

D-R-A-F-T

Churchill Rink at Jackson's Landing Advisory Committee

Wednesday, August 8, 2007

6:00 PM

Durham Public Works Dept – Stone Quarry Drive

Members present: Doug Bullen – DPW; Cheryl Hoffman, Mike Mullaney, Rick Szilagyi – citizens; Cathy Leach – Town Council representative

Members absent: Bob Karelitz - citizen; Mike Lynch, Andy Buckman - DPW

Cathy Leach called the meeting to order at 6:05PM.

- I. Approval of Agenda – The agenda was approved.
- II. Approval of minutes of July 11, 2007 - the minutes of July 11 were approved.
- III. Public Comment - None
- IV. Role of committee – Cathy Leach stated that the committee is a collective body, not individuals. Andy Buckman will bring issue to Doug Bullen and Mike Lynch for discussion at committee meetings. The committee is not directorial. This year, since we are a new committee, we may have to be more “hands-on” than in the future. We will strive to be helpful, but not in the way. Mike Mullaney stated the need to channel volunteerism appropriately.
- V. Facility Update – Doug Bullen stated that he spoke with Joe Jackson (refrigeration contractor), and Doug expects to meet with Andy on Tuesday, August 14th. The chiller tubes have been cleaned and are in good condition. Other items to review are the water heater and the Zamboni, but Doug stated we are on track as far as our timeline.
- VI. Administrative Update – Cathy Leach stated that Todd Selig has started work on establishing the rink fund. It will have to go before the Town Council. Doug Bullen stated that ice contracts will go out this week. Rick Szilagyi will send copies of previously used waivers to Doug.
- VII. Banner advertising update. Two sizes are envisioned: 3' x 10' and 3' x 20'. The cost from AMI Graphics would be \$3.50/ft², which translates to \$105 and \$210 respectively. There are different types of vinyl available, and the

banners come with grommets. A town banner and an ORYA banner were discussed. The file formats will be determined. Rochester charges will be reviewed. The budget calls for revenue of \$1000. The committee discussed a price of \$200 plus the cost of banner, which would make the price of the smaller banner (3' x 10') \$300. We have 6 prime 3' x 20' locations. The committee will be responsible for securing the files from the customers. We would like to be ready to sell for Durham Day. Cathy Leach is going to draft a one-pager for the banner ads. Upon further discussion, the committee decided to add \$50 to the price of the banners.

VIII. Community Event Schedule Update – Cathy Leach distributed a draft schedule. Cathy will be contacting Oyster River Parents and Preschoolers (ORPP) and the local Senior Citizen ARA group to see if they would like skating time in the mornings. The draft will be finalized by Durham Day, which is on Sunday, September 16th. Adding morning hours during school vacation can be considered. The pros and cons of holding a Halloween event were discussed.

IX. Public Relations Plan Implementation – Cathy Leach discussed the possibility of having a web page, perhaps as part of the town site. Information can be placed in the town's Friday Updates and in the flyers for Durham Day. Mike Mullaney will find out if ORYA will be involved with Durham Day this year. We will have a booth to man. Cheryl Hoffman will contact Nicole Moore. Cathy Leach will start a flyer and then get info to Rick Szilagyi before the next committee meeting.

X. Policy issues - Public skating times were discussed as likely being the same as last year, except perhaps for Saturday and Sunday if ORYA can shift its weekend game schedules. The public schedule will likely be Mon/Wed/Fri from 2:00PM - 3:20PM, and Tue/Thu from 2:00PM - 4:20PM. The 2:00PM - 4:30PM slot on Sat/Sun is being investigated. Open slots will also be possible public skate times. The following fee structure was discussed: \$5/adult; \$3/child for children between the ages of 7 and 17; free for children 6 and under, as well as for people over 65. Season passes or punch cards were discussed, and the committee believes the fees last year were \$50 for individuals and \$125 for families. Doug Bullen stated that his staff can assist with making passes or cards, and that he would discuss with Andy. An opening BBQ may be difficult to work into the schedule this year.

XI. Concession Stand Operations – Location and staffing and fund dispersal was discussed. The budget calls for \$4K in revenue. The discussion included a temporary structure; dollars going to a fund that funded common goals like a new Zamboni. Cathy Leach will discuss a concession building with Todd Selig. The committee may want to discuss with ORYA and the OR Hockey Boosters about shared responsibility for concessions. Scheduling, inventory, and purchasing will need to be addressed. Doug Bullen stated that he would speak with Chuck Cressy about ideas.

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XII. Committee assignments - Each member is expected to shoulder responsibility.

XIII. Volunteer involvement – The annual pre-season cleanup was discussed. The Dugas skating group has volunteered. The committee will need to decide who to ask for assistance and establish a couple of dates. The committee will discuss further at the next meeting.

XIV. Old Business – No old business needs follow-up beyond what is already on the agenda.

XV. New Business – The committee will need to report to the Town Council. There will need to be an initial discussion on goal setting, probably in a September meeting. Cathy Leach will update the Town Council. She would like to have ideas on what to include. We should have committee goals in place for a full year. This will help us avoid discussing the same issues at each meeting.

There being no other business to discuss, the meeting adjourned at 7:39 PM.