



VILLAGE OF POINT EDWARD

SUBMITTED BY: Paul Churchill, Operations Manager

Arena Committee for the month ending December 31, 2019

RECOMMENDATION

THAT the Committee receive and file the Arena Monthly Report.

UPDATES FROM PREVIOUS MONTH

WORK MANAGEMENT

- Full Time Equivalent staffing levels:
 - Arena: 4

EMPLOYEE TRAINING

- No specific training for the guys; they have continued to work through the Village Health and Safety Training Matrix.

FACILITY ACTIVITY

Ice & Floor Rental Activity

November

	PRIME TIME		NON-PRIME		
	Hours	Percent	Hours	Percent	
Booked	286.5	88.2	106.5	59	<i>Note: Total Available hours shall include all hours that facility is open and staff are in attendance and patrons could rent or make use of the facility. Statutory holidays, early closing or late opening, or times when no staff are in the facility would not count towards available hours.</i>
Not Booked	38.5	11.8	38	21	
Ice Maintenance	0	0	7	4	
Unsalable	0	0	28.5	16	
TOTAL AVAILABLE	325	100	180	100	

Different Factors in November

- The CCM World Invite Tournament was held November 1-2.
- The Arena was closed half the day on a November 23 for Appreciation Night.

December

	PRIME TIME		NON-PRIME	
	Hours	Percent	Hours	Percent
Booked	227.5	86	88.5	57
Not Booked	19	7	19	12
Ice Maintenance	3	.5	9	6
Unsalable	17.5	6.5	39.5	25
TOTAL AVAILABLE	267	100	156	100



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Interior (excluding Concession Stand and Community Hall)

Community Hall

- A New heat exchanger with brand new thermostats was installed.

Concession Stand

- Nothing to report.

Inspections

- Both monthly inspections were completed without any significant issues identified.

Exterior

- No issues to report.

IN-VENUE ADVERTISING

I will be pursuing some new contacts this month. I believe we can find additional parties who are interested in purchasing advertising.

Starlight Casino has been invoiced, and we are awaiting their artwork installation. There are several boards that need to come down to update the artwork.

VEHICLES & EQUIPMENT

- No major issues to report. The guys are using the old GMC truck weekly to pick up required items and will maintain its usage over the winter.

CUSTOMER SATISFACTION

- Many online and personal compliments have been received over the last couple of months. The CCM tournament was a huge success again, and many regular users are so appreciative of the staff and their commitment.

HEALTH & SAFETY

- No issues of significance to report.

SECURITY

- The OPP were called for a trespass compliance and the issue was handled without incident.

CAPITAL BUDGET

- There are a few carry overs into 2020, but all other items were on or below budget.
- The 2020 Capital is being worked on at this time.



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LOOKING AHEAD

- Silverstick weekends are now in full swing. The girls' tournament is first, and the boys' tournament will take place on Jan. 17-18. The facility is ready, and staff have been scheduled to accommodate tournament requirements. The Silverstick tournaments provide a great tourism boost to our area and an opportunity to showcase our facility.
- After the Silverstick weekends, we return to a steady schedule.

CLOSING COMMENTS:

The last two months have been busy/steady; any open ice time has been booked quickly, especially during the Christmas break. The Point Edward Minor Athletic Association hosted another "Spirit Day" just before Christmas and it was a huge success. It was very busy around the rink that day and the Inn of the Good Shepherd was very appreciate of the support that this event generated.

If anything comes up, I am available anytime.

PC