



CITY OF DOVER

DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820
 Meeting Date: **Tuesday, February 19, 2008**
 Meeting Time: **7:00 pm**

Meeting called to order at 7:03 PM at the Sam Allen Conference Room.

Commission Member	Title	2/19/08	1/22/07	12/20/07	11/20/07	10/16/07
Gary Bannon	Recreation Superintendent	X	X	X	X	X
Pat McNulty	Arena Facility Operator	X	X	X	X	X
Brian Wilson	Arena Program Supervisor	X	X	X	X	X
Colleen Carlisi	Arena Marketing Manager	X	X	X	X	X
Doug Dede	Counselor Liaison	X			X	X
Dave Goodwin	Arena Commission Chairperson	X	X	X	X	X
Jan Nedelka	Commission Member	X		X	X	X
Ron Huml	Commission Member	X	X	X	X	X
Marty Sullivan	Commission Member				X	X
Gary Gilmore	Commission Member					
Larry Raiche	Alternate Commission Member		X		X	X

- I. **Approval of the minutes:** Motion to accept January’s minutes was made by Ron Huml, seconded by Jan Nedelka.

- II. **Financial Statement:** Revenue for the month of January was \$240,000, with \$125,000 in December revenue being accounted for in that same month. Total revenue to date is \$1,006,277.14. Expenses for the month of January were \$121,157.69, \$836,598.67 to date. Motion to accept the financial statement was made by Ron Huml, seconded by Jan Nedelka.

- III. **Recreation Directors Report:** Gary Bannon took the opportunity to go over the proposed FY 09 budget which included recommended changes by the Arena Commission. The only section yet to be completed in the budget are the expenses associated with personnel. Those numbers will be inserted once calculated through the finance department. Motion to accept the Recreation Directors report was made by Ron Huml, seconded by Jan Nedelka.

- IV. **Facility Manager Report:** The next six weeks are booked solid for ice time. The stands have also been packed for high school games, with 1100 people attending the Dover/Spaulding game last week. Ice is coming out of the Foster Rink on April 1st, and coming out for just a week on April 15th in the Holt Rink for repainting and ice maintenance. The air compressor that keeps the sprinkler system filled with air needs to be replaced. Bids are currently being sought to replace the part. The cost will be in the vicinity of \$2400.00. Summer hockey camps are currently being booked; within the next two weeks, we should know for sure the dates and times. Motion to accept the facility manager’s report was accepted by Jan Nedelka, seconded by Ron Huml.

- V. **Recreation Supervisors Report:** Programs for the month of January and February have been going well, as most of the programs are full. Spring programs will begin in April with registrations beginning March 1st. In order to take advantage of the available times between tournaments and programs, the arena is offering camps and clinics for adults and children in order to generate additional revenue. Additional stick practices have also been offered on Thursday evenings. Motion to accept the recreation supervisor’s report was made by Jan Nedelka, seconded by Ron Huml.



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- VI. Marketing Status Report:** The arena is marketing indoor playing surface as last year it was a big help to spring sports coaches who used the surface for evening practices. The charge is \$25 per hour with a two hour minimum, and no cancellations. Carlisi went to the spring sports sign ups to promote programs and inform coaches about surface. The spring marketing campaign has kicked off with a-frames, \$3000 in radio trade from WTSN/The Bay, Channel 22 slides, flyers and the arena website. Dover Auto World has joined on as a sponsor. A local chiropractor as well as the Hampton Inn Dover have also expressed an interest in advertising at the arena.

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 9:36 PM.

Next meeting is set for March 18th, 2008 at 7 p.m.

Submitted by: Colleen Carlisi
MARKETING MANAGER