth through co-hosting and collaboration amongst regional even tourism stakeholders."

Motion Carried.

Next Meeting

A doodle poll will be sent out to set the date for the next regular meeting.

Annual General Meeting

The AGM will be held on September 19th at 6:00 pm.

Adjournment:

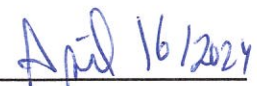
Moved by Bill Mills
Seconded by Dwayne Boudreau

"That the meeting adjourn at 7:42 pm."

Motion Carried.



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #113
6:00 PM May 24, 2023
Millbrook Room, RECC**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester (left early)
Wade Parker, Councillor, Municipality of Colchester
Juliana Bernard for Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester – Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Andrew MacKinnon, Actin CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Scott Fraser, Director of Corporate Services, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:14 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Amy Atkinson

Seconded by Stephen Johnston

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #112 from the meeting held on April 25, 2023 were circulated for review.

Moved by Melani Lane

Seconded by Dwayne Boudreau

“That the minutes from Board Meeting #112 be approved as presented.”

Motion Carried.

Correspondence:

Communication has been received from both municipal partners requesting a presentation of the updated operating budget be made at a joint Council meeting.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was:

- Updates on pending fund development including the Community Services Recovery Fund and the insurance claim from Hurricane Fiona;
- New fund development including a grant from the Rink Revitalization Fund and naming rights for the arena and fitness centre;
- Confirmed upcoming events including the Tapped Craft Beer Festival, NSCC and CEC graduations, RECC carnival and concert rentals;
- Major events that are still in development/under negotiation
- Building updates including the meeting room/office space and concession expansion are now underway, the generator scope of work is under development.

Moved by Christine Blair

Seconded by Dwayne Boudreau

"That the recommendation from the members meeting to proceed with the amendments to the MOA and By-law be accepted."

Motion Carried.

Committee Reports

Finance Committee

Duane Rath presented the March statements to the Board. Membership numbers are still on the rise. Rental revenues came in over budget, mainly driven by ice rentals. Food and Beverage revenue was over budget due to the cheer events, free concerts and Bearcats games. The power expense was on budget. At month end there was a small gain, with an overall loss for the year.

Operating Budget

Updates to the budget were highlighted and discussed. The Board had previously approved draft 12. This is draft 15 and includes everything up to March 31, 2023.

Moved by Duane Rath

Seconded by Stephen Johnston

"That the Operating Budget Draft be approved."

Motion Carried.

Moved by Duane Rath
Seconded by Bill Mills

"That the reports be accepted."

Motion Carried.

Moved by Duane Rath
Seconded by Stephen Johnston

"That the RECC Board approve the RECC entering into a contract with the Farm Loan Board."

Motion Carried.

Next Meeting

A doodle poll will be sent out to set the date for the next regular meeting.

Adjournment:


Moved by Stephen Johnston
Seconded by Dwayne Boudreau

"That the meeting adjourn at 6:58 pm."

Motion Carried.



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #114
6:00 PM June 22, 2023
Millbrook Room, RECC**

Members Present:

Christine Blair, Mayor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro (left early)
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Raj Makkar, Citizen Representative, Colchester – Chair

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Scott Fraser, Acting CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Bill Mills, Mayor, Town of Truro
Wade Parker, Councillor, Municipality of Colchester
Amy Atkinson, Citizen Representative, Town of Truro
Patrick Dunn, Citizen Representative, Town of Truro
Stephen Johnston, Citizen Representative, Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:06 PM.

Approval of Agenda:

The agenda was circulated for review.

**Moved by Wayne Talbot
Seconded by Melani Lane**

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #113 from the meeting held on May 24, 2023 were circulated for review.

**Moved by Christine Blair
Seconded by Duane Rath**

“That the minutes from Board Meeting #113 be approved as presented.”

Motion Carried.

Correspondence:

Communication has been received from the Town of Truro approving the RECC's draft budget.

Annual Auditor's Report

Laura MacLaughlin from Grant Thornton was in attendance to present the draft year end statements to the Board.

Significant government grants were received this year, the number of major events held was up from last year, as well as food and beverage sales. For these reasons there was an increase in revenues.

Expenses were also up, which ties into the higher revenues. Building and Maintenance costs were up, which is a function of the building getting older and needing more repairs. Increased salaries and benefits are mainly due to the increased activity at the facility this year over last year. The rest of the expenses are fairly consistent.

Overall, there was a deficit for the year which was covered using the operating reserve. Notes to the financial statements are generally the same as last year.

Moved by Duane Rath

Seconded by Dwayne Boudreau

"That the financial statements be approved as presented."

