

**Skatium Ice Rink Advisory Board Minutes – January 17, 2017**

**The next Meeting is scheduled for: February 21, 2017, 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Adam Terranova, Karen Samulenas, Drew Simcox, Rich Caesar and Rick Turnbull.

Absence: Commissioner Steve D'Emilio; Charles McGarvey; and Kate Stickel.

Joe Noone started the meeting at 7:30 p.m.

1. The December 13, 2016 minutes were approved.
2. Public comments: There were no public comments.
3. Joe Noone announced that Kate Stickel is the new member of the Ice Rink Advisory Board and that Karen Samulenas and Adam Terranova have volunteered to stay on and have been reappointed! Welcome!
4. The Ice Rink Advisory Board positions were voted on. The results are as follows: Joe Noone was reelected as President; Drew Simcox, Vice President and Adam Terranova has volunteered to be Secretary.
5. Rick Turnbull stated that in the future the Ice Rink Advisory Board representative needs to contact Commissioner Chris Connell and Larry Gentile when the meeting is changed. Despite the email message sent On December 6, 2016 officially notifying Skatium management and Commissioner D'Emilio that the meeting was going to be changed. It was stated that no one knew the meeting had been changed.

***From: Latsios, Barbara***

***Sent: Tuesday, December 06, 2016 12:55 PM***

***To: Rick Turnbull <rickturnbull@hotmail.com>; Bob Adams <rhadams1@gmail.com>***

***Cc: 'Joe Noone' <Joe@fourdelectric.com>; adnova001@yahoo.com;***

***mcgarveychas28@gmail.com; drew.simcox@antonelli.edu; 'Samulenas, Karen'***

***<KSamulenas@BERGMANNPC.com>; Rich Caesar <rich.caesar@verizon.net>;***

***sdemilio@haverfordtownship.org***

***Subject: Ice Rink Advisory Board Meeting - rescheduled to 12/13/2016***

***FYI - Due to the pending holidays and Joe Noone's trip the Ice Rink Advisory Board has rescheduled the monthly meeting to Tuesday, December 13, 2016 at 7:30 p.m. at the Skatium, 2<sup>nd</sup> floor.***

***Thanks,***

***Barbara***

6. Rick questioned where the comments regarding gnats; trash; and over-all cleanliness of the Skatium came from. Joe, Barbara, Rich and Adam spoke about various comments that they had received from the end users of the facility. It was suggested that closer attention to ensuring that some of these issues be resolved. Rick stated that he is working with an exterminator to address several problems at the Skatium in addition to the gnats. Rick stated that he would like to receive any complaints that we hear so that he can address them in a timely manner. The Board has brought up these issues in the past but he took issue with them. Barbara asked if there were Standard Operating Procedures (SOPs) in place to avoid some of these issues. Rick said he did have them in place
7. Rick liked the idea of the Ice Rink Advisory Board developing a Survey so that regular users of the facility can give their input on the direction and programs that they would be interested in participating in. The Board will work on developing a questionnaire and doing a survey.
8. Rick mentioned that Mr. Pennoni and Larry Gentile were through the Skatium to look at the Main Distribution Panel, the Lighting Panel and the Motor Control Center that need immediate attention. Rick is waiting to hear what the estimated cost will be and if money is available to have it replaced. Adam asked if any thought was given to ensuring that the replacement can handle future enhancements at the Skatium and if not, it should be considered. The Board agreed.
9. Rick mentioned that the Skatium is scheduled to be closed from April 30 through Memorial Day (May 29, 2017) for repairs. The ice will be melted; the floor painted. New logos from Haverford Fords; Hawks and O'hara are expected to be laid at that time. Rick mentioned that they will be vinyl as all the others and are not painted on the surface floor. The floor is painted white and a thin coat of ice is placed on top before the logos are added. They are then sealed over with ice.
10. Also during the shutdown, the water tank will be replaced. The cooling towers have been sealed and should be good for another 5-7 years. Rick and the Board would like to use the shutdown to replace the electric panels since the replacement will involve shutting off all electricity for at least 24 hours.
11. Rick is working with Ice Line to see if they will be using the Skatium as they have in the past to buy ice slots for their tournament. He is hoping to rent between 10-15 slots which will be available during Saturday/Sunday of Memorial Day weekend.
12. The Board members discussed the Ice Rink Advisory Board's End-of-Year report and letter to the Commissioners. Rick made copies of the items and Board members will prioritize them in two categories: Infra-structure and enhancements. Rich Caesar will finalize the latter and present it to the Board of Commissioners general meeting on February 13<sup>th</sup>. **Joe Noone or Rich Caesar will call the Township to reserve the time for the presentation. All Board members should be present to support Rich!**
13. Drew brought in a variety of interesting and innovative still photographs of the Skatium. He suggested that they be framed and placed in the building as a revolving history of the use of this facility! Board members and Rick agreed.
14. Rick expressed his concern about the credit card fees created by the new POS System. Adam stated that the fees are a reality and they are the cost of doing business. Adam further explained that there are more positive results by using a POS System than worrying about small

percentage fees. Adam did suggest that the Skatium start offering Pre-paid credit cards (gift cards) in the future.

