

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday September 17, 2015

Minutes of a meeting of the Lunenburg County Multi-Purpose Centre Corporation held in the Multi-Purpose Room at the Lunenburg County Lifestyle Centre, 135 North Park Street, Bridgewater, Nova Scotia. Meeting called to order at 6:03 pm on September 17, 2015.

Chair: Andrew Tanner

Attending: Bill McInnis, John Vissers, Carolyn Boliver-Getson, Malcolm Pitman, Wayne Foster, Heather Fralic and Claudette Garland

Attending (Non-Voting Reps): Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)

Regrets (Non-Voting Reps): Ken Smith, CAO, Town of Bridgewater (Town)

Also in Attendance (Resource): Kevin Benjamin, General Manager, LCLC
Vicky Grave, Accountant, LCLC

Recording Secretary (Resource): Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

Under, Financials, add:

- Suggested Accounts Receivable write-offs
- Terms of Office for LCMPCC Board Members

2015-042 MOVED BY Bill McInnis, SECONDED BY John Vissers, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of September 17, 2015, be approved as amended. Motion Carried.

MINUTES

2015-043 MOVED BY Wayne Foster, SECONDED BY Malcolm Pitman, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of July 16, 2015 be approved as circulated. Motion Carried.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Finance Committee Update

LCLC Doc. #15-036 Income Statement ending July 31, 2015, was circulated to the Board members for review and discussion.

2015-044 MOVED BY Malcolm Pitman, SECONDED BY John Vissers, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #15-036, *Income Statement ending July 31, 2015* as presented. Motion Carried.

LCLC Doc. #15-037 Income Statement ending August 31, 2015, was circulated to the Board members for review and discussion. Carolyn questioned the memberships, asking if the LCLC was on track to meet the forecasted projected revenue. She asked if a strategy had been put in place to increase the revenues for memberships. The GM noted that he had a dedicated person who had been busy with corporate memberships and they were anticipating that this aspect of memberships would be very successful. Staff would continue to review and revamp the membership package.

2015-045 MOVED BY John Vissers, SECONDED BY Carolyn Bolivar-Getson, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #15-037, *Income Statement ending August 31, 2015* as presented. Motion Carried.

LCLC Doc. #15-038, Audit Findings Letter dated July 17, 2015 was circulated and reviewed by the Board. Heather reviewed some of the key points of the letter with the board:

- Accounting software and POS software were not jiving properly which makes it difficult for the accountant to do her job properly and manual entries have been necessary;
- Recommended that the municipal partners assist the accountant to make sure proper accounting controls were in place;
- Division of duties – should not have one person doing all aspects of accounting. Requires others involved;
- To practice due diligence and accountability, recommend that the General Manager and the Board take more of an active role overseeing the work of the Accountant;
- Encountered no difficulties during the audit.

2015-046 MOVED BY Wayne Foster, SECONDED BY Malcolm Pitman, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #15-038, *Audit Finance Letter*, dated July 17, 2015 as presented. Motion Carried.

LCLC Doc #15-041, Draft Consolidated Financial Statements were circulated and reviewed with the Board. Malcolm reviewed the notes to the financials in detail.

2015-047 MOVED BY Malcolm Pitman, SECONDED BY Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #15-041, *Draft Consolidated Financial Statements*, dated March 31, 2015, as presented. The

Chair and Vice-Chair and Accountant and General Manager were authorized to execute the document. Motion Carried.

Trade Accounts Receivable Write Offs

The Board was advised that there were a number of smaller accounts receivable, totalling \$2,036.34. It was explained that some were software errors when LCLC staff first started using the software and others were legitimate write offs. These invoices from previous years needed to be adjusted and cleared out of the books.

2015-048 MOVED BY Bill McInnis, SECONDED BY Malcolm Pitman, that the Board of Directors of the Lunenburg County Multi-Purpose Centre Corporation accepts the recommendations of the finance committee and instructs the Accountant, to write the unrecoverable Accounts Receivables from the previous years. Motion Carried.

LCLC Doc #15-039, 27 West Café sales for April and June, 2015 were circulated for information. As well, 27 West Café had broken down the revenues from the Sammy Kershaw concert and the Joel Plaskett Concert out of those months to show exactly what the revenues were just on those days. It was noted however, that concession sales for the months of April and June were not profitable on the whole, so the LCLC did not receive any share of profits for those months.

