

AGENDA
City of Huntsville
Municipal Ice Complex Board of Control
August 18, 2021
5:30pm

- 1. Call to order**
- 2. Minutes:** From meeting held June 16, 2021
- 3. Chairman's Report**
- 4. City Updates**
- 5. Senior Manger's Report**
- 6. Financial Report**
- 7. Public Comments**
 - a. AAHPA
 - b. General Public
- 8. Committee Reports**
 - a. Finance Committee: 2021_2022 Budget
- 9. Unfinished Business**
 - a. Approve ISC BoC Bylaws
- 10. New Business**
 - a. ISC Mask Policy
- 11. Next Meeting**

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

All motions passed unanimously unless otherwise stated.

MINUTES OF June 16, 2021:

Presiding Officer: David Edwards

Call to Order: David called the meeting to order at 5:30pm

Board Members:

Present: David Edwards
Kimberly Ford
John Green
Pat Sanders
Mark Russell
Ed Ragland

Absent: Jan Davis – excused/work
Dr. Tyler Kirby – excused/work
Sasha Sealy

Facility Representatives: Steve Clough
Dita Dotson-Bowser
Chantay Naeger
Heidi Parker

Hockey Representatives: Troy Skinner

City Representatives: None

Visitors: Troy Skinner

Minutes: Approved

Public Comments

a. General Public: Troy Skinner spoke as Executive Director of the Alabama Amateur Hockey Players Association (AAHPA). He reported some facility issues. He noted that NAHA requested that the security camera in the leased office space be removed. He also requested a copy of the ISC BoC bylaws. Steve Clough addressed the facility issues and noted that the construction contractor is aware and making corrections. Mr. Clough said he would look into the camera further. He noted that during conversations he has had with the hockey office, the cameras were not mentioned.

b. NAHA: None

c. Skating Club: None

President's Report: David Edwards noted that Zambrewskis had a soft opening last week which was well received by those in attendance.

City Updates: None.

FRIA Report: This was included in the Senior Manager's report.

Main Checking Account	\$ 113.90
M. Dotson Sponsorship/Scholarship	\$ 2,668.23
FRIA Curling Club	\$ 2,688.15
FRIA Capital Improvements	<u>\$ 10,911.04</u>
Grand Total	\$ 16,381.32

Financial Report: Financials were provided to each ISC BoC member.

Facility Financials:	General Checking Account	\$ 176,040.62
	Capital Account	\$ 26,093.35
	Reserves Account	<u>\$ 1,609.35</u>
	Grand Total	\$ 203,743.32

Senior Manager's Report: As reported

Incident Report: As reported

HSSTA Report: As reported

HR Report: As reported

Maintenance Report: As reported

Committee Reports: None.

Unfinished Business: None.

New Business: A motion was made and approved to cancel the July BoC meeting. The next meeting will be Aug 18.

Ice Sports Center (ISC) Senior Management Activity Summary

August 2021 BOC Meeting

Facility Updates

- Due to current issues related to COVID Variant, all staff is required to wear masks, effective August 2. Additionally, requests for patrons to wear a mask are visible in the facility and on our website.
- Humidity issues continue to be monitored/addressed.
- Zambrewski's had its first Happy hour, August 6, from, 5-7. Fridays are less busy and we continue to brainstorm how we can expand food options with current staff. We are marketing Zambrewski's on social media as well as internal postings and signage throughout the facility. We are in discussions with Alabama Metal Art to design a Zambrewski's sign that can be seen from Rink 1 and the lobby.
- The dishwasher manufacturer sent a technician and the Tavern dishwasher is now operating as it should.
- The full Concessions menu is available and Brandon continues making updates as needed. We are working on a catering menu for private events. So far, we have hosted a graduation party, employee appreciation event and will cater the SAHA meetings next weekend.
- Additional bleacher materials are here. However, the manufacturer is trying to find an installer to finish the work.
- Lobby furniture has been ordered and the manufacturer has confirmed delivery for November 2. In the interim, tables have purchased and have been set up in both sides of the lobby. In the future, these tables will be utilized as rental options in areas throughout the facility.
- Met with Howard Atkins, a longtime hockey patron and tile expert, who will assist us in completing the 200 Club tile wall project. Completion date sometime in September depending on Howard's availability.
- Steve is working to install appropriate mounted seating upstairs under the counter on the South side of rink 2 to increase seating options.
- ISC Radio is the Huntsville Ice Sports Center's personal station that is broadcasted during public sessions and special events. The station offers 100% family friendly music that is appropriate for all ages. ISC Radio offers more than 30 genres with thousands of songs customizable for our public sessions, programs, and special events. Advertisement is also available and packages will be available starting in October.