15. Joe adjourned the meeting at 9:15 p.m.

**The next Meeting is scheduled for: Tuesday, February 20, 2017 @ 7:30 p.m. at the Skatium. Also, please be present at the February 13<sup>th</sup> Commissioner's meeting.**



## Skatium Ice Rink Advisory Board Minutes – February 21, 2017

**The next Meeting is scheduled for: March 21, 2017, 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Karen Samulenas, Drew Simcox, Rich Caesar, Charles McGarvey, Kate Stickel and Rick Turnbull.

Absence: Commissioner Steve D’Emilio and Adam Terranova..

Joe Noone started the meeting at 7:30 p.m.

1. The January 17, 2017 minutes were approved.
2. Public comments: There were no public comments.
3. Joe Noone welcomed Kate Stickel to her first meeting on the Ice Rink Advisory Board. Kate has a son that is active in hockey and the Commissioners felt she would be a good fit to be on the Board. She is looking forward to jumping in and doing what she can to further the improvements for the Skatium. Welcome Kate!
4. Rick Turnbull stated that he did not receive the numbers for the month from the Township (Amy). He said that he would forward them to Joe when he does get them.
5. Rick was asked by members of the Board why the Skatium did not re-open when the Township lifted the snow emergency at noon which closed the facility. Rick stated that he didn’t have any authority to close or open the Skatium and that the decision came from Larry Gentile. The Board was concerned with the lost revenue and two contracted hockey groups who had evening practice that were not able come in due to the closure which was lifted at noon. The Board also questioned why the restaurant was closed when that is a separate entity. Rick said he would ask Larry if they had to close or if they could have opened since they have a separate entrance.
6. Rick gave the Board members a copy of the SOP that he developed for Skatium staff to complete when they are closing up for the night. This should eliminate some of the previous issues that Board members have brought up to Rick regarding lights left on; doors left open; trash not picked up; etc. Board members will follow-up with Rick to see how this is working out in a few months.
7. Rick also has scheduled a “Power Skating” clinic being taught by Stephanie Turnbull and John Thomas on March 15, 22, 29, April 5, 12 and 26. These are six hour sessions at \$180.00 per person. There is also a \$35.00 drop in fee for people interested. Although not scheduled at this time there are plans to continue the clinics for the summer starting in June 2017 which would be: “Learn to Skate” and “Learn to Play.”
8. The Board asked Rick what projects were scheduled for the Spring shutdown. Rick said, the water tank replacement, floor painting and restroom painting. He was told that the electrical system motor control panel and lighting panels were seriously talked about but has not heard anything definitive yet.

The Board asked if the existing fire alarm system was in operable condition, Rick was not sure.

9. The Board asked if the Skatium was participating in the U.S. Hockey, "Learn to Play Hockey" National event on February 25, 2017. Rick said the Skatium was not.
10. Drew reminded the Board of the Haverford Alliance for Drug Awareness "Purple Night" scheduled for Friday, February 24, 2017.
11. Board members brought up the carbon monoxide issue that occurred at the Delaware Skating rink and whether or not the Skatium has a carbon monoxide detector. Apparently there is not a working detector at the rink but Rick felt that the Zamboni is in good working condition and is checked regularly for excessive exhaust. Chas also brought up the fire escape doors and why some were blocked. Joe brought up the emergency back-up lighting in the rink and if a generator should be in the long term planning. A discussion regarding the latter went on and it was determined it would be better if a large scale generator could be leased should a PECO issue arise. It was also suggested that during the shutdown as part of the electrical upgrade a manual transfer switch sized correctly to handle the full load electrical needs of the Skatium be installed to accommodate the rental generator. The Board urged Rick to address the small generator currently on-site and to look into the necessary repairs so that the back-up lighting work should a power outage occur. Currently it does not work and Rick thinks the unit needs some sort of gasket to repair it. Rick will look into getting an estimate for repairing the generator and signing up for a back-up rental generator agreement should that be necessary.
12. The Board dismissed Rick and proceeded to work on finalizing the end of year report which will be present at the Commissioner's working meeting scheduled for Monday, March 6, 2017 at 7:00 p.m. at the Quatrani Building behind the Township Building, 2325 Darby Road, Havertown.
13. Joe adjourned the meeting at 9:15 p.m.

**The next Meeting is scheduled for: Tuesday, March 21, 2017 @ 7:30 p.m. at the Skatium. Also, please be present at the March 6<sup>th</sup> Commissioner's working meeting @ 7:00 p.m. Rich will be presenting the Ice Rink Advisory Board's 2016 End of Year Report.**



## Skatium Ice Rink Advisory Board Minutes – April 18, 2017

**The next Meeting is scheduled for: May 16, 2017, 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Karen Samulenas, Drew Simcox, Rich Caesar, Charles McGarvey, Kate Stickel, Rob Cohen and Rick Turnbull.

Absence: Commissioner Steve D’Emilio and Adam Terranova.

