

Bemidji Community Arena Board

Board Meeting

November 3, 2015

Bemidji Community Arena (BCA)

Board Members Present: Clint Bruestle, Hugh Welle, Scott Johnson, Tom Forseth, Mike Yavarow, Dale Thompson

Others Present: Roger Ehrhorn-Arena Manager

Meeting called to order by President at 6:08pm.

I. Consent Agenda

- A. Approval of October 12, 2015 Special Meeting Minutes**
 - a.** Motion made by Clint and seconded by Mike to approve. No further discussion, motion passed.
- B. Manager's Report – Roger Ehrhorn**
 - a.** Discussion on timer for canopy lights – located in concession stand
 - b.** Discussion on PA system power
 - c.** Discussion on updating senior pictures-removing old and uploading new
 - d.** Discussion on locker room monitors not knowing what they need to do. Need to advise BYHA to instruct them. Chairs in front of locker rooms are for locker room monitor use.
 - e.** Discussion on current staffing level. Current employee number is good.
 - f.** Discussion on lobby fireplace shut valve location – gas valve behind plate on left side of fire place.
 - g.** Discussion on Ax Grinder skate sharpening volume & processing of sharpening transactions with staff.
- C. Treasurer's Report – Hugh Welle**
 - a.** Reviewed repair items and Financial report.
 - b.** Expenses are up and marketing income is up as well.
 - c.** Discussion was had on payroll expenses and future labor needs.
- D. Marketing Program Report**
 - a.** Down to 3 sign locations available in arena.
 - b.** Discussion had on possible sponsor candidates for Zamboni door location.
 - c.** Discussion had on team sponsors getting mentioned in pioneer articles pertaining to youth hockey games.

- d. Clint recommended getting renewal sponsors into the building during hockey season to be able to see the atmosphere and number of people that view signage and other advertising features.

II. Ongoing Business

- A. Filling of vacant board positions
 - a. Tom Forseth resigned his board position due to family commitments.
 - b. Discussion had on filling the 4 vacant positions.
 - c. Reviewed list of possible candidates.
 - d. Arranging meetings to possible candidates to discuss opportunity.
- B. November Schedule
 - a. Discussion had on parking concerns and approaches for trying to relieve congestion and fire lane violations.

III. New Business

- A. Open Hockey Issues & Concerns
 - a. Discussion had on liability issues stemming from lack of supervision on ice and in locker rooms. Memo to be issued to BYHA board on supervision requirements and expectations for open hockey.
- B. Northern Way Lease Review
 - a. Discussion was had with David Bohm. Reviewed his lease with him pertaining to use of on and off ice areas of the arena.
- C. Emergency Lighting Test
 - a. Mike identified emergency lights around the facility that need to be tested on a monthly basis and documented.
 - b. Mike will work with Roger to develop a procedure for testing & replacing batteries and documentation.
- D. BCA/BYHA Accounting
 - a. Discussion had on need for additional individuals to help with accounting side of BCA/BYHA accounting due to Kirk Malkowski resigning from BYHA.
 - b. Discussion had around the accounting needs of the organization and different thoughts were shared on possible approaches to handle it.

IV. Adjournment

- A. Motion made by Clint and seconded by Scott to adjourn. No further discussion and motion passed. Meeting adjourned at 8:55pm.

V. Next Board Meeting

- A. Next board meeting scheduled for first Tuesday of the month, December 1st, 6pm, BCA meeting room.