Motion Carried.

Event Atlantic Summit Report:

Melani attended the event in St. John's this year and spoke to the Board about her trip. Her two biggest takeaways were how well-respected Matt Moore is within that organization and that collaboration and cooperation are the key to running a successful facility like the RECC.

**General Manager's Report and
Destination Marketing Discussion**

Matt presented his report to the Board. Highlights included:

- Information on an upcoming event bid. Matt would like to share the proposed financials with the municipal partners and have them write a letter of support to send along with the bid.
- The facility is working on refocusing a few staff members to the upcoming events at the Nova Scotia Provincial Exhibition grounds.
- The recently approved capital projects (additional concession stand and meeting room/offices) are underway.
- Ice rentals are going strong with several hockey camps taking place.

Matt then presented a concept destination marketing guide to the Board, where the RECC would work with other local organizations to make the Truro-Colchester area a destination to visit.

With the Board's blessing, Matt would like to present this guide to the marketing levy committee. Matt would propose that the RECC hire additional staff to assist with bid writing, etc. Matt stated that he would be willing to work with a Destination Marketing Organization if that is the outcome, but he feels that the RECC is able to handle this in-house.

Discussion was held on how this needs to be regionally focused, not Truro or RECC focused, and that there are multiple parties involved that will all need to agree on how to move forward.

Committee Reports:

Finance Committee

Duane Rath presented the April and May financial statements to the Board.

April statements are coming close to matching pre-covid numbers. Building and contract services were over budget due to a faulty pipe in the pool and lighting improvements that were carried out during the month. Power was over budget due to an adjustment from Nova Scotia Power. Salaries and benefits were under budget for the month.

May rental numbers were well above pre-covid numbers. A bill has been sent to Eastlink for their cell service antenna on the building. Power expense was much higher than this time pre-covid. Salaries and benefits were once again under budget.

Strategic Planning Task Force

Planning is now underway for this.

Contract/Performance Review (General Manager)

This committee is making good progress on the review and will meet again this week.

Adjournment:

The meeting adjourned at 7:33 pm.



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #115

6:00 PM September 19, 2023

Millbrook Room, RECC

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro (left early)
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Joanne McRae, Citizen Representative, Colchester
Justin Blaauwendraat, Citizen Representative, Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester – Chair

Staff Present:

Matt Moore, General Manager, RECC
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Mike Dolter, CAO, Town of Truro
Scott Fraser, Acting CAO, Municipality of Colchester

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:54 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Melani Lane

Seconded by Bill Mills

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #114 from the meeting held on June 22, 2023 were circulated for review.

Moved by Wade Parker

Seconded by Bill Mills

“That the minutes from Board Meeting #114 be approved as presented.”

Motion Carried.

Correspondence:

Communication has been received from both municipal partners approving the appointments of the new citizen representatives.

Nominations

Moved by Raj Makkar
Seconded by Duane Rath

“That Melani Lane be appointed the next Chair of the Board.”

Motion Carried.

Moved by Wayne Talbot
Seconded by Melani Lane

“That Duane Rath remain as Board Treasurer.”

Motion Carried.

General Manager’s

Matt presented his report to the Board. Highlights included:

- Ice rentals are going strong, probably due to the Stadium still being down for repairs and word being out that the RECC has summer ice.
- Membership revenues are officially above pre-covid numbers.
- Multiple successful events have been held at the Provincial exhibition grounds under RECC management.
- Upcoming events include a Kip Moore concert, pro skateboarding tour and the World Junior A Challenge.
- Matt would like to meet with the CAO’s to discuss the generator project and potentially taking care of some other large projects at the same time.

Committee Reports:

Finance Committee

Duane Rath presented the May and June financial statements to the Board.

May is the month that membership revenue started to match pre-covid numbers. Electricity is still one of the facility’s largest expenses (after salaries and benefits) and that doesn’t seem to be improving even after the efficiency upgrades that have been completed. Overall, the facility saw a loss for the month, however it was less than budgeted.

June saw membership revenue climb higher than pre-covid. Food and beverage revenue was lower than the expenses due to a write off of inventory this month. Inventory will now be completed on a monthly basis. June also had an overall loss for the month.

Strategic Planning Task Force

This committee is an extension of the Executive Committee. A consultant has been hired to review the current strategic plan and stakeholder

feedback has been compiled. The Board will meet with the consultant for planning sessions this fall.

Moved by Christine Blair
Seconded by Wayne Talbot

"That the reports be accepted as presented."

Motion Carried.