Joe Noone started the meeting at 7:30 p.m.

1. The February 21, 2017 minutes were approved. The March 21 meeting was a follow-up with several Commissioners regarding the action items from the 2016 End-of-Year Report.
2. Public comments: There were no public comments.
3. Joe Noone welcomed Rob Cohen to his first meeting on the Ice Rink Advisory Board. Rob has two children active in hockey and Commissioner Connell suggested he would be a good fit on the Board. Welcome Rob!
4. Rick Turnbull went over the numbers for the past quarter ending March 31, 2017. Overall the numbers are on target as the Skatium enters the “slow/shut down” season. There is a slight profit to date.
5. Rick discussed the planned shutdown from April 30, 2017 through on or around May 22, 2017. The Skatium must be fully functional for the Memorial Day weekend (May 26, 2017) as the ice is rented for tournament practice. Rick also mentioned that he has scheduled several “summer camps for July and August including “Learn to Play,” “Learn to Skate,” and a “Figure Skating Camp.” He is working on another summer camp in August with the Finland/USA Hockey Academy and additional hockey clinics.
6. Joe asked Rick about the shutdown and what work is scheduled to be completed. Rick stated that the water tank will be replaced, three electrical panels have been ordered and will be replaced, ice will be melted, floor painted and new logos set and ice re-set. There will also be general painting of the restrooms and locker rooms. Rick mentioned that the “Motor Control Center” was not bid out at this time. The question came up as to what was the decision to not replace the Motor Control Center during the shut-down? Rick did not know the reason.

**The Ice Rink Advisory Board members also questioned whether or not the owners of Hav-A-Burger were told that the building would be without power during the electrical panel install. Rick did not know if they were. Board members felt that they should be given enough time to plan for the shut-down.**

7. Joe expressed some concern about the “melting of the ice” and preventing water infiltration under the stands and into the locker rooms. In the past this has occurred and caused a major mold issue that caused illness to several hockey players.

8. In the past month Township employees have addressed several safety concerns that the Ice Rink Advisory Board had brought to their attention including: Test of the fire system; (The Board was told that the system is working appropriately and is now being monitored by Maxum Security.) servicing of fire extinguishers; emergency lighting at all exit doors and locker rooms and hopefully restrooms; installation of smoke detectors in the locker rooms and installation of carbon monoxide detectors. There are several remaining issues that will be addressed including: cover for electrical junction boxes on the wall; cover for electrical panel; installation of heat detector; and Ansul system pull station accessibility.
9. Kate mentioned that she was working with several Skatium customers to attend "Healthy Kids Day" at the YMCA and talk up skating and hockey. The Haverford hockey teams and Delaware County Skatium Club (DCSC) will be attending on Saturday, April 29, 2017 from 10:00 a.m. – 1:00 p.m. The event is free and open to the public.
10. Barbara mentioned that the DCSC will be having their annual Spring Fling on Thursday, April 27, 2017 from 5:15 – 7:15 p.m. Admission is \$5.00 for the show and skating afterward. Everyone is welcome. That will be the last scheduled event at the Skatium before the one month shut-down. (See Attached Flyer.)
11. Drew presented the idea of adding photos of current and post Haverford Ice Hock teams displayed prominently. Rick had some concerns about locations of the pictures and how they would attach to the walls.
12. Joe adjourned the meeting at 9:05 p.m.

**The next Meeting is scheduled for: Tuesday, May 16, 2017 @ 7:30 p.m. at the Skatium.**

**Respectfully submitted,**

**Barbara L. Latsios**



ANNOUNCING DCSC'S  
**2017 SPRING FLING**  
AT THE SKATIUM

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**THURSDAY, APRIL 27TH**  
**5:15 – 7:15 PM**

\$5.00 ADMISSION INCLUDES ENTRY TO SHOW AND  
SKATING AFTERWARD (SKATE RENTAL INCLUDED)

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Come out and cheer on the efforts of our skaters.  
Recognize the improvement of the participants  
over the 2016-2017 season.  
Share in a fun-filled evening for all!

FOR MORE INFO: KRISTIN CAPARRA, 610-853-2085; [KC.SKATIUM@YAHOO.COM](mailto:KC.SKATIUM@YAHOO.COM)

## Skatium Ice Rink Advisory Board Minutes – May 16, 2017

**The next Meeting is scheduled for: June 20, 2017, 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Drew Simcox, Adam Terranova, Charles McGarvey, Kate Stickel, Rob Cohen and Rick Turnbull.

Absence: Commissioner Steve D’Emilio, Rich Caesar and Karen Samulenas.

Joe Noone started the meeting at 7:30 p.m.

