

Leaside Memorial Community Gardens

Board of Management Meeting

September 13, 2023, at 7:00pm – In Person & Hybrid

Minutes #830

Attendees: David Bannon (Acting Chair), Janice Ivory-Smith; Glenn Asano; Dan Teguh; Jennifer Smith (staff); Shawn MacKay (staff); Lani Uyeno; Matt Baker; Lisa Villeneuve; Robert Mitic

Regrets: Councillor Robinson; Craig Uyeno;

Call to Order

Mr. Bannon called the meeting to order at 7:02PM

Request from the Chair for conflict-of-interest declarations regarding any items on the agenda

No conflicts were identified.

Adoption of minutes of the prior meeting

Mr. Bannon called for any questions or amendments to the minutes of the June 28th board meeting; the July 14th and 26th online motions; and the August 16th special meeting of the board. No questions or corrections were raised.

Motion to adopt the minutes of the June 28th, 2023 board meeting; the July 14th and 26th online motions; and the minutes of the August 16th special meeting; made by Mr. Teguh, seconded by Ms. Ivory-Smith.

CARRIED

Report of the Chair

Mr. Bannon introduced the details of By-law #3 and asked if there were questions from the board. A discussion of the attendance guidelines and options for hybrid meetings took place. There were no amendments to the By-law as presented.

Motion to adopt By-law #3 made by Mr. Teguh and seconded by Ms. Ivory Smith.

CARRIED

The meeting went *in camera* at 7:13PM and Ms. Smith and Mr. Mackay were excused.

The meeting came out of *in camera* at 7:31 and Mr. Mackay and Ms. Smith rejoined the meeting.

Motion to adopt a hybrid status for this meeting made by Mr. Teguh and seconded by Mr. Asano.

CARRIED

Ms. Villeneuve joined the meeting.

Motion to elect a Chair made by Mr. Asano and seconded by Mr. Teguh.
CARRIED.

Call for nominations and Mr. Teguh nominated Mr. Bannon who accepted the nomination. There were no further nominations for the position of Chair.

Motion to elect Mr. Bannon to the position of Chair made by Mr. Teguh and seconded by Mr. Asano.
CARRIED

Ms. Uyeno joined the meeting.

Call for nominations to the position of Vice-Chair and Mr. Teguh nominated Mr. Baker who accepted the nomination. There were no further nominations for the position of Vice-Chair.

Motion to elect Mr. Baker as Vice Chair made by Mr. Teguh and seconded by Ms. Ivory Smith.
CARRIED

Mr. Mitic joined the meeting.

Report of the Director of Finance

Ms. Smith asked for any questions surrounding the June and July financial packages. Mr. Teguh noted that the Bank reconciliation for June may be missing a page and that the July reconciliation was not posted. Ms. Smith committed to remedying.

Motion to receive the June and July 2023 financial packages made by Mr. Teguh and seconded by Mr. Asano.
CARRIED

Ms. Smith presented the 2024 budget and referenced changes that had been made since the draft was approved in May: noting incremental expenses from the city as well as adjustments related to salaries and benefits. The budget returns a \$7.8K surplus, with considerable contingencies in place for the maintenance and repair of the aging mechanicals on Rink B.

Motion to accept the 2024 operating budget made by Mr. Teguh and seconded by Mr. Asano.
CARRIED

Mr. Teguh advised the board that the 2020 audit was complete and we had received an unqualified opinion from the auditors. Minor adjustments to three notes are still to come but these changes are not material in nature. Mr. Teguh thanked Ms. Smith for her work on the audit and budget and for working to restore the relationship with the audit firm.

Motion to approve the draft audited 2020 financial statements pending final edits to the wording of the notes made by Mr. Teguh and seconded by Mr. Asano.

CARRIED

With reference to her report, Ms. Smith asked the board to consider the rate increase for the dasher board ads which come up for renewal on the calendar year. Members discussed a few options and arrived at a recommended increase of 3%.

Motion to apply an annual increase of 3% on dasher board and lobby signage for the 2024 calendar year made by Ms. Ivory-Smith and seconded by Mr. Asano.

CARRIED

It was agreed that Ms. Smith would seek a new advertiser for the arena clocks and would seek information from former members of the expansion committee to find records on the other assets that were licensed.

Report of Director of Operations

Mr. Mackay provided an update on the City's progress repairing the roof on Rink B. For the most part things have gone smoothly and the work is expected to be completed by the end of the third week of September, weather permitting, with only the metal cladding left to install.

Work on replacing the hot water tanks has not commenced, however the project is funded by capital works and in the hands of the construction division with tanks slated to arrive in October.

Mr. Mackay provided an update on the significant challenges encountered in getting Rink B up and running this fall. Expenses have accumulated and are expected to exceed \$30,000 as compared to \$5,000 in a normal year. Mr. Mackay advised the board that these issues – which included cracks, leaks, and compressors overheating were all items that would have been replaced had the capital project commenced this spring.

Mr. Mackay emphasized that the facility is in a vulnerable position as we cannot predict which element might require repair next. There are concerns about a bearing in the rooftop condenser tower and a quote has been received in the event this needs to be replaced. \$6K and we will try to defer to 2024 if we can.

The budget has been built with significant contingencies for the repair and maintenance of this part of the facility.

Mr. Mackay advised that he continues to track all expenses that we are incurring that are a direct result of the postponed capital project. Mr. Bannon and Mr. Mackay are to craft a letter reaching out to Councilor Robinson to engage in a discussion about our exposure in light of this decision and how the City might consider financial accommodation.

Mr. Mackay advised that staff levels are stable with a new part-time building attendant identified and in the process of being hired. One staff member has filed a grievance over recent discipline action.

Other Business:

Remembrance Day 2023 and RCAF Flag:

Ms. Ivory Smith provided an update on the planned Remembrance Day event and the reception of the flag being donated from the RCAF Foundation. Thursday November 9th is planned for the Remembrance Day event, and the 10th and 11th and 12th for the archival event in the William Lea Room. Ms. Ivory Smith and Mr. Asano are seeking a time for the next meeting with the representative of the RCAF and to then confirm the Wildcats' participation in the flag handover.

Overtime events in the WLR:

Mr. Bannon raised the situation surrounding an event that ran past midnight on September 1st and spilled outside and into the parking lot. Board members discussed ways to ensure we are compensated when events run over, necessitating overtime for our AP02 staff. Ms. Smith and Mr. Mackay to follow up.

TPS Call:

Mr. Bannon shared that a call was received from a detective in the TPS regarding a case of sexual assault dating back the 80's that took place at the pool. One person was charged and convicted, but information has come out indicating that there may have been a second person involved – described as a ticket taker at MTHL games. Ms. Smith directed the officer to the LHA's president and suggested that they contact the GTHL, the latest iteration of the MTHL.

Next Meeting:

October 25, 2023, 7:00PM.

Motion to adjourn at 9:01 PM moved by Mr. Bannon and seconded by Asano.

CARRIED