In Camera:

Moved by Bill Mills
Seconded by Wade Parker

"That the meeting go into closed session at 7:26 pm."

Motion Carried.

Moved by Christine Blair
Seconded by Amy Atkinson

"That the meeting reconvene in open session at 7:43 pm."

Motion Carried.

Moved by Bill Mills
Seconded by Christine Blair

"That the Board begin the process of reviewing a title change for the General Manager, as discussed in closed session:"

Motion Carried.

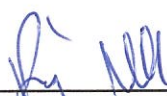
Moved by Christine Blair
Seconded by Wayne Talbot

"That the Board explore the option of percentage based bonuses, and; the flexibility for the CEO to contribute to a RRSP OR a RESP, at their discretion, as discussed in closed session."

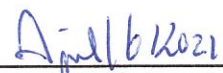
Motion Carried.

Adjournment:

The meeting adjourned at 7:48 pm.



Raj Makkar, Chair



Date

Recording Secretary

Date

DRAFT

Rath Eastlink Community Centre

**Meeting #116
6:00 PM October 30, 2023
Millbrook Room, RECC**

Members Present:

Bill Mills, Mayor, Town of Truro
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Joanne McRae, Citizen Representative, Colchester (arrived at 6:05)
Justin Blaauwendraat, Citizen Representative, Truro
Melani Lane, Citizen Representative, Municipality of Colchester - Chair
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro (left at 7:34)
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Christine Blair, Mayor, Municipality of Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Dan Troke, CAO, Municipality of Colchester

Call to Order:

The meeting was called to order by Melani Lane, Chair, at 6:02 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Amy Atkinson

Seconded by Bill Mills

"That the agenda be approved as presented."

Motion Carried.

Approval of Minutes:

Minutes #115 from the meeting held on September 19, 2023 were circulated for review.

Moved by Bill Mills

Seconded by Wayne Talbot

"That the minutes from Board Meeting #115 be approved as presented."

Motion Carried.

Correspondence:

None.

Executive Committee - Appointments

Melani has reached out to Board members who are eligible for the role of Vice Chair. Having received no interest, Melani suggested that Joanna assume the role. Although she is new to the Board, Joanne is shadowing Duane to take over the role of Treasurer and therefore will already be attending most meetings. Joanne will consider the offer.

RECC Legal Representation

Since there is no longer a lawyer on the Board, some members feel that the Board should appoint a lawyer for the times a legal opinion is needed. Dennis James has provided legal advice in the past, but as he is the County's lawyer, Board members feel there could be a conflict of interest. Ron Chisholm has also been used in the past and does not work for the law firms used by either municipal partner.

Moved by Duane Rath

Seconded by Joanne McRae

"That the RECC Board appoint their own legal representation, to be used on an as needed basis."

Motion Carried.

General Manager's Report

Matt presented his monthly report to the Board, noting that he has started to align this report with the pillars of the upcoming strategic plan.

Included in the report was:

- Information on membership numbers. Updated pricing has started to be implemented and total members are up by almost 6%.
- Updates on confirmed events, including the World Jr. A Challenge and multiple cheerleading events, as well as events currently in negotiations.
- Updates on the capital lifecycle planning and timelines as well as additional capital requests.
- The RECC was awarded the Nova Scotia Strong Award for running a comfort centre during Hurricane Fiona.
- Staff morale and retention is at an all-time high. The facility is currently looking at staff succession planning.

Discussion was held on recent repairs/purchases made at the facility (actuator, controller for pool, pool vacuum) and whether or not they would be capital or maintenance items. Duane stated the only item that would be considered capital would be the pool vacuum.

Moved by Bill Mills

Seconded by Raj Makkar

"That the General Managers report be accepted."

Motion Carried.

Committee Reports:
Finance Committee

Duane presented the August statements to the Board. Membership numbers continued to rise during this month. Rentals were well above budget. The power expense was once again a topic of conversation as it was well over budget. Discussion was held on whether the facility is using more power or whether the rate increases could be causing such a gap in numbers. Salaries and benefits were under budget. Overall, there was a loss for the month, but it was not as high as budgeted.

Strategic Planning Task Force

Matt just wanted to remind everyone of the upcoming strategic planning session being held in a couple weeks.

Moved by Wade Parker
Seconded by Wayne Talbot

"That the committee reports be approved as presented."

Motion Carried.

In Camera:

Moved by Bill Mills
Seconded by Amy Atkinson

"That the meeting go into closed session at 7:16 pm."

Motion Carried.

Moved by Bills Mills
Seconded by Wade Parker

"That the meeting reconvene in open session at 7:38 pm."

Motion Carried.