1. The April 18, 2017 minutes were approved.
2. Public comments: There were no public comments.
3. Rick Turnbull went over the numbers for the past four months ending April 30, 2017. Overall the numbers are on target as the Skatium enters the “slow/shut down” season. There is a slight profit to date.
4. The Skatium closed on May 1, 2017 and Rick stated that he anticipates it opening on Saturday, May 27 for tournament games for either four or six hours on Saturday and on Sunday, May 28. Beginning in June the summer leagues will begin and the summer camps beginning in August including “Learn to Play,” “Learn to Skate,” “Figure Skating Camp” and the Finland/USA Hockey Academy. Kate asked Rick if there were discounted rates at the Skatium for under privileged skaters. There are not and Barbara commented the Delaware County Skatium Club does not have any either. The Club is too small and they do not have the financial ability to subsidize skaters.
5. Rick mentioned that Drew did the artwork for the new logos and got a vendor in Oreland, PA to make the logos at a reduced cost. The new material used is slightly thinner but the results will look the same once they have been put in place. The four logos are on the same material they include: Haverford High School; Haverford Hawks; Harriton Rams and the Lower Merion Bull Dogs. Drew showed the Board members the newly designed logos. The Skatium expect delivery of the new logos’ later this week. **Thanks to Drew for saving the Clubs and Skatium some money!**
6. Since May 1, 2017 the Skatium has seen the following improvements: The electrical panel installation was completed in three days. This did not include the motor control panel which would be a one week shut-down. Barbara asked if this would be scheduled in the near future but Rick couldn’t answer the question. He did state that the contractor mentioned an alternate installation process which would not involve closing the rink but would involve moving a piece of unused equipment that could be costly. It was suggested that Rick pursue looking into this and including the replacement in the 2018 budget.  
The replacement water tank was removed and replaced with a stainless steel water tank in less than eight hours.  
The Zamboni doors are being repaired. They have new hinges and will reinforce the doors.  
Skatium staff and Haverford employees are now tiling the showers and some replacement shower heads will be put in. Painting is continuing including walls; bathrooms, locker rooms and benches. Adam asked if the black paint under the bleachers could be lightened up since it is hard to see the puck when playing hockey in certain locations. Rick explained that black has been selected because

throughout the year the public using the facility spills coffee, hot chocolate, etc. and it is camouflaged better with the black paint. He will mention it to John that perhaps a “battleship gray” color could be used.

7. Adam and Drew expressed concerns with the easy access to under the stands, locker rooms, referee room, etc. There needs to be enhanced at the doors and in the middle and ends of the stands. The Board suggested Rick try to get a pool of part-time security guards to pull in on an “as needed” basis.
8. Adam also asked about security cameras and a subscription for filming some of the games by Live Barn. Rick looked into the latter but the subscription would only be accepted if the Skatium agreed to a six- year subscription. That request was denied by the Township Manager and the Board understood the Township’s reluctantly to sign a six-year agreement and then asked Rick to see if he could negotiate a two-year deal.
9. Rick also mentioned that he is looking into a “card reader” to provide additional security in areas that should be off limits to the public, i.e., locker rooms; referee locker room; etc. Also increased high definition security cameras since there have been instances when the public wandered into non-public areas and he is concerned about that. He will get back to the Board on this at the next meeting.
10. Rick also mentioned he has received notice that he got money for a new fire alarm system. He will be getting quotes for that.
11. The ice surface of the rink has been painted and will receive an additional coat of paint by weeks’ end. Rick anticipates that he will begin the ice process by the beginning of next week so everything is up and running by May 26.
12. Kate mentioned that the “Healthy Kids Day” at the YMCA was a success and she appreciated the participation of the Haverford hockey teams staffed by Drew and his wife Dawn and the Delaware County Skatium Club (DCSC) staffed by Trish DeStefano, Cassandra and Barbara Latsios. All of the people involved felt it was a worthwhile event and Kate would like to see earlier and expanded participation next year.
13. Joe adjourned the meeting at 8:40p.m. Rick then gave the Board a walk-through of accomplishments made during the shut-down. The meeting officially ended at 9:00 p.m.

**The next Meeting is scheduled for: Tuesday, June 20, 2017 @ 7:30 p.m. at the Skatium.**

**Respectfully submitted,**

**Barbara L. Latsios**



## Skatium Ice Rink Advisory Board Minutes – August 15, 2017

**The next Meeting is scheduled for: September 19, 2017 @ 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Drew Simcox, Karen Samulenas, Adam Terranova, Charles McGarvey, Kate Stickel, Rob Cohen, Bob Adams, Rick Turnbull, and Commissioner Steve D’Emilio.

Absent: Rich Caesar.

Joe Noone started the meeting at 7:30 p.m.

