

**Athabasca Regional Multiplex Society 2023
September 11, 2023
Combined Meeting Room**

Present: Directors Ashtin Anderson, Rob Balay, Brian Hall (alternate), Jon LeMessurier, Dave Pacholok, Camille Wallach; Athabasca County Interim CAO Pat Vincent, Town of Athabasca CAO Rachel Ramey, General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

1.0

Call to Order Chair Anderson called the meeting to order at 9:40 a.m.

2.0

**Approval of
Agenda**

#23-85 Motion by Director Balay to approve the September 11, 2023, General Meeting agenda as presented.

Motion Carried Unanimously.

3.0

**Meeting
Minutes**

a) Approval of July 24, 2023, General Meeting Minutes

#23-86 Motion by Director Pacholok to approve the July 24, 2023, General Meeting minutes as presented.

Motion Carried Unanimously.

b) Items arising from minutes

Discussion that the Town of Athabasca and Athabasca County has not received a letter from Administration requesting they permit ARMS to retain the 2022 year-end surplus be allocated into a reserve fund as per motion #23-74.

An update was given regarding the hiring of a Food Service Manager to provide food service in house starting October 1, 2023 as per motion #23-77.

4.0

Delegation

a) Doyle & Company Chartered Professional Accountants

Scott Mockford from Doyle & Company Chartered Professional Accountants via teleconference discussed the questions from July 24, 2023, meeting's presentation.

Director Wallach left the meeting at 9:49 p.m.
Director Wallach returned to meeting at 9:52 p.m.

Director Kapitaniuk arrived at the meeting at 9:57 a.m.
Director Hall resumed his position as an alternate.

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**5.0
Financial
Report**

a) 2022 Year-end Financial Audit

#23-87

Motion by Director Balay to accept the year-end Audit and Financial Statements as presented by Doyle and Company Chartered Professional Accountants for the year-ended December 31, 2022 with the amendments discussed.

Motion Carried Unanimously.

Interim CAO Pat Vincent left the meeting at 10:25 a.m.
and returned at 10:27 a.m.

Aquatic Supervisor Dylan Zilinski left the meeting at 10:31 a.m.
and returned at 10:34 a.m.

b) Financial Statement

General Manager Alix presented the completed Financial Statement to the end of July 2023.

#23-88

Motion by Director LeMessurier to accept the financial information as presented.

Motion Carried Unanimously.

**6. Manager
Reports**

a) General Manager, Facility Manager and Aquatics Supervisor Report

General Manager Rhonda Alix discussed the General Manager's report.

Facility Manager Tim Wolfenberg discussed the Facility Manager's report.

Aquatic Supervisor Dylan Zilinski discussed the Aquatic Supervisor's report.

Interim CAO Vincent left the meeting at 10:39 a.m.
and returned at 10:52 a.m.

CAO Ramey left the meeting at 10:54 a.m.
and returned at 10:57 a.m.

#23-89

Motion by Director Pacholok to accept the Manager Reports as presented.

Motion Carried Unanimously.

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Chair Anderson declared a recess at 11:18 a.m.
Meeting reconvened at 11:33 a.m.

Director Hall left the meeting at 11:33 a.m.
and did not return.

**7.0
Follow up
Business**

a) DRAFT Reserve Fund Policy

Administration was asked to create a Reserve Fund Policy.

#23-90 Motion by Director Pacholok to adopt Policy 100-007 Reserve Fund as presented.

Motion Carried Unanimously.

b) 2022 Year-End Surplus

Administration was asked to send a request to the Town of Athabasca and Athabasca County Councils to permit Athabasca Regional Multiplex Society to retain the 2022 year-end surplus to be allocated into a reserve fund.

#23-91 Motion by Director Wallach to accept information as presented.

Motion Carried Unanimously.

c) Athabasca University Convocation

Discussion regarding Athabasca University Hybrid Convocation technical requirements.

#23-92 Motion by Director Kapitaniuk to accept the information as presented.

Motion Carried Unanimously.

**8.0
New Business**

a) Corporate Discounts

Discussion regarding Athabasca Regional Multiplex offering corporate rates.

#23-93 Motion by Director Wallach for Administration to create a 20% corporate discount and agreement for adult 6 month or yearly memberships with a minimum number of 5 employees; family members of employees are not eligible.

Motion Carried Unanimously.

Chair Anderson declared a recess at 11:56 a.m.
Meeting reconvened at 12:12 p.m.

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b) 2024 DRAFT Budget

i) Organization Chart

The Athabasca Regional Multiplex Society organization chart is updated yearly during the budget process.

#23-94 Motion by Director Balay to approve the proposed 2024 ARMS Organization Chart.

Motion Carried Unanimously.

ii) Operating Budget

General Manager Alix presented the 2024 DRAFT Operating Budget.

#23-95 Motion by Director Kapitaniuk for Administration to make the recommended amendments to the 2024 Operating Budget and bring to the next meeting.

Motion Carried Unanimously.

Director Balay left the meeting at 12:35 p.m.
and did not return.

iii) Capital Budget

General Manager Alix presented the 2024 DRAFT Capital Budget.

Interim CAO Pat Vincent left the meeting at 12:55 p.m.
and did not return.

#23-96 Motion by Director Pacholok for Administration to make amendments to the 2024 Proposed Capital Budget and bring back to discuss at the next meeting.

Motion Carried Unanimously.

Director Kapitaniuk left the meeting at 12:52 p.m.
and returned at 12:59.

iv) Facility Rates

Facility rental rates are reviewed yearly by the Board during the Budget process.
General Manager Alix presented the 2024 proposed facility rental rates.

#23-97 Motion by Director Pacholok to approve the 2024 rental rates with a 3% increase to the nearest dollar effective April 1, 2024.

Motion Carried.

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v) Advertising Rates

Advertising rates are reviewed yearly by the Board during the Budget process.
General Manager Alix presented the 2024 proposed advertising rates.

#23-98 Motion by Director Wallach to approve the 2024 Advertising Rates with a 10% increase rounded to the nearest \$1.00 effective April 1, 2024.

Motion Carried Unanimously.

CAO Rachel Ramey left the meeting at 1:13 p.m.
and did not return.

vi) Membership Rates

Membership rates are reviewed yearly by the Board during the Budget process.
General Manager Alix presented the 2024 proposed membership rates.

#23-99 Motion by Director Pacholok to approve the 2024 Membership Rates with a 3% increase rounded to the nearest 0.25 cents effective January 1, 2024.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Ziliniski left the meeting at 1:27 p.m. and did not return.

**10.0
In
Camera**

a) Section 27 (1) FOIP Act – Legal

#23-100 Motion by Director LeMessurier to go in-camera at 1:27 p.m.

Motion Carried Unanimously.

#23-101 Motion by Director Pacholok to come out of camera at 1:31 p.m.

Motion Carried Unanimously.

#23-102 Motion by Director Kapitaniuk to accept the information as discussed.

Motion Carried Unanimously.

**11.0
Next
Meeting**

Next meeting October 16, 2023, at 9:30 a.m.

**12.0
Adjournment**

Meeting adjourned at 1:32 p.m.