



Meeting Minutes- DRAFT
JBR Board of Directors
October 8, 2020
7:00pm- Community Room/ Zoom

In attendance- Ed Quilty (Secretary), Lorne Tucker, Brian Martin, Jamie Peddle, Cathy Green, Shayne Meade, Trina Appleby (Chair), Tony Pollard (Treasurer), Paul Ryan (Vice- Chair, Zoom), Patricia Rose (Zoom)

Regrets- Darrin Thorne, Joedy Wall

Call to Order

Chair called the meeting to order at 7:06pm

Call to adopt minutes

Adopted

Moved by Brian Martin, seconded by Tony Pollard

Business Arising

- i. Town of Logy Bay- Middle Cove- Outer Cove question concerning Employee severance package
 - a. Should it be paid out?
 - b. Review of severance contracts
 - c. Suggestion of Grandfather clause for current employees
 - d. Staff will look at options, bring them back to the next Board meeting for review and discussion
- ii. 3 year Employee agreement expired in September
 - a. Staff will bring new agreement to next Board meeting for review and discussion
- iii. Memorial Garden discussion
 - a. Staff will distribute options to Board for discussion at next meeting

Financials

- i. Lorne reviewed financial statements to end of August
- ii. Noted that Wage subsidy is ongoing until July 2021
- iii. 2021 Budget, based on a normal year (using previous 3 years as benchmark)

Discussion

- i. Can the Towns help with snow clearing, to help reduce that expense- Jamie
 - a. Option: ask Towns to help with push back of snow
 - b. JBR has asked for Snow clearing proposals 2020/21; closes Oct 28
- ii. Send letter to each town with 2020 & 2021 budget, so towns can budget for any funds required
 - a. It was noted that Towns were previously asked to budget funds for JBR over the past two years
 - b. Tony disagreed that Towns should put funds aside for JBR capital expenses
- iii. Paul asked for suggestions to increase advertising revenue- possibly in naming rights
- iv. Receivables: contact outstanding accounts and establish a payment schedule
- v. When Minor Hockey restarts season, additional staff will be scheduled for sanitizing
 - a. Brian tabled new outlook information from HNL on the required 30minute down time for cleaning
 - b. NEMHA president was not pleased that they would be required to pay for the 30minute down time
- vi. Shayne suggested putting available Ice time on social media outlets
- vii. Chair- if Minor hockey cancels their regular ice time, put it on social media outlets, if not resold, minor hockey is responsible for payment
 - a. Brian commented it is a different year and we should offer some flexibility
- viii. Chair- noting the Board has had discussions, a letter should be sent to NEMH asking them to provide the amount of hours required for their programs and what times they will not be using

Managers Update

- i. Lorne reviewed reopening procedures under COVID-19 guidelines
- ii. Ice usage for the September – December 2020
- iii. Update on activities, cancelled or rescheduled due to COVID-19 restrictions
- iv. Bingo update- license was extended

- a. JBR and EDFNL jointly purchased the equipment required (in lieu of renting) to operate Bingo, as well as other functions
 - i. Working on forming an agreement between the two parties for the future use of the equipment
- v. Discussion among Board about interest and possibility of Chase the Ace fundraiser

Community Skate Sessions

- i. Are the Towns still using the previously scheduled time for Community Skate sessions?
 - a. Limit of 90 on the ice
 - b. Towns must have staff/ volunteer to control entry and contact tracing of participants
 - i. Suggestion of tickets being made available to residents prior to session
 - c. Towns of Flatrock and Logy Bay- Middle Cove- Outer Cove have responded favorably, waiting to hear from Towns of Torbay and Pouch Cove

Snow Fence/ Heat Trace on front foyer roof

Lorne asked for suggestions on what we should do as it is an ongoing issue, with no easy solution.

Ed has a contact, he will reach out and ask him to take a look and make a suggestion

Shayne will measure the area up and provide a contact for Lorne to discuss a snow fence, will also investigate the cost and possibility or donation of a heat trace

Past Private Contractor Dispute

Dispute over invoice presented by contractor

Agreed upon amount was \$120, when invoice was presented it was \$240, with no authorization from management

Payment for the agreed upon amount was given, contractor is asking for additional funds.

Discussion- all board members were asked to vote on whether additional funds should be paid

Majority of board agreed not to pay the disputed amount.

Conflict of Interest Discussion

Chair- if a Board member thinks they may be in a conflict of interest, please declare it; if you're not sure, bring it to the attention of the board and it will be discussed

A Board member has a business that may be considered a conflict of interest. A conflict of interest form was tabled.

Confidentiality Policy

All Board members were asked to sign a Confidentiality agreement, to be returned at the next Board meeting

Financial Authority

Signing authority on the bank account needs to be resolved- documents have been distributed for signatures

Corporate Credit Card- discussion about the need for corporate credit; policy must be drafted, motion required

Motion: Apply for a Corporate Visa, as long as policy is drafted and approved
Moved by Brian, seconded by Shayne

Roundtable

Shayne

Are late evening groups notified when there is earlier time available?

- Groups are notified only if the earlier time cannot be resold

Lights on one side of the building (Torbay Rd) are not in proper working order

- A call will be made to the electrician and the work will be completed

Paul

According to Paul, we are the highest priced ice rental in the area and this should be discussed in the future

- Lorne confirmed that JBR does not have the highest rate

Meeting adjourned 9:51pm

Moved by Shayne

Next meeting: November 26, 2020