

**Athabasca Regional Multiplex Society 2023
October 16, 2023
Combined Meeting Room**

