



CITY OF  
DOVER

## DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, October 16, 2007**  
Meeting Time: **7:00pm**

Meeting called to order at 7:02 PM at the Sam Allen Conference Room.

**In attendance:** Present: Recreation Director Gary Bannon, Ron Huml, Larry Raiche, Facility Manager Pat McNulty, Colleen Carlisi, Brian Wilson, Dave Goodwin, Jan Nedelka, Councilor Liaison Doug DeDe and Marty Sullivan. **Not present:** Gary Gilmore

- I. Approval of the minutes:** Correction to last meeting's minutes as Gary Gilmore was not present. Motion to accept meeting minutes from Tuesday, September 18<sup>th</sup> was made by Ron Huml, seconded by Larry Raiche.
- II. Financial Statements:** From a cash flow perspective the rink did not have a strong month. Much of that was due to the change in the billing cycle from billing in advance to billing in arrears. With the switch in the billing cycle, the revenues should soon reflect actual cash flow by the end of October. Motion to accept the financial statement was made by Marty Sullivan, seconded by Ron Huml.
- III. Recreation Director's Report:** There has been no further news from the City Manager's office on the RFP for the lease of the arena. Bannon hopes to meet with City Manager Mike Joyal to discuss a follow up with Rink Management Systems. Motion to accept the Recreation Director's report was made by Jan Nedelka, seconded by Marty Sullivan.
- IV. Arena Manager's Report:** Arena Secretary Lisa Berry put together a couple of reports showing trends in propane and electricity usage. As a follow up, Berry will be doing a report to show trends over the past couple of years. One of the compressors was shut down for three days due to a Freon leak but has been repaired and the equipment is back up and running. McNulty is following up with Chris Grassie and Ray Terrell for the construction of the off ice training area. The Fire Department is coming to inspect the area to see if the unit will impair egress. If it does not, McNulty hopes to go forward with its construction. Motion to accept the Arena Manager's report was made by Marty Sullivan, seconded by Jan Nedelka.
- V. Program Supervisor's Report:** Programs are heavily attended with 31 in the intro to hockey program, 36 children in the Saturday Learn to Skate, 11 in the Wednesday Learn to Skate, 36 in the Coed B league, 70 in the Coed C league and 29 in the Chicks with Sticks program. The Coed B league is not as well attended as the other programs and after some research, Wilson discovered that many potential participants couldn't afford the program due to escalating fees. Wilson discussed a reduced ice rate after 9 p.m. as opposed to 10 p.m. Motion to accept the Program Supervisor's report was made by Marty Sullivan, seconded by Jan Nedelka.
- VI. Marketing Status Report:** UNO Pizzeria is now on board as a dasher sponsor and four new clients renewed their current contracts accounting for \$8,168.00 in total cash and trade. The arena was represented at Apple Harvest Fest on October 5<sup>th</sup> and the response was very positive. A free raffle along with free skate passes were a huge draw. 54 families entered the drawing and 25 email addresses were collected. The arena will be participating in the Caring and Sharing Food Drive for the second year in a row. Admission and skate rental for the Sunday Public skate on November 4<sup>th</sup> is free with a five can donation. In return the arena will not only be helping the community, but also will receive an abundance of free, positive exposure through radio spots and discussion on the Bay's morning radio show. Carlisi will be doing an interview with the morning show at the end of the week. Motion to accept the marketing status report was made by Marty Sullivan, seconded by Ron Huml



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**VII. Discussion of By Laws:** Bannon discussed how the various city commissions are required to review their procedural rules. This section of the meeting was to be led by Gary Gilmore but he was not present so the discussion was tabled for the next meeting.

With no further business to discuss, motion to adjourn the meeting was made by Ron Huml, seconded by Jan Nedelka. The meeting was adjourned at 8:08 PM.

Next meeting is set for November 20th, 2007 at 7 p.m.

Submitted by: Colleen Carlisi  
MARKETING MANAGER