After discussion, it was requested that the concession sales for those concerts still be added to the financials for those events with a note stating that the LCLC received no profit for the month.

Governance Committee Update

Space Rental for Charities

This matter was deferred.

Terms of Office for Non-Elected Board Members

The end terms of both John and Heather were discussed. It was believed that both terms ended in 2016 but it was not clear as there had been inconsistencies previous to the final drafting of the governance manual. It was noted that a second term was not even mentioned in writing in the Governance Manual for non-elected board members. The Governance Committee would review that portion of the Manual and revise the wording. Then they would need to make a recommendation to both councils to adopt any changes to the Governance Manual.

Information/Updates

Fundraising Committee Update

Carolyn reported that she had had a meeting with Mark Eisner and Krista Walker and they would be meeting again in the very near future.

General Manager Update

LCLC Doc. #15-040, General Manager Update, was circulated to the board for review and comments. Of note:

- The Arena was up and fully operational
- The Fall Aquatic session had started but had changed from the summer schedule and people were just getting used to a new schedule. Finding a full complement of staff had been very difficult. However swim lessons were full.
- Kenny Rogers – breakeven is 1500 – sold almost 1200 to date.
- Potential for another concert in February and March and another one in May.
- Next week, LCLC will be hosting two AUS hockey games. The LCLC has partnered with some community groups (a fundraiser for them as they receive a percentage of any tickets they sell).
- World Sledge is being held in January of 2016. Four nations will be involved and TSN is coming in for the gold medal game. Events Lunenburg County is renting the LCLC for this event and hopes to have money left over to start a local sledge program.
- Memberships are beginning to grow again. Guest Services has a system of calling people when their membership is about to expire to get them a) to renew and/or b) to provide feedback. Corporate memberships have been rolled out with a lot of interest generated. Local employer O'Regans, as an example, will offer an incentive of \$100 per employee to any employee who signs up for a membership.
- A couple of larger dance studio clients are now renting the active living studio on a regular basis – En Pointe and Nova Dance.
- YMCA partnerships – over the summer had a Lacrosse tryout here at the centre and is now offering free Aquafit at the LCLC to YMCA members and LCLC members.
- SSWAP - South Shore Work Activity Program, which integrates people back into the workforce is partnering with the LCLC by sponsoring one of their graduates of the program to work at the LCLC as a custodian.

Kevin was asked about the status of the pool lift and he advised that he was meeting with the distributors of the pool lift tomorrow and will report after that time.

Regarding the dehumidification units, Keven reported that there was a huge change in the arena and the units were definitely doing their jobs.

2015-049 MOVED BY John Vissers, SECONDED BY Wayne Foster, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #15-040, *General Manager Update dated September 17, 2015* as presented. Motion Carried.

Directional Signage

LCLC Doc. #15-035, letter from the South Shore Lumberjacks, re: the hanging of directional signage, in particular near the highway exits, was discussed. There was no money in the present budget for such signage at this time but it was noted that there were some signs left over from the ones that were posted throughout the town. Kevin was asked to instruct staff to hang up what was in stock now and then budget for better signs in the next fiscal.

Chair's Report

Nothing unique to discuss at this time.

2015-050 MOVED BY Carolyn Bolivar-Getson, SECONDED BY Wayne Foster, that the Lunenburg County Lifestyle Centre Board of Directors move to an In Camera format in accordance with Section 22 (2) (c) and (e) of the *Municipal Government Act*.

At 7: 28 pm, the meeting moved to an In Camera Format to discuss library lease status, discussion about the Lumberjacks Indemnity Agreement and an outstanding A/R with the Architect and General Manager Performance Review.

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At approximately 8:00 pm, the regular meeting of the Lunenburg County Multi-Purpose Centre Corporation resumed.

NEXT REGULAR MEETING

By consensus, it was decided to take a hiatus for August unless it is necessary to meet, and resume meeting in September, 2015. Therefore, the next regular meeting of the LCMPPCC is scheduled for:

Date: October 15, 2015
Time: 6:00 pm
Location: Meeting Room, LCLC

ADJOURNMENT

By consensus, the Meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation was adjourned at approximately 8:05 p.m.

Isobel Leslie, Recording Secretary

Andrew Tanner, Chair