

**Athabasca Regional Multiplex 2018  
Monday March 12<sup>th</sup>, 2018 at 9:00 a.m.  
ARMS Combined Meeting Room**

**PRESENT:** Chair Michael Arychuk, Directors; Warren Griffin, Larry Armfelt, Travais Johnson, Tannia Cherniwchan, David Pacholok, General Manager Dustin Pysyk, Program and Public Relations Manager Kelsea Brown

**1.0**

**Call to Order**     The meeting was called to order by Chair Arychuk at 9:03am.

**2.0**

**Approval of  
Agenda**

#18-19            Motion by Director Griffin to approve the March 12<sup>th</sup>, 2018, General Meeting agenda with the following amendments.

Numeric values  
9.0 a) Nancy Appleby Theatre  
9.0 b) Community Concern  
9.0 c) Discussion Items

**Carried.**

**3.0**

**Minutes of  
Previous  
Meeting**

Discussion of Motion #18-08 and the type of agreement that was mentioned.

#18-20

Motion by Director Griffin to accept the January 15<sup>th</sup>, 2018, General Meeting minutes with the following amendments.

Remove Director Pacholok from the minutes.

**4.0**

**Jan 31<sup>st</sup>  
2018  
Financial  
Report**

**a) Financial Statement**

Discussion of how to increase usage of the facilities.

#18-21

Motion by Director Johnson to accept the Financial Statement presented as information.

**Carried.**

**b) Cheque Registry**

General Manager Pysyk answered questions from the Directors regarding the Cheque Registry.

Direction for Administration to discuss news letter advertising.

Direction for Administration to separate Janene's wages from the Financial Statement to the Cheque Registry.

#18-22 Motion by Director Armfelt to accept the Cheque Registry presented as information. **Carried.**

**5.0  
Manager's  
Report**

**a) Programs and Public Relations Managers Report**

Program and Public Relations Manager Brown reviewed her Manager's Report dated for February 2018/ March 2018.

**b) General Managers Report**

General Manager Pysyk gave his Managers Report dated for February 2018/ March 2018.

#18-23 Motion by Director Armfelt for Administration to bring back a picture of the concern to the board at the next meeting for information. **Carried.**

#18-24 Motion by Director Johnson for Administration to investigate providing food services for convocation and report back. **Carried.**

**c) Pool Stats**

Direction to Administration to provide statistics on Athabasca Regional Multiplex usage.

Discussion on how to gather facility information and if swipe cards would be useful in the future.

Direction for Administration to add future bussing on the next agenda.

#18-25 Motion by Director Griffin to accept all reports as information. **Carried.**

Chair Arychuk declared a recess at 10:33am.  
Meeting was reconvened at 10:40am.

**6.0  
Follow up  
Business**

**a) Booking Policy**

Discussion of policy #500-042.

#18-26 Motion by Director Cherniwchan to accept the Booking Policy as amended. **Carried.**

**b) Donation Flow Chart**

#18-27 Motion by Director Armfelt to accept as info. **Carried.**

**c) Staff Uniform**

Discussion on staff apparel and the direction to take.

**d) Rate Review**

Discussion on rates in other facilities and how we compare.

Direction to have a written recommendation next review.

#18-28 Motion by Chair Arychuk for Administration to apply a 3% raise to all rates then round to the whole dollar and report back any extreme raises.

**Carried.**

Chair Arychuk declared a recess at 11:47am.

Meeting was reconvened at 11:51am.

**7.0  
2018  
Budget**

**a) Operation Budget**

Discussion of 2018 budget changes.

#18-29 Motion by Director Johnson to approve the 2018 budget as amended.

**Carried.**

**b) Capital Budget**

Direction to include page numbers on next agenda package.

Discussion on acquiring a storage shed.

#18-30 Motion by Director Armfelt to pass capital budget with the amendment of a storage shed for now.

**Carried.**

Chair Arychuk declared a recess at 12:49pm.

Meeting was reconvened at 12:57pm.

**8.0  
New  
Business**

**a) Status of R.F.Q for Food Services and Lounge**

Discussion to include Buy-Low Lounge in Request for Quotation with concession.

#18-31 Motion by Director Griffin for Administration to conduct Request for Quotation in regards to contracting out food services not including the Buy-Low Lounge.

**Carried.**

**b) Theatre Repairs**

Discussion of the Nancy Appleby Theatre and how to prevent the deterioration of the building.

Discussion of asking user groups to bring forwards any concerns of all facilities.

#18-32 Motion by Director Armfelt for Administration to work with the Town of Athabasca and Athabasca County Administration to develop an escalation process for moving forward.

**Carried.**

**c) Efficiency of Labour**

Defer to next meeting.

**d) Multiplex Entrance**

Discussion of the front entrance.

Defer to next meeting.

**e) Contracts**

Defer to next meeting.

**f) Appropriate Usage**

Defer to next meeting.

**g) Policy Review Plan**

Discussion of zero tolerance policy for drinking in all non-licenced Multiplex areas.

**h) Ice Rental Agreement**

Directors reviewed Arena Ice Rental Agreement to ensure that the contract had a “No Alcohol Permitted” statement.

Director Armfelt left the meeting at 1:49pm and did not return.

**9.0  
Agenda  
Additions**

**a) Nancy Appleby Theatre**

Discussion of adding a walkthrough for users before event and a survey to all bookings. As well as adding a damage deposit.

Discussion of labour study to find different ways to alleviate the labour being stretched.

#18-33

Motion by Director Cherniwchan for Administration to provide user groups with a survey stating what can be improved and what is working well.

**Carried.**

Chair Arychuk declared a recess at 2:08pm.  
Meeting was reconvened at 2:19pm.

**b) Community Concern**

Discussion of the state of the Lounge over March 9-12 for the ladies' bonspiel.

#18-34

Motion by Director Johnson to draft a cell phone and internet usage during work hour policy.

**Carried.**

Discussion of staffing concerns and what can be done to improve work performance.

#18-35 Motion by Director Griffin for Chair Arychuk to respond to the email as discussed. **Carried.**

**c) Discussion Items**

Defer to next meeting.

Direction for Administration to organize a list of all policies with the last date amended and have a suggestion on what to change.

#18-36 Motion by Director Pacholok to go in camera 2:53pm. **Carried.**

**10.0  
In  
Camera**

**a) Legal**

**b) Personnel**

General Manager Pysyk and Program and Public Relations Manager Brown left meeting at 3:36pm.  
General Manager Pysyk and Program and Public Relations Manager Brown returned at 4:17pm.

#18-37 Motion by Director Pacholok to come out of camera 4:18pm. **Carried.**

#18-38 Motion by Director Johnson for Administration to proceed with Request for Quotation for main lobby storage space. **Carried.**

#18-39 Motion by Director Johnson for Administration to review harassment policy to ensure that it meets the new standards laid out by the province of Alberta. **Carried.**

#18-40 Motion by Director Pacholok for Chair Arychuk to proceed with what the Board discussed in camera. **Carried.**

**11.0  
Next  
Meeting**

Monday, April 23<sup>rd</sup>, 2018 at 5:30pm

**Annual General Meeting**

Monday, May 7<sup>th</sup>, 2018 at 5:30pm

**12.0  
Adjournment**

Meeting adjourned by Chair Arychuk at 4:30pm