1. The July 18, 2017 meeting was cancelled due to vacations.
2. The June 20, 2017 minutes were approved.
3. There were no public comments.
4. Rick Turnbull discussed the Skatium numbers to date. Rick stated that the Hawks, St. Joseph’s and Haverford have signed for the 2017/2018 contract year. He also said that the Finland hockey tournament was a success and there has been a good turnout of figure skaters from the Ardmore rink which is currently closed for summer maintenance which has boosted morning numbers. Currently the Skatium is in the red for the month which is normal for this time of the year but operating in the black for year to date. They are looking forward to the Fall skating season which brings increased foot traffic to the facility.
5. Both Hav-a-burger and the skate shop report good sales despite the time of the year. The owners of Hav-a-burger are looking to expand to another location in addition to the Skatium location.
6. Rick also mentioned that the dehumidifier was fixed and has been operating well for the past month.
7. There was no new news on Skatium advertising.
8. Bob Adams discussed the Ice Rink Advisory Boards past suggestions on marketing and promotional ideas for the 2017/2018 skating season. There have been many ideas suggested and Bob would like to solicit the Boards’ ideas on making them work. Bob also mentioned the enhancements that have been made to the “Event Calendar.” The purpose of the event calendar is to ensure accurate and reliable information to the public on public skating, games and attendance. He is working with the Township IT department on getting news and updates on the calendar in a timely manner. He indicated that updates were being posted within an hour of receipt and he was very pleased with the response so far. Kate offered some suggestions to Bob on the events calendar which included splitting the calendar into information based for the specific users, i.e., figure skating, hockey, public sessions, special events, etc.
9. Bob was also looking into different ways to generate interest in skating and the Skatium, i.e., season tickets; family tickets; passbook sales, etc. He discussed some of the pricing for these items at neighboring rinks which the Board agreed were too high. Barbara suggested perhaps a monthly ticket and partnering with some local business to offer some promotional coupons with the pass. There was also discussion on the “Family of Five” skating pass. Chas indicated that the pass should not be limited to a pass for “5.” Board members suggested that a limited be placed on the pass, i.e., “No more than 4 or 5” can be admitted.” To discourage abuse of the pass. Bob is also working

to have theme nights in each month with the culmination of “February” dedicated to the Olympics and March dedicated to ice hockey. Both events always bring a surge in interest to all disciplines of skating! **The Board stressed the importance of “heavily” advertising these events through numerous social media sites available to him!** Bob anticipates working with the Delaware County Skating Club to plan activities for “Olympic viewings and special events.”

**Commissioner D’Emilio wants Bob and Rick to provide him with a copy of the actual scheduled events before the next Commissioner’s meeting so that he can share it with all Commissioners so that the word gets out.**

- 10.** Bob has order two banner advertising “Public Skate” and a “Skating/Hockey Lessons” banner. The banners will direct the public to the “Skatium” email address where additional information can be obtained. Bob is also retaining the hard copy application forms for those people that would rather not complete the application on line.
- 11.** Commissioner D’Emilio mentioned that he believes that there will be a walk-through for the Commissioners of the new police station on or around September 4.
- 12.** Joe adjourned the meeting at 9:00p.m.

**The next Meeting is scheduled for: Tuesday, September 19, 2017@ 7:30 p.m. at the Skatium.**

**Respectfully submitted, Barbara L. Latsios**



## Skatium Ice Rink Advisory Board Minutes – September 19, 2017

**The next Meeting is scheduled for: October 17, 2017 @ 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Drew Simcox, Karen Samulenas, Rich Caesar, Kate Stickel, Rob Cohen, Bob Adams, Rick Turnbull, John Lynch and Commissioner Steve D’Emilio.

Absent: Adam Terranova and Charles McGarvey.

Joe Noone started the meeting at 7:35 p.m.

1. The August 15, 2017 minutes were approved.
2. There were no public comments.
3. Rick Turnbull discussed the Skatium numbers to date. The season is just starting off and the Skatium is operating in the black to date. Rick stated that the Hawks, St. Joseph’s and Haverford and the DCSC have signed for the 2017/2018 contract year and payments are being made.
4. Rick mentioned that the kick-off for the marketing ideas will begin on Haverford Township Day, October 7. Rick mentioned that they usually have a “face painter” and “stilt walker,” however he wanted to change it up this year. He asked the Board if anyone had any ideas for inexpensive entertainment for the day. Kate suggested a masseuse from Premier Ortho. The Board members indicated that they would get back to Rick with any ideas.
5. Bob Adams then discussed the other planned events scheduled to date: Halloween Skating Party scheduled for October 29, 2017 during the public skate time, 12:15 – 1:45 p.m. Children will be encouraged to wear costumes and there will be music, games and prizes for the event. The Delaware County Skating Club sponsored, “Holly Berry Skate is on Sunday, December 17, 2017 from 2:00 – 4:00 p.m. and Winterfest is scheduled for Sunday, January 7, 2018 from noon to 2:15 p.m.

The schedule of events for the other planned theme events are as follows:

19<sup>th</sup> Annual Customer Appreciation Weekend and Turkey Give-A-Way – Saturday, November 18, 2017 (1:45 – 3:15 p.m.) and Sunday, November 19, 2017 (12:15 – 1:45 p.m.)

Skate with Santa – Saturday, December 16, 2017 (1:45-3:15 p.m.) and Sunday, December 17, 2017 (12:15 – 1:45 p.m.)

Sweetheart Skate – Sunday, February 11, 2018 (12:15-1:45 p.m.)