Meetings

- Continued meetings with staff for discussion and updates related to ISC day to day operations
- Continued meetings & daily dialogue with contractors & architects related to final punch list
- Managers meeting Tuesday's 10:30am
- Marketing meetings Monday's at 1:00pm
- **Dash (new software) training completed and went live last week of July**
- Finance Committee will meet Tuesday, August 17th @ 6PM to review the next FY budget

HR

- CPR/First Aid certification training for staff, August 10th Another training session scheduled for late August
- As of 5/18, Employee Status = 8 Full-time & 16 Part-time; totals include 3 F&B Shift Supervisors, 3 Front Office Supervisors and 2 Custodians. (Does not include 10 HSSTA coaches)
- The ISC will participate in the Hospitality Association's career fair on August 24th at the VBC. Interested applicants may be interviewed on the spot. We hope this will be a good way to find additional F&B team members and bartenders.
- Employees have been given ISC staff shirts and other apparel (hats, jackets, etc.)
- We continue to train & communicate with staff during onboarding period and facility changes
- We continue to determine new hire needs and areas where current employees can be most beneficial to operations
- Schedule 90 day and other reviews related to new hires

User group & patron updates

- Friday early morning pick-up has been added to Monday & Wednesday for August & September
- Working on Room rental fees and options for Multi-purpose A, B, C, Annex, Top Shelf, The Studio, and Birthday Party rooms. Birthday parties are being offered again and several are already on the schedule for August
- Monthly skating/hockey passes are available online; 3,6 & 12 month options available

ISC Renovations & Grounds

- Communicating with Brian Walker, who is part of City Landscaping. Specifically, about drainage problems, sprinkler system, weed control, parking lot, and other maintenance issues besides mowing. Additional discussion included providing an ISC events calendar so the city could be mindful of conditions for possible sprucing...

Incident Reports

August 2021 BOC Meeting

- July 7** Unauthorized players in the coach's room. A pair of AirPods were stolen and a police report was made by the coach. Management and Police Officer reviewed surveillance footage and the officer confronted the person of interest. AirPods were anonymously turned into the hockey office the next morning.
- July 28** Kevin Mendez, age 16, lost his balance skating backwards during public session and hit his head on the ice. There was no laceration but a large bump was present. He was given an ice pack.
- August 4** Bailey Crouch, age 23, was practicing a jump during public session and hit her chin. She was given gauze and went to urgent care for stitches.

HUNTSVILLE

SKATING SCHOOL AND TRAINING ACADEMY

July 2021 Activity Report

To: Steve Clough

From: Editha Dotson-Bowser

Date: August 11, 2021

1. DASH was rolled out to HSSTA at the end of July.
2. Class Camp Intensive July 12-14.
 - 9 skaters participated
3. Skating School Calendar for entire year is being finalized
4. Membership renewal has started, will continue as we start new series in August.
 - June LTS 60 skaters, 10 instructors
 - July LTS 10 skaters, 1 instructor
5. Sign up for Learn to Skate classes in July
 - Tuesday Class – 15 participants
 - Wednesday Class – 18 participants
 - Special Olympics – summer break
 - Wednesday (Bridge) – 6 participants
 - Thursday Homeschool Class – 13 participants
 - Saturday Class – 15 participants
 - Saturday Class (Adults) – 14 participants
 - Saturday Class (Hockey Adults) – 1 participants
 - **82 TOTAL in our skill class**
6. Luke Ferrante won the Bronze Medal at the 2021 US Figure Skating Collegiate Championships held in Philadelphia, July 26-30, competing in Senior Men
7. USFS Test Session, July 31
8. Future Calendar of events
 - Fall registration open
 - ISI Competition scheduled for September
 - USFS Basic Skills Competition scheduled for October