

Churchill Rink at Jackson's Landing Advisory Committee

Wednesday, July 9, 2008

6:00pm

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

Members present: Mike Lynch – DPW, Cathy Leach – Town Council Rep., Cheryl Hoffman, Eric Fisher and Mike Mullaney – citizens. Absent: Doug Bullen, Andy Buckman – DPW, Pam Appleton – citizen

- I. Approval of Agenda
 - At 6:12pm meeting called to order and agenda was approved
- II. Approval of minutes
 - The minutes of the June 9, 2008 meeting were presented. Eric Fisher made a motion to accept the minutes as amended after minor spelling corrections and Cheryl Hoffman seconded the motion which passed 4:0
- III. Public comment/Correspondence
 - Cathy received a verbal comment that the rink is currently looking a little dirty. The committee felt this was not an issue as it is off-season
- IV. Budget Update
 - Mike Lynch mentioned that he will soon be beginning the 2009 budgeting process for his entire Dept. and the rink will be included
 - Jan-June 2008 Receivables are \$90,577 and Expenditures for same period are \$52,858
 - For member clarity, reviewed initial town contribution: \$40,000 for operations and \$35,000 for chiller tube replacement
- V. Facility Update
 - Mike Lynch reported that the handicapped ramp project will be done as an Eagle Scout project, saving significant funds and labor
 - Entrance project has been delayed. Town Building Inspector has required project plans be reviewed and approved by a structural engineer
 - Jackson's Landing upgrade project continues to be reviewed by various state governmental groups. Project is expected to be completed this summer
- VI. Rink Manager Report
 - No comments offered this month
- VII. Old Business

- Update on planning initiatives:
 - Banner Sales – Cheryl & Pam offered draft solicitation letter and Q&A sheet to committee. Committee to review solicitation draft and offer comments back to Cheryl & Pam
 - 2008-2009 Banner year agreed to be October 1 – September 30 at a new banner rate of \$400 and a renewal rate of \$350 per year
 - Committee has strong interest to attend the next DBA-Durham Business Association monthly meeting to generate banner sales
 - Community Events – Cathy & Eric reviewed potential events, themes & dates for next year. Committee added to ideas. Cathy will e-mail the outline to committee for further review
- Committee briefly discussed the question: Are there programs that the rink should offer (i.e. Adult Learn to Skate)? It was determined that we should ask of ORYA's interest first.
- Public Relations – Mike offered a draft Press Release template and an initial Event Announcement Contact Sheet. To be reviewed by committee with comments to be offered back to Mike
- Pat Houle expressed mild interest in joining Rink Committee on interim basis. Cathy will discuss with Todd Selig re. temporary substitution, and will follow up with Pat again

VIII. New Business:

- Cathy distributed summer information from Dover Arena and 2008-2009 ORCSD school calendar
- Cathy is scheduled to give the committee's annual update to the Town Council on August 18. She will distribute draft presentation to the committee for input
- Cathy asked Committee members to think about information and coverage at Durham Day (Sept. 14).

There being no further business to discuss, Eric Fisher made a motion to adjourn. Mike Mullaney seconded the motion which passes unanimously 4-0. The meeting adjourned at 7:26pm.