



CITY OF DOVER

DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820
 Meeting Date: **Tuesday, January 20, 2009**
 Meeting Time: **7:00 pm**

Meeting called to order at 7:11 PM at the Sam Allen Conference Room.

Commission Member	Title	1/20/08	12/16/08	11/18/08	10/21/08	9/16/08	8/19/08
Gary Bannon	Recreation Director	X	X	X	X	X	X
Pat McNulty	Arena Manager	X		X	X	X	X
Dean Trefethen	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	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	X		X
Ray Pasquale	Program/Marketing Manager	X	X	X			
Erika Lehman	Stenographer	X					

- Motion to address item III before remainder of agenda was made by Ron Huml and seconded by Jan Nedelka; all were in agreement.
- I. Approval of the minutes:** Jan Nedelka stated that the issues discussed in the budget conversation were not captured in an accurate manner. Motion to not accept financial statement made by Ron Huml and seconded by Jan Nedelka; all were in agreement.
 - II. Election of Officers:** Gary Bannon stated that Arena Commission must elect a Chairman and Vice Chairman. Dave Goodwin volunteered to act as Chairman and Jan Nedelka volunteered to act as Vice Chairman. Dave will contact Gary Gilmore and request he resign as a commission member so that Larry Raiche to fill the position. Dean Trefethen entered the meeting room at this time. Motion to approve elected members was made by Ron Huml and seconded by Larry Raiche; all were in agreement.
 - III. Acceptable Use Policy Discussion:** Visitors Alan Kranz and Annie Dove discussed Acceptable Use Policy for email for the City of Dover. All commission members were invited to become users of Municipal I.T. Systems and Services of the City of Dover. Kranz discussed acceptable and non-acceptable use of system and stressed that one must have no expectation of privacy and that all emails and email addresses within the system are not wholly private and may be accessed for investigative purposes. Annie discussed the existence of an archival mailbox and mentioned that the system is relatively incompatible with Mac computers.
 - IV. Financial Statement:** The arena posted revenues of \$249,057.86 for December with \$157,905.68 in expenses. Gary Bannon and Pat McNulty discussed the \$77,000.00 payment for the Seacoast Spartans and that parts are rear and parts are advance payments. Ron Huml suggested that the payment should have been pro-rated and applied in arrears and prepaid receivables. Ron Huml discussed the general fund stating that if arena business remains the way it was last year the arena will be “okay”. Pat stated that January through March this year will have equal, if not better, revenues than last year. Pat and



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- Dave discussed issues pertaining to arena's gas bill and Dave believes the city is locked into a high gas rate. Gary and Ron discussed lag in recreation charge and its predicted improvement with Ray's programming initiatives. Ron explained the "transfer to enterprise" in expenses and suggested it be treated like a bond with a minimum payout to be established. Gary and Pat discussed vending expenses and revenues and the expected turn around with new snack bar management initiatives by Erika. The motion to accept the minutes was made by Dave Goodwin and seconded by Jan Nedelka; all were in agreement.
- V. Budget Review:** Gary Bannon stated that the revenue budget includes the whole recreation department and that the budget has been drafted in a conservative manner and the arena will most likely surpass its revenue budget and fall below the expenses budget. Motion to accept the budget review was made by Ron Huml and seconded by Jan Nedelka; all were in agreement.
- VI. Recreation Director's Report:** Gary stated that he has spent a lot of time conducting financial research and compiling realistic budgets. Motion to accept the report was made by Jan Nedelka and seconded by Larry Raiche; all were in agreement.
- VII. Arena Manager's Report:** Pat McNulty stated that there are no big issues at the moment and that the arena is waiting for a replacement residual heat pump. He is still trying to decide whether not to close the facility for three weeks in May/June for necessary maintenance work before it is too late and an accident happens during next year's winter months. He stated that closing the arena will decrease labor expenses but might hurt the arena's revenue even more. Ray added that it does not make sense to spend time planning programs on ice-less surface in the summer. Gary stated that costs for the replacement pumps for arena will be covered by the arena's trust fund or the city's energy improvement fund. Pat and Ray discussed the possibility of Jackson's Landing closing and York and Oyster River High Schools moving to Dover Arena to practice and make up for revenue lost when the Spartans relocate to Exeter. Motion to accept the report was made by Larry Raiche and seconded by Jan Nedelka; all were in agreement.
- VIII. Program/Marketing Manager's Report:** Ray discussed how Dover Youth Hockey has been good to work with and should be our largest paying customer. He recently met with Great Bay Figure Skating Club to discuss improvements in figure skating program and the club's debt. Ray would like to add more public skate and figure skating programs if attendance can reach optimum levels. There has been a lot of interest in lobby advertising and dasher board advertisements. Ray then discussed plans and projected revenue and expenses for Adult and Youth Intro to Hockey programs. Motion to accept the report was made by Ron Huml and seconded by Jan Nedelka; all were in agreement.
- IX. Other Business:** no further business to be discussed.

With no further business to discuss, motion to adjourn the meeting was made by Ron Huml and, seconded by Larry Raiche. The meeting was adjourned at 9:26 pm.

Next meeting is set for February 17, 2009 at 7 p.m.

Submitted by: Erika Lehman
ARENA STENOGRAPHER