St. Patrick’s Day Skate – TBD in March 2017

The board members suggested that Rick needs to contract with a DJ and have him/her at these planned events and events weekly between these dates. Rick states that he only has \$2,000 budgeted for the events and a DJ is expensive. Joe and Barbara stated that these events need to be planned and organized and promoted properly. Rich Caesar asked Rick to give him the dates and he will negotiate a contract for the price of a DJ within the budgeted amount. Rick proceeded to say he needed more money. The Board stated that it wasn’t necessary, they need to think outside

the box, and the Skatium management needs to work within the budget. After the meeting an email was received indicating that a tentative agreement with a local DJ has been made to host every Friday evening from 7:00 – 8:30 p.m. tentatively beginning on October 13, 2017. All events need to be planned, advertised and executed for them to be successful. Skatium management now needs to begin advertising these events so that they can be successful! The Board offered their assistance in promoting these events.

**Commissioner D’Emilio can share these dates with the other Commissioner’s so that the word gets out, as he suggested.**

6. Rick asked the Board their opinion on lumping all forms of hockey and figure skating into “Private Ice Rentals” for the Township budget. Amy, from the Township had asked Rick if this was possible. Rob asked Rick if he would still have the breakdown of which clubs paid for what. Rob feels that is necessary should we see a decline in business, we can easily see where the problem is. Rick assured the Board that he would still have the breakdown for analysis purposes. The Board decided that they should leave the categories the same for now and not lump them together, as suggested.
7. Another big event which was organized by Kristin Caparra, Skatium Skating Director is the “Flyers Rookie Program” Participants pay a \$250.00 fee and receive pads, sticks, and hockey training. It is a very popular and highly regarded event. The Flyers Rookie Program will be at the Skatium in March 2018. The kickoff meeting is scheduled for Monday, September 25, 2017 at 11:00 a.m. to 2:00 p.m. at the Wells Fargo Center. Members of the Flyers staff, Flyers Alumni, NHL and USA Hockey will be there. More details of the event will be forthcoming from Kristin after the meeting. The Flyer’s Rookie Program introduced the sport of hockey to over 800 new players last season and their goal is to grow that number to well over 1,000 this year.  
Also attached is the 2017-2018 Instructional Season Schedule that Kristin provided.
8. In Adam Terranova’s absence, Drew asked Rick what the Skatium’s safety policy is for various events, games, etc. It is important that the Skatium have safety policies in place. Drew sent Rick links of several examples of policies from the University of New Hampshire so that he can begin to put a policy in place.  
[https://www.unh.edu/research/sites/www.unh.edu.research/files/docs/EHS/Emergency\\_Plans/eapjan2016.pdf](https://www.unh.edu/research/sites/www.unh.edu.research/files/docs/EHS/Emergency_Plans/eapjan2016.pdf)  
[http://assets.ngin.com/attachments/document/0044/4360/Arena\\_Emergency\\_Procedures\\_2013.pdf](http://assets.ngin.com/attachments/document/0044/4360/Arena_Emergency_Procedures_2013.pdf)  
<https://www.slideshare.net/JenniferKiesewetter/risk-management-plan-slo-ice-arena>
9. There was confusion as to why Skatium management has not contacted the Premier Marketing Department regarding their sponsorship. Rick said he was told by Larry Gentile that a sign could not be on the front of the Skatium regarding the sponsorship. Commissioner D’Emilio will look into this since he believes that it is the “size” of the sign that may be the issue, not having the sign up!

10. Barbara asked Rick why the Assistant Director position at the Skatium has been abolished. Rick stated that no one was fired or laid off from the Skatium staff. He said Sandra Loftlin and Karen Boornazian are now employed by the DCSC and he didn't need the Assistant Director position. He also stated that it was a cost factor. Barbara asked why he said the position was abolished, when it fact it was. No response from Rick.
11. Joe adjourned the meeting at 9:00p.m.  
**The next Meeting is scheduled for: Tuesday, October 17, 2017@ 7:30 p.m. at the Skatium. Respectfully submitted, Barbara L. Latsios**



## Skatium Ice Rink Advisory Board Minutes – October 17, 2017

**The next Meeting is scheduled for: November 21, 2017 @ 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Drew Simcox, Karen Samulenas, Adam Terranova, Charles McGarvey, Rob Cohen, Bob Adams, and Rick Turnbull.

Absent: Commissioner Steve D'Emilio, Rich Caesar and Kate Stickel.

Joe Noone started the meeting at 7:35 p.m.

The September 19, minutes were approved with the following addition and correction submitted by Kristin Caparra on September 28, 2017. The participants of the Flyers Rookie Program pay \$150.00 for six one-hour clinic sessions (3:30 -4:30 p.m. on Saturdays beginning on March 3, 2018. Participants are given full equipment for free. All payment from the participants (capped at 50) goes through the Flyers/Comcast Spectacor, who will then cut a check for \$150.00 x's the number of participants to the Skatium. The Skatium then pays its instructors directly.

