



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 17, 2009**
 Meeting Time: **7:00 pm**

The Meeting was called to order at 7:00 PM at the Sam Allen Conference Room

Commission Member	Title	2/17/2009	1/20/2008	12/16/2008	11/18/2008	10/21/2008	9/16/2008
Gary Bannon	Recreation Director	X	X	X	X	X	X
Pat McNulty	Arena Manager	X	X		X	X	X
Dean Trefethen	Counselor Liaison					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
Gary Gilmore	Commission Member						
Larry Raiche	Alternate Commission Member	X	X	X	X	X	
Ray Pasquale	Program/Marketing Manager	X	X	X	X		
Erika Lehman	Stenographer		X				

- I. **Approval of the minutes:** Ron Huml stated that in paragraph three the YTD expenses should be changed to \$157,905.68 and that the statement about the Seacoast Spartans payments should be revised. Ron requested that revisions be made to reference to his statement that the transfer to enterprise expenses should be treated like a bond. He then mentioned that he was referring to making minimal payments, clarifying that “minimal is whatever the profit is”. Ron also said the definite article was needed in several cases and that other words were left out. Ron said that the inclusion of the transfer amount from the enterprise fund in the monthly report distorts the operating expenses. Ron said that statement about replacement pumps needed addition of two definite articles. Dave Goodwin made motion to accept changes to minutes and the motion was accepted by Jan Nedelka. All were in agreement.

- II. **Financial Reports:** Ron stated that as of January of 2009, the arena’s January revenue was \$362,683, which is \$160,160 less than in January of 2008. The January 2009 expenses were \$108, 751; therefore, there is a loss of \$186,036 for the month of January in comparison to the prior year. The



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arena's year to date revenue was \$929,205 in January 2009 in comparison to January 2008 YTD revenue of 1,006,277. Ron stated that the main issue to keep in mind is that revenues are down and expenses are up. Ron stated that there may be an error associated with gas expenses and the arena has nearly doubled its gas bill in comparison to last year. Ron says that the city is also missing gas expense information from April-June of 2008. There was a long discussion about skepticism surrounding the arena's rising gas bill. Ron stated that the arena's budget for electricity is "just about where it should be". Motion to accept the financial report with "a continuation of examination" was made by Dave and seconded by Jan. All were in agreement

- III. Recreation Director's Report:** Gary discussed the need to replace older equipment. He stressed that the possibility of adding air-conditioning to the Foster Rink should be addressed and that issues associated with crossover plumbing should be as well. Pat said people are inquiring why the pumps are not connected (so that if one goes down, the other could sustain the broken one) and agrees the issue should be addressed. Dave asked Pat about adjusting the temperature of the ice and Pat discussed a new product (Max Ice) that allows the ice to stay harder at a higher temperature. Not many ice arenas in New England are using it, Dave suggested we try it and spread the word to other arenas if it works well. Others agreed. Motion to accept the Recreation Director's report made by Dave and seconded by Jan. All were in agreement.
- IV. Arena Manager's Report:** Pat mentioned Erika's initiatives with the snack bar and said the commission should know more about it in the future. Pat made a recommendation that the arena shut down when business is slow to perform maintenance; the arena would still incur maintenance costs, but would not necessarily save a lot of money. Pat stated that the arena has the potential to have five full weeks of camp this year. The commission voted on Pat's recommendation to close the arena after Jan made a formal motion to approve the recommendation. Larry seconded the motion. All were in agreement. Dave made a motion to accept the Arena Manager's report. The motion was seconded by Gary. All were in agreement.
- V. Marketing and Program Manager's Report:** Ray stated that he has spent about 80% of his time on programs and 20% on marketing. Now that programs are set for the spring he will devote more time to marketing and less on programming. He also stated that there are less people interested in advertising right now, but the Holy Rosary Credit Union is a promising advertising client at the moment. Ray mentioned that several people have not followed through with advertising efforts they were initially eager to do, especially with dasher board advertisements. WERZ is also cancelling their annual event for children. Ray mentioned that the commission needs to determine how far they want to go in commercializing the rink. Ray stated that programs are running well and passed out a sheet with a break-down of upcoming programs such as 3 on 3 leagues. Ray provided handouts pertaining



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to the open house on Valentine's day; he thought it went well, but lobby vendors did not show up. There were 235 skaters and 75 skate rentals (at \$4 a-piece) during the event. Ray thinks the program could improve for next year as well with more advertising and more vendors. Pat said the event was also created to improve Great Bay Figure Skating Club and arena program registrations. Pat thinks the arena should have a similar event in September. Ron motioned to accept the report, Larry seconded the motion. All were in favor.

- VI. Other Business:** Dave added that Gary Gilmore apologized for his absences and will write a letter of resignation.

With no further business to discuss, motion to adjourn the meeting was made by Ron and, seconded by Jan. The meeting was adjourned at approximately 9:00 pm.

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

Submitted by: Erika Lehman
ARENA STENOGRAPHER