



CITY OF
DOVER

DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 18, 2007**
Meeting Time: **7:00pm**

Meeting called to order at 6:59 PM at the Sam Allen Conference Room.

In attendance: Present: Gary Bannon, Colleen Carlisi, Pat McNulty, Counselor Liaison Doug Dede, City Manager Mike Joyal, Marty Sullivan, Larry Raiche, Ron Huml, Dan Lynch, Dave Goodwin, Jan Nedelka. **Not present:** Brian Wilson, Gary Gilmore

- I. **Approval of the minutes:** Motion to accept meeting minutes from Tuesday, August 21st was made by Marty Sullivan, seconded by Jan Nedelka.
- II. **Review of the RFP:** Rink Management Systems submitted a nonconforming proposal in response for the lease of the rink. The proposal states that Rink Management Systems would assemble a rink management team to run the rink in exchange for a payment from the City of Dover. Joyal presented the option of meeting with this organization to further discuss this option. Jan Nedelka recommended that the commission speak to the group so that all viable options have been explored. The commission was unanimous in its decision to meet with Rink Management Systems.
- III. **Financial Statements:** The arena is currently at a break even point in the budget so far this fiscal year. In the past it has taken a couple of high revenue months to start showing a profit after the deficits posted in the summer months. Employee vacation buyouts were discussed as well as the move to billing for ice time in arrears. Motion to accept the financial statement was made by Ron Huml, seconded by Marty Sullivan.
- IV. **Recreation Director's Report:** Bannon discussed the new billing policy, the breakdown of fees and fee schedule. Finance director Dan Lynch further explained how the new billing system would help cut down on abatements with user groups in good standing. Spot ice contracts will pay in advance, as well as multi ice users with a record of less than 12 months of on time payments. Customers with 12 months or more of on time payments will be billed one month in arrears. Motion to accept the Recreation Director's report was made by Ron Huml, seconded by Jan Nedelka.
- V. **Arena Manager's Report:** McNulty reported that since the installation of the new lighting system there has been a 15% reduction in our monthly electric bill which may translate into a \$30,000 savings. The electric zamboni has also been sold to broker Uco Icecat for \$9,000. Motion to accept the Arena Manager's report was made by Marty Sullivan, seconded by Ron Huml.
- VI. **Program Supervisor's Report:** The coed league registration is under way with the C division full with five teams of 14 players each. The B League is expected to fill with four teams of 12 skaters. The Chix with Stix Fall session sign ups are ongoing and that program should be full with 30 skaters. The fall Intro to Youth Hockey session has 29 skaters and will only accept one more. The Learn to Skate program on Saturdays is scheduled to begin at the end of this month. Enrollment is slow at this point, which is typical for the first session. The Foster Rink will be hosting Rock Night starting this Saturday. The Dover Junior Seawolves will be playing their first home game of the season Saturday evening. Ice scheduling is 95% complete with all user groups. Wilson is also working on a cost comparative for several Point of Sale programs designed for arenas and businesses to determine whether or not it would be feasible to incorporate such programs into the arena. Motion to accept the Program Supervisor's report was made by Jan Nedelka, seconded by Ron Huml.



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- VII. **Marketing Status Report:** This month three new dasher clients joined the arena family of sponsors this month, as well as the renewal of two current dasher clients. The idea to solicit the high school booster clubs for dashers was approved by Pat and Gary, and the informational packets were sent out to coaches and boosters on Friday. The cost of a dasher ad at the arena is usually \$110.00 per linear foot, but booster ads receive a 40% discount on the rental space. \$1371.00 was spent to purchase 100 commercials on WERZ for the week of Thanksgiving and the week before Christmas. The Bay's Caring and Sharing canned food drive wants to return to the arena November 4th. This is a great PR opportunity for the arena as it managed to raise 600 cans for the community and got lots of free airtime on the Seacoast's two most popular radio stations. Motion to accept the marketing status report was made by Ron Huml, seconded by Marty Sullivan.

With no further business to discuss, motion to adjourn the meeting was made by Ron Huml, seconded by Larry Raiche. The meeting was adjourned at 8:39 PM.

Next meeting is set for October 16th, 2007 at 7 p.m.

Submitted by: Colleen Carlisi
MARKETING MANAGER