Karen Boornazian will remain as Assistant Skating Director, paid by the Skatium, but at a reduced fee as directed by Rick Turnbull. She is not an employee of the DCSC. Sandra Loflin remains paid by the Skatium for 3:00 – 5:00 p.m. on all Sundays while she collects Skatium revenue for Group Lessons and monitors the Skatium hosted ice time. Sandra is also paid by the Skatium on weeks 1 and 2 of each of the 5 group lesson sessions for Tuesday and Thursdays. On weeks 3 through 6 for each of the sessions, Sandy will be paid by the DCSC while she monitors the DCSC contracted ice time.

Additional dates of interest should include: October 7, 2017 at 2:00 p.m., DCSC Send-off Exhibition for Regional and Sectional Competitors.

April 14 & 15, 2018: Skatium and DCSC host the Philadelphia Area Championships figure skating competition.

1. Rick Turnbull discussed the Skatium numbers to date. Rick indicated that the numbers reflect a strong kick off to the season. The Skatium is operating in the black to date. Public skating and group rentals are down slightly but Rick feels that this will balance out as we get further into the season.
2. Rick mentioned that he has hired a local DJ for every Friday night during the public skate. The DJ will work with Rick and they will work towards targeting the Middle School age group. Board members encouraged good publicity for the DJ event and perhaps encourage off ice dancing as well as skating! Bob informed the Board that the Township will allow him to use the "Constant Contact System." The Board agreed that would be a great way to get the word out about Special Events.
3. Rick mentioned that for the 2017 budget that the alarm system and new cameras were likely.
4. Adam asked Rick the progress on the "naming rights." Rick stated that Larry Gentile had told him that they could not put up a sign with the name of any contributor because the Township is involved with the "Billboard" law suit. Board member's familiar with the law suit stated that there is no comparison between the billboard law suit and a sign on the Skatium with a contributor's

name! Chas has experience with the same in Lower Merion and finds the explanations unsatisfactory. Adam suggested that the conversation be tabled and the Advisory Board set-up a meeting with the Commissioner's to find out why the delay. The Board members also asked Rick if the money being targeted with to the Skatium will be used for specific capital improvements. Rick stated that he believed the money would go into the "General Fund!" Chas stated that it should go into a special fund for Skatium use only! He has experience where funding targeted for "Fire House" use goes into a special account and same should be true for the Skatium. Additional discussion on this subject needs to happen.

5. Joe Noone brought up the ceiling while we were discussing capital improvements. Rick stated that it is scheduled for 2019 now. The positive is that the cost of the ceiling appears to be going down slightly since the initial bid of \$65,000. Joe asked if replacing the ceiling is still relevant? What other rinks have this type of ceiling and what benefits will we get for the \$65,000. There didn't seem to be any clear cut answers and all the Board members want to see additional information. If the ceiling is just for "cosmetic" purposes, then perhaps just painting the current beams would be a better approach. Rick needs to get more information and present it to the Board on the benefits of the fabric ceiling and energy savings, if applicable.
6. Adam asked Rick what "Safety Procedures" are in place for the scheduled varsity games? Bob mentioned that they have a procedure, however it is not in writing. Bob stated that they have door coverage at the front and side door and a retired Police Officer in the facility to enforce the "no back pack and no food or drinks rules." The Board would like to see the policy in writing and encourages that it be sent out when games are scheduled. They want people to know what is expected before they come into the facility.
7. There has been a lot of interest in the Skatium because of its reputation for "great ice," smaller venue and parking availability. Adam directed an interested party from the Eastern Junior Elite Prospects League (EJEPL) to Rick. The league is looking for "double header Friday nights" for the 2019 skating season and asked Rick if he could assist them. Rick will look at availability but does not want to give up the "Public skate." Adam and other Board members suggested that maybe some other teams, etc. can be rescheduled to accommodate the request. Rick will get back to the Board.
8. Adam also brought up that March 3, 2018 would be "Hockey Day in America" at the Skatium. USA Hockey sponsors the event and it is a way to encourage young children to get involved in skating and the sport of hockey. Although the kids can't skate Barbara encouraged that once Rick finds out who is signing up, that the children can be directed to the "Learn to Skate" program so that they can hold their own during this event. Rick stated that he is encouraging that they sign up. Drew volunteered to take the Lead for this event so that it can be coordinated with the Skatium and that the hockey clubs get involved to sign some of these skaters.

9. Adam also asked Rick and Bob what they were doing to involve the Skatium during the Olympics. To date there hasn't been much thought given to this but Adam and other Board members all agreed that the Skatium should be capitalizing on the Olympic momentum. Suggested were "Viewing parties, highlights of the Olympians, categories, etc. Bob and Rick will work on some events.
10. Joe adjourned the meeting at 8:50 p.m.

**The next Meeting is scheduled for: Tuesday, November 21, 2017 @ 7:30 p.m. at the Skatium.**

**Respectfully submitted, Barbara L. Latsios**

Skatium Ice Rink Advisory Board  
Tuesday Oct 17 2017

1 Approval of last month's minutes

2 Public Comments

3 Product Update

\*\$\$\$ the numbers

4 Outsource Update

\*Pro Shop - status

\*Hava Burger status

5 Operations Update

\* Update on "Naming Rights"

\* Update us on Exterior Signage upgraded to Skatium / ?  
Why Tom will not allow this?