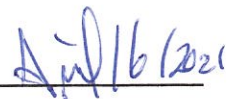
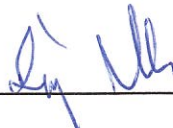
Moved by Bill Mills
Seconded by Wayne Talbot

"That the Board recommends a title change for Matt Moore, and, upon notifying the municipal partners, work on updating his job description."

Motion Carried.

Adjournment:

The meeting adjourned at 7:40 pm.



Raj Makkar, Chair

Date

Recording Secretary

Date

DRAFT

Rath Eastlink Community Centre

Meeting #117

6:00 PM December 7, 2023

Coldstream Lounge, RECC

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Duane Rath, Citizen Representative, Colchester
Joanne McRae, Citizen Representative, Colchester – Vice Chair
Justin Blaauwendraat, Citizen Representative, Truro
Melani Lane, Citizen Representative, Municipality of Colchester - Chair
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester

Staff Present:

Matt Moore, General Manager, RECC
Dan Troke, CAO, Municipality of Colchester
Mike Dolter, CAO, Town of Truro (left at 7:34)
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Ellen Marshall, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Melani Lane, Chair, at 6:04 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Christine Blair

Seconded by Bill Mills

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #116 from the meeting held on October 30, 2023 were circulated for review.

Moved by Bill Mills

Seconded by Joanne McRae

“That the minutes from Board Meeting #116 be approved as presented.”

Motion Carried.

Correspondence:

Duane Rath spoke on a letter that has been received from the CRA regarding the CEWS month that the RECC received during Covid. The facility is currently gathering the required information before the January 31st deadline.

Executive Appointments: Vice Chair

After consideration, Joanne has decided to accept the position of Vice Chair.

Moved by Bill Mills

Seconded by Justin Blaauwendraat

"That Joanne McRae be appointed Vice Chair."

Motion Carried.

General Manager's Report

Matt presented his monthly report to the Board, highlights included the results of the Black Friday/Cyber Monday membership promotion which ended up selling 68 memberships at various levels; pool temperature clarification; an update on the World Jr. A Challenge as well as other upcoming events; the income statement for the Nova Scotia Provincial Exhibition Grounds from April 1 – October 31; capital life-cycle planning and delivery; development of a staff RECC-ognition program and potential Board governance training.

Committee Reports:

Finance Committee

Duane Rath presented to September and October financials to the Board. September had a budgeted loss but the actual loss was larger than planned. Membership revenue was above budget once again. Rentals have surpassed pre-covid revenues. October had a gain, although it was not as high as budgeted.

Strategic Planning Task Force

Matt stated that the strategic plan is complete in principle with only a few grammatical errors to be fixed and photos to be replaced.

Moved by Bill Mills

Seconded by Christine Blair

"That the strategic plan be approved as amended."

Motion Carried.

Infrastructure Committee

Patrick Dunn presented the meeting summary report to the Board. A tour of the facility resulted in identifying some needed repairs. A new capital lifecycle plan will be prepared and presented to the Councils. Further work is required on both the generator and emergency lighting projects.

Moved by Christine Blair

Seconded by Joanne McRae

"That the reports be accepted as presented."

Motion Carried.

Moved by Duane Rath

Seconded by Bill Mills

"That Grant Thornton be appointed as RECC Auditor for the 2023/2024 fiscal year."

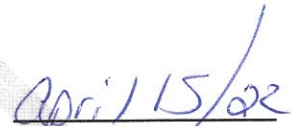
Motion Carried.

Adjournment:

The meeting adjourned at 7:00 pm.



Melani Lane, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #118
6:00 PM January 24, 2024
Boardroom, RECC**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Joanne McRae, Citizen Representative, Colchester – Vice Chair
Justin Blaauwendraat, Citizen Representative, Truro
Melani Lane, Citizen Representative, Municipality of Colchester - Chair
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester

Staff Present:

Matt Moore, General Manager, RECC
Dan Troke, CAO, Municipality of Colchester
Mike Dolter, CAO, Town of Truro (left at 7:34)
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Ellen Marshall, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Melani Lane, Chair, at 6:00 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Bill Mills

Seconded by Wayne Talbot

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #117 from the meeting held on December 7, 2023 were circulated for review.

Moved by Bill Mills

Seconded by Wade Parker

“That the minutes from Board Meeting #116 be approved as presented.”

Motion Carried.

Correspondence:

Letters were received from both municipal partners as support for the CRA issue.

