



CITY OF DOVER

DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820
 Meeting Date: **Tuesday, March 18, 2008**
 Meeting Time: **7:00 pm**

Meeting called to order at 7:01 PM at the Sam Allen Conference Room.

Commission Member	Title	3/18/08	2/19/08	1/22/07	12/20/07	11/20/07	10/16/07
Gary Bannon	Recreation Superintendent	X	X	X	X	X	X
Pat McNulty	Arena Facility Operator	X	X	X	X	X	X
Brian Wilson	Arena Program Supervisor	X	X	X	X	X	X
Colleen Carlisi	Arena Marketing Manager	X	X	X	X	X	X
Doug Dede	Counselor Liaison		X			X	X
Dave Goodwin	Arena Commission Chairperson	X	X	X	X	X	X
Jan Nedelka	Commission Member	X	X		X	X	X
Ron Huml	Commission Member	X	X	X	X	X	X
Marty Sullivan	Commission Member	X				X	X
Gary Gilmore	Commission Member						
Larry Raiche	Alternate Commission Member			X		X	X

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

- II. **Financial Statement:** The arena is posting revenues of 181,074.60 for February with \$105,965.83 in expenses. For the year to date, the arena is posting revenues of \$1,187,351.74 with \$942,564.50 in expenses. Motion to accept the financial statement was made by Ron Huml, seconded by Marty Sullivan.

- III. **Recreation Director’s Report:** Gary Bannon introduced Norm Fracassa, a consultant for Fracassa Design Works. Fracassa was hired by the city of Dover to do a Recreation chapter update of the Master Plan. Fracassa discussed the process he will undertake for the Recreation Department and wants to make sure the Arena is addressed in his study so that he can produce recommendations. Motion to accept the Recreation Director’s report was made by Ron Huml, seconded by Jan Nedelka.

- IV. **Facility Manager Report:** The Deron Quint hockey camp may not be returning, however, the Leach Brothers camp will take its place. April 1st the ice will come out of the Foster Rink. The ice will be taken out of the Holt rink to do ice repair and fix paint migration on April 13th and will be reinstalled on April 20th. Motion to accept the Facility Manager’s report was made by Marty Sullivan, seconded by Jan Nedelka.

- V. **Recreation Supervisors Report:** On March 1st enrollment for the arena spring and summer programs began. Some programs are already full and the others are nearly ¾ full. If enrollment continues at the current rate, program revenue projections should be met. There have also been changes in program times and days in order to attract more participants. Motion to accept the recreation supervisor’s report was made by Ron Huml, seconded by Jan Nedelka.



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- VI. Marketing Status Report:** 1400 flyers are being sent out to children in the local elementary schools, Foster's is being utilized for announcements in its Sports Shorts section, there are 3-4 slides on Channel 22 and two A-frames have been put out in busy intersections in town. The arena is also looking to work with Eastern Marketing Services about a direct mail campaign that will go out May 17th. A report has been done to show residual revenues from the tournaments this past month. 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 Jan Nedelka. The meeting was adjourned at 8:28 PM.

Next meeting is set for April 15, 2008 at 7 p.m.