



VILLAGE OF POINT EDWARD

SUBMITTED BY: Paul Churchill, Operations Manager

Arena Committee for the Month Ending May 31, 2019

RECOMMENDATION

THAT the Committee receive and file the Arena Monthly Report.

UPDATES FROM PREVIOUS MONTH

- No updates to report.

WORK MANAGEMENT

- Full Time Equivalent staffing levels:
 - Arena 4

EMPLOYEE TRAINING

- No specific training for the guys. We are continuing to work through the Village Health and Safety training matrix.

FACILITY ACTIVITY

Ice & Floor Rental Activity

	PRIMETIME		NON-PRIME		<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>
	Hours	Percent	Hours	Percent	
Booked	80				
Not Booked					
Ice Maintenance					
Unsalable					
TOTAL AVAILABLE					

- During the month of May we sold 80 hours of floor time—approximately 20 hours a week, including weekend games. We staff the Arena 40 hours weekly to accommodate bookings. Three Pacers games and three Minor zone days took place.

Interior (excluding Concession Stand and Community Hall)

- Nothing to report.

Community Hall

- Nothing to report.



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Concession Stand

- Nothing to report.

Inspections

- Forest City Fire needs to do their yearly inspections this month.

Exterior

- There are new signs prohibiting smoking and vaping, and two lights have been changed in the overhang at the main entrance.

IN-VENUE ADVERTISING

- Two new advertisers have been signed: Siskinds Law and Interlink. We are working on their advertisement locations. Ice Cream Galore's advertisement has been removed.

VEHICLES & EQUIPMENT

- Scheduled Olympia for its bi-annual pick up for service and maintenance inspections.

CUSTOMER SATISFACTION

- Bridgeview School had their annual dance; it was great to see all the kids participating. Bridgeview was thankful for the Village's continued support of this function.

HEALTH & SAFETY

- No issues to report.

SECURITY

- No issues to report.

CAPITAL BUDGET

- The north end railing is now up and looks great.
- Installation of the LED lights is complete, and the results are outstanding. I am working on getting a price for replacing the remaining lights in the hallway with LEDs.

LOOKING AHEAD

- Regular hours of operation moving forward; nothing else to report currently.

CLOSING Comments:

Noelle's Gift has booked for another year after the success of their first Expo.



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We now have to look into spending some time and money on labelling the electrical panels in the facility. The last contractor in to do the renovations did not organize and label the panels properly and this needs to be addressed. I will be looking into this right away as it really is difficult to isolate circuits, and we struggle every time we need to do something in this regard.

Remote WI-FI access points (repeaters) are being added to several spots in the facility. Keystone was in to do this and will be returning soon with the new hardware.

Anything else you need or see around the Arena, please feel free to talk to me anytime.

PC