General Manager's Report

Matt presented his monthly report to the Board, highlights included

- A membership report showing continued growth, especially in annual recurring memberships and paid in full annuals
- An update on confirmed and in development events. The first of four cheerleading events was held this past weekend. Tickets for Ice Cube and Brett Kissell concerts are selling well. Having access to the provincial exhibition grounds is allowing the facility to hold the TAPPED Beerfest and Home Show on the same weekend.
- An update on necessary capital items including the generator installation which needs to be completed by March 31st, the multi-stack replacement which is currently scheduled for 2025-2026, and the pool dehumidifier replacement which will require more consultation.

Committee Reports:

Finance Committee

Duane Rath presented the November financials to the Board. The food and beverage inventory was still high during this month, but given the amount of hockey games that were taking place it was to be expected. Membership revenue was on budget. Ice rental revenue hit an all time high this month, doubling pre-covid numbers. The power expense is still high, well over budget for not only this month but the overall year. Wages were also over budget, mainly due to a large number of part time staff being made full time to handle the major events. Overall the month showed a loss.

Infrastructure Committee

Nothing to report.

HR Committee

The committee is currently reviewing job descriptions in consultation with an outside party who has HR experience.

Moved by Christine Blair

Seconded by Wayne Talbot

"That the reports be accepted as presented."


Motion Carried.

Next Meeting:

The next meeting will be held on February 28th

Adjournment:

The meeting adjourned at 5:50 pm.



Melani Lane, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #119
6:00 PM February 28, 2024
Boardroom, RECC**

Members Present:

Bill Mills, Mayor, Town of Truro
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Joanne McRae, Citizen Representative, Colchester – Vice Chair
Justin Blaauwendraat, Citizen Representative, Truro
Melani Lane, Citizen Representative, Municipality of Colchester - Chair
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester

Staff Present:

Matt Moore, General Manager, RECC
Dan Troke, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Mike Dolter, CAO, Town of Truro

Call to Order:

The meeting was called to order by Melani Lane, Chair, at 6:00 PM.

Approval of Agenda:

The agenda was circulated for review.

**Moved by Bill Mills
Seconded by Amy Atkinson**

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #118 from the meeting held on January 24, 2024 were circulated for review.

**Moved by Wayne Talbot
Seconded by Duane Rath**

“That the minutes from Board Meeting #116 be approved as presented.”

Motion Carried.

Correspondence:

None.

General Manager's Report

Matt presented his monthly report to the Board, highlights included

- The facility has a goal of 2,500 members by the end of this fiscal year. The current number of members is 2,451.
- A list of confirmed upcoming events. Matt provided a breakdown of tickets sold by region for the Ice Cube concert. Raj requested more ticket information like this. Matt suggested a quarterly breakdown that could include all Ticketpro events other than Bearcats games.
- The facility will be host to the 50th Annual Nova Scotia Volunteer Awards.
- The multi-stack replacement is planned for 2025/2026.
- An update of the generator installation.
- Matt's discussion guide for the budget meeting with Councils.
- The three year life cycle plan which will be presented with the 2024-2025 Operating Budget.
- A breakdown of other Atlantic Canada arenas/centres along with their revenues and deficit funding covered by their municipalities.
- The challenges facing the facility for 2024-2025 which include increasing power expenses, the age of the building as well as the equipment, and the upcoming increase to minimum wage.

Committee Reports:

Finance Committee

Duane presented the December and January financials to the Board. Even though December broke even, it was a disappointing month. The facility was expecting a gain, but with one event being a financial loss and the arena booked for the World Jr. Challenge, there weren't enough events scheduled to help the bottom line. January saw better results with a \$25,000 gain.

Infrastructure Committee

Nothing to report.

HR Committee

The committee has been meeting regularly to review and update the general manager's job description with the help of a volunteer HR consultant. The committee is hoping to bring an updated job description to the Board in the next couple months.

Moved by Bill Mills

Seconded by Justin Blaauwendraat

"That the reports be accepted as presented."

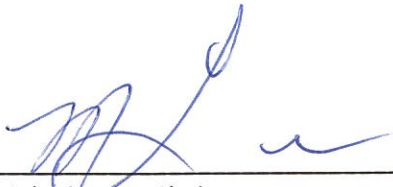
Motion Carried.

Next Meeting:

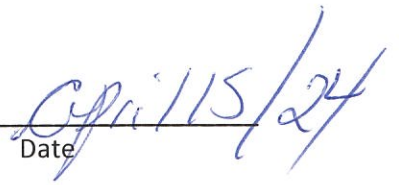
The next meeting will be held on February 28th

Adjournment:

The meeting adjourned at 7:20 pm.



Melani Lane, Chair



Date

Recording Secretary

Date