

DRAFT

Churchill Rink at Jackson's Landing Advisory Committee

Wednesday, September 12, 2007

6:00 PM

Durham Public Works Dept – Stone Quarry Drive, Durham, NH

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

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

I. Approval of Agenda

II. Approval of minutes – The August 8, 2007 minutes were approved.

III. Public Comment - None

IV. Facility Update – Doug Bullen stated that he has spoken with Andy Buckman, and the new hot water heater has been delivered and will soon be installed. The Zamboni has been fired-up and brought to the DPW garage, where it will receive pre-season maintenance.

V. Administrative Update – The draft resolution of the rink fund was discussed. The current draft removed the clause regarding \$40K, and Cathy Leach will seek clarification. It is anticipated that the resolution will go before the Town Council on October 1st. The budget was briefly discussed.

VI. Banner advertising implementation – The draft created by Cathy Leach was reviewed and will be modified. The committee agreed to abandon the larger banner size previously discussed, and only one size will be offered, the 3' x 10'. The committee also agreed to increase the price for the banner to \$350 plus production cost. The procedure for payment by customers was outlined, and customers will write two checks, one to purchase the banner, and one to pay for advertising. Cheryl Hoffman will speak with AMI about specifications. She also volunteered to be the contact between the customer and the printer. The marketing piece was reviewed further. Cheryl Hoffman will secure additional information and Cathy Leach will modify and send to the committee for review and approval.

VII. Community Event organization – The committee agreed to remove October 20th Family Skate Night from the calendar due to weather and ice quality uncertainty at that time of year. The schedule will be available for Durham Day.

VIII. Public Relations Plan Implementation – Cathy Leach will contact Luke Vincent, the town's MIS person. Cathy will put Rick Szilagyi in touch with Luke, and Rick will work with Luke on the best ways for us to provide information for

updating the web site. As discussed, the Community Event Schedule will be ready for Durham Day, and will list events from October 29th through March 23rd. Season passes will be available for sale at the rink. Flyers will be available for Durham Day and Doug Bullen stated that they would also be included in the DPW bulletins. Inclusion of Pick-up Hockey and Stick & Puck was discussed.

IX. Concession Stand Operations – Doug Bullen discussed the potential for having an outside soda vending machine provided by Coke. The rink will still sell items like tape and offer services like skate sharpening. The shed that is available near the HA Davis Building (The Grange) will be hauled to DPW and Doug will discuss options with Tom Johnson (code enforcement) regarding insulation, a slider window, etc. The OR Hockey Boosters will not be able to provide staffing.

X. Volunteer involvement – Cheryl Hoffman stated that the OR Hockey Boosters wants to assist with banner sales, fundraisers, and cleanup day. Doug Bullen will work with Mike Mullaney to get volunteers for cleanup day. Doug and Andy Buckman will make the to-do list and supply materials.

XI. Old Business – Cleanup day was already discussed. The Durham Business Association and the Rotary will be contacted relative to banner sales.

XII. New Business

Cathy Leach stated that she would update the Town Council, probably on October 1st. By then the flyers will be available.

Yearly goal setting, and defining responsibilities were discussed.

Rick Szilagyi will work the rink's table for Durham Day.

Cheryl Hoffman presented the request from the OR Hockey Boosters to hold a BBQ, probably on Wednesday October 17th, from 5PM – 7PM, on the playground behind the rink. Due to pre-season work, the rink itself will not be available in case of rain. Cheryl will generate a request and submit to DPW.

Cathy Leach reviewed the usage request from Oyster River Preschoolers and Parents (ORPP). They would like to have time at the rink from 9AM – 11AM perhaps two days per month. The possibility of offering this will be reviewed, and there would be a disclaimer enabling the rink to rent the slots if the opportunity presented.

There were differing opinions regarding a donation bucket at the rink.

A marketing piece to cover ice rentals and other opportunities will be developed.

Rick Szilagyi will forward approved minutes to Jen Berry.

There being no other business to discuss, the meeting adjourned at 7:52PM.