



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 7:09 PM at the Sam Allen Conference Room

Commission Member	Title	3/17/2009	2/17/2009	1/20/2008	12/16/2008	11/18/2008	10/21/2008
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		
Gary Gilmore	Commission Member						
Larry Raiche	Alternate Commission Member		X	X	X	X	X
Ray Pasquale	Program/Marketing Manager	X	X	X	X	X	
Erika Lehman	Stenographer	X		X			

- I. **Approval of the Minutes** Dave Goodwin asked for a clarification of the expenses from the January Financials and Jan and Ron confirmed the numbers were correct. Dave Goodwin asked that all motions under his name be made to say “Jan or Ron motioned” rather than “Dave motioned” because of his chairperson position as well as the fact that those making the motion are raising their hands and cannot be interpreted in the audio recording. Dave Goodwin asked that Pat report be altered to say that “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”. Ron motioned to approve the minutes, Jan seconded the motion. All were in favor.

- II. **Financial Reports:** Ron Huml stated that the arena shows a profit of \$220,004.00 YTD. Ron said he took the depreciation out to be more realistic. The arena is approx. \$90,000 short in profit in comparison to the 2008 financial figures. The Seacoast Spartan’s have not paid anything towards their ice bill as of January 1st, so the Spartan’s ice time will not appear in the revenues. Ron says that it should be invoiced every month, therefore, allowing the revenue incurred from the Spartan’s ice rental to appear in monthly figures. Dave stated that this would lower the \$90,000 difference to



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- approximately \$20,000. Ron mentioned that he talked to the city about the gas bill and the Finance Dept. supposedly corrected it. Pat passed out figures pertaining to the arena's gas bill, and pointed out the discrepancy that took place in August 2008. Dave Goodwin asked how long the arena has been locked into the set gas rate; Pat answered that it has been since August. Gary mentioned that the city will continue to work on the gas issue and try to find a means of lowering the cost of gas for the arena. Motion to approve the financial statement was made by Ron, seconded by Jan, and all were in agreement.
- III. Recreation Director's Report** Gary Bannon stated that the arena has been very busy in the last month with many tournaments and events and the city is impressed with all the business. Gary would like to focus on attracting people from outside of the Dover community on a consistent basis. Gary mentioned that the budget expense side is not going up, but revenue is definitely going down, so there is a need to reduce spending to just stay even. Gary said that his goal for the next several months is staying on top of the budget. Jan made the motion to accept the report, Ron seconded the motion, and all were in favor.
- IV. Arena Manager's Report:** Pat McNulty stated that after this month, there will be a significant decrease in labor costs due to a sharp decrease in the need for part-time help due to the removal of one sheet of ice. Pat stated that the mono-filament netting in the Holt rink needs to be replaced soon, and that the arena would like to go with heavier gauge netting on the sides and the ends of the rink protect the stands, sheet-rock, and score-clock. Pat will have the financials associated with the new netting next meeting. The Foster Ice will be coming out Monday, March 30 and the dog show will be setting up on Friday April 3. Marty Sullivan walked in at this time. Ron made the motion to approve the report, Jan seconded the report, and all were in favor.
- V. Program and marketing Supervisors Report:** Ray Pasquale stated that the Bay State tournament went very well and filled three hotels in the Dover area. The tournament coordinators were very impressed and would like to come back to the facility next year. Ray stated that spring programs look good. Intro to hockey, which begins in two weeks, has a target of 30 skaters and has 13 signed up. Adult intro had a target of 22 and has 29 skaters enrolled in the class which started last week. The 3 on 3 League is not as full as Ray would like, but he and Pat expect it to fill up last minute, as Pat said it does every year. Pat mentioned that there are five hockey camps scheduled to take place this summer and they should be quite profitable. There is potential for a 6-team A/B men's league that will be transferring to the Dover Arena from Exeter and is expected to rent approximately 4 hours of ice per week. This contract could help accommodate for the loss associated with the Seacoast Spartans leaving the Dover Arena. Ray said that the ice schedule is fairly full for the summer and that there will not be a significant amount of open ice and there are very few "un-rented" hours. Ron



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made the motion to accept the report, the motion was seconded by Marty, and all were in agreement.

- VI. Other Business:** Erika Lehman shared her report on the performance of the snack bar. Lehman stated that the sale of Coca-cola products cannot be counted in the snack bar's financials because it is linked with machine vending. Not taking Coca-cola products into consideration, the snack bar is collecting a profit of approximately \$2,700 after labor costs and cost of goods sold are subtracted from the revenue derived from sales. She stated that the biggest sellers are the visually appealing products that are available to the customers right away, donuts, popcorn, pizza, etc; therefore, more similar items should be added to the menu. Dave suggested that a food-consultant might be beneficial.

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 8:20 pm.

Next meeting is set for April 21, 2009 at 7 p.m.

Submitted by: Erika Lehman
ARENA STENOGRAPHER