\* Security + Skatium's policy + plans for 2017-18 Season

\* Theme Night / Party Nights

\* DJ was hired? Please update.

\* 2018 Olympic Plans for Skatium?

New Business

Next Meeting: Nov 21, 2017

## **Skatium Ice Rink Advisory Board Minutes – December 19, 2017**

**The next Meeting is scheduled for: January 16, 2018 @ 7:30 p.m. at the Skatium, 2<sup>nd</sup> Floor**

Attendees: Joe Noone, Barbara Latsios, Drew Simcox, Adam Terranova, Charles McGarvey, Rich Caesar, Bob Adams, and Rick Turnbull.

Absent: Commissioner Steve D’Emilio, Karen Samulenas, Kate Stickel and Rob Cohen.

Joe Noone started the meeting at 7:30 p.m.

The October 17, 2017 meeting notes were approved.

The November 21, 2017 meeting was cancelled because President Noone was unable to get a quorum.

Joe Noone asked Barbara Latsios if she was staying on the Board, as her appointment is completed. Barbara indicated she would remain on the Board and Joe would contact Commissioner Wechsler to let him know.

There were no public comments.

### **Old Business**

Rick Turnbull reviewed the financial status of the Skatium to date. For the year the Skatium is operating in the black. There are several categories that are lagging behind last year but Rick is confident that the ICSHL Gate and Ice; group rentals; skate rentals and vending machine sales will “catch-up” as the skating year continues.

Drew brought up the incident that recently occurred at one of the ICSHL games regarding an intoxicated customer. He complimented the great job that the Haverford Township Police department did diffusing the situation and removing the customer from the building. Drew also said that the “security procedures” that the Skatium staff recently put into place were tested during this incident and proven to work well. Drew also suggested that “Inter-county never promoted having representatives from the schools attend these games which would help with controlling unruly students. Chas suggested that Skatium management reach out to the various principals and other high ranking school officials to invite them to attend these games. It is an opportunity to let them know that they are welcome and encouraged to attend. The Board agreed that this is something that Skatium management should do. Rick also mentioned that he expects larger gates in the January/February months when hockey is in full swing.

Bob mentioned that he was concerned that “Open Hockey” is not being promoted sufficiently. He is working on improving communication especially on Facebook and the Skatium website. He will also be sending out blasts to teams and coaches to get the word out better.

Joe asked about the progress of the “naming rights/exterior sign” at the Skatium. Rick said he was waiting for the decision. Rick also said that he received \$45,000 for three years of advertising from

Premier, however they were only obligating the advertising for two years. Besides the signs, the Zamboni will have "Premier" advertising on the front. The St. Joseph's advertising will be placed near the bottom of the Zamboni. Currently, St. Joseph's does not pay for advertising on the Zamboni. They have a "courtesy agreement" with the Skatium.

Rich Caesar asked if the Skatium had a system, i.e., constant contact, that people can self-manage. Bob said that they do not have such a system. They currently rely on "Facebook and Twitter" to get the word out. Rich encouraged Bob and Rick to look into these self-managed systems as it would make it easier for them. Also, the public can "opt-in or out" based on their needs.

Adam asked Rick how the "Counter project" is coming along. Rick stated that there were many choices available and he was looking into which type would be best for the Skatium needs. He acknowledged the importance of having "good numbers" to provide to prospective advertisers, etc. Adam said he would give Rick some information in order for him to move this along.

Rick mentioned that the Flyers Learn to Play has been posted for the March event. To date they have 12 signed up with the maximum of 50 slots available. Rick is confident that these slots will go fast.

Adam asked about the Skatium's plan to promote the Olympics and suggested that a \$5.00 entrance fee with free skate rental for the public sessions be offered to encourage participation. Rick agreed that he has been working on an offer during the two-week period that the Winter Olympics will happen. Rick would like to encourage the next generation of skaters to participate in skating while interest is peaked.

Bob Adams reported that theme nights, Turkey Give-a-way and Skate with Santa went very well. The DJ nights are being promoted to increase attendance during public skates.

### **New Business**

Rich suggested that for the January meeting Rick and Bob get a jump on priorities for the Skatium in the new year, after May/June. Prioritize the projects, i.e., construction, fire alarm project; camera's; and any other requirements for the 2019 budget year. Rich will also assist with some of the planning for the camera's and look for any available grant money that may be available. Rich also stated that the Skatium needs to stay away from the Hik Vision Company which is Chinese owned and not reliable. Rick Turnbull also needs to give status on the ceiling project. Joe Noone asked in October if the replacement ceiling is still relevant and if there are any other types of ceiling that may be considered.

Winterfest is scheduled for January 7, 2018. Bob Adams said he will create a Facebook Event to promote it.

Joe adjourned the meeting at 8:30 p.m. and wished everyone a Merry Christmas/Happy Holiday!

**The next Meeting is scheduled for: Tuesday, January 16, 2018@ 7:30 p.m. at the Skatium.**

**Respectfully submitted, Barbara L. Latsios**



