

**BENTON H. WILCOXON  
MUNICIPAL ICE COMPLEX  
BOARD OF CONTROL  
REGULAR MONTHLY MEETING**

**All motions passed unanimously unless otherwise stated.**

**MINUTES OF December 16, 2015:**

The regular monthly meeting of the Board of Control of the Benton H. Wilcoxon Municipal Ice Complex commenced at 5:15 p.m., Wednesday, December 16, 2015 in the board room of the Municipal Ice Complex.

**Presiding Officer:** Chuck Saunders

**Present:** **Board Members**  
Keith Schonrock, III  
Ralph Stone  
Fred Hudson  
Bill Sammons  
Kimberly Ford

**Absent:** Mike Finnegan  
Ed Ragland  
Susan Phelan

**Facility Representatives:** Steve Clough  
Ryan McCormack  
Chantay Naeger

**Press Representatives:** None

**Visitors:** Ralph Drensek

**Call to Order:** Chuck Saunders called the meeting to order at 5:15 p.m.

**Minutes:** None

**Public Comments:** Ralph Drensek requested multiple changes to verbiage in the Committee Report from the previous November minutes. A motion was made by Keith Schonrock to table the minutes from November 18, 2015. Keith, as Secretary of the board, requested that Chantay send a new draft of the Committee Report to Ralph Drensek so he may review and suggest any additional proposed changes that will be presented to the board for approval.

**Chairman's Report:** None

**SCH Report:** None

**FRIA Report:**

Ticket sales for the holiday show were down. However, the guest skater was unable to be here so in not paying that compensation, there was a gain in profits. Total profits from the show equal \$12,305.00 plus an additional \$8,000 in ticket sales. FRIA's target donation to the Expansion Fund is \$20,000.

The City Attorney concluded that FRIA cannot continue operating in the future as it has been in the past. FRIA continues waiting on the city to propose the changes needed. Please note that Dita and Wendy were advised to move forward with current procedures and the Holiday show.

FRIA Checking Account	\$	28,585.42
Sponsorship/Scholarship Account	\$	109.13
Capital Improvements Account	\$	133,184.19
M. Dotson Memorial Fund	\$	<u>1,596.51</u>
Grand Total	\$	163,475.25

**Financial Report:**

Steve Clough gave a detailed description of the Financial Report pointing out several important key items:

- November net income is \$7,352.29 positive
- Account 4030 is no longer taking in NAHA funds
- Account 4030.2 is all HHDC income including LTP Hockey, ADP and Christmas camp revenue.
- Account 4030.21 is ice time income from NAHA with 200.67 hours totaling \$52,174.20.
- Account 6130 does not include the accountant's audit fee of \$7500. That expense should be reflected in December financials as the audit is currently in process.
- The Profit this November is up \$22,199.94 from November 2014.
- NAHA income received is reflected in the Bryant Bank General Checking and expenses are paid from said account.

**Facility Financials:**

General Checking Account	\$	16,200.63
Expansion Account	\$	140,127.40
Reserves	\$	<u>16,877.17</u>
<b>Total</b>	\$	173,205.20

**Senior Manager's Report:** The Ice Complex is making changes to improve its website. Website traffic has steadily increased and there has been major focus placed on social media. The HSSTA holiday camp has been well received with 37 registrations, the overall goal being 50 registrations.

**HSSTA Report:** As presented

**HR Report:** None

**HHDC Report:** As presented

**Facility Maintenance:** As reported

**December Parties: 23**

**December Groups: 6**

**Committee Reports:**

On November 24<sup>th</sup>, Bill Sammons met with NAHA President, Ralph Drensek. Ralph, on behalf of NAHA, signed a release for all previous debt. The release states “The acceptance of this payment in the amount of \$87,411.10 settles all previous debt owed by the Ice Complex to NAHA for all seasons up to and through the 2014/2015 season ending June 30, 2015.” The Ice Complex is still currently paying NAHA expenses and will continue doing so until the account 2099 balance is \$0. It is both the Ice Complex and NAHA’s understanding that come April 1<sup>st</sup>, all accounting for NAHA will be conducted only by NAHA. TPH is still currently being paid by the Ice Complex as contract labor. Mr. Sammons presented the current work chart in which the Director of Hockey Operations, Hockey Office Director and Hockey Office Administrator will remain unchanged until April 2016.

**Old Business:**

The Ice Complex is currently in the process of updating policies and procedures as well as the employee handbook. The process is at a standstill due to the lack of feedback from the city. Steve Clough suggested the Operations Committee devise a plan of action by going directly to the city. Kimberly Ford also suggested continuous reminders. The initial request for the city to review the handbook was March 3, 2015. On April 20, 2015 Wendy Ruch re-submitted the request. After a patron questioned FRIA procedures, another attempt for help from the city was made by Wendy on November 24, 2015 concerning a response letter sent to said patron. Kimberly was given the handbook along with policies and procedures. The handbook is one component of the Employee Manual which is given to each Ice Complex employee and has been edited from its original structure of the facility. The policy and procedure updates are divided into three groups:

- Minor or no changes: employee titles
- Significant changes: contracts
- Entirely new policies: cell phone usage

Kimberly suggests each employee sign a declaration with the caveat “The handbook received is subject to approval by the city and as a living document, can be changed at any time. I also understand that this handbook does not constitute a contract.” Kimberly stated she will send Bruce Pitts a personal e-mail after looking through all documents.

**New Business:**

**None**

**Adjournment:**

The meeting adjourned at 6:05 p.m. The next scheduled meeting will be held January 20, 2016 at 5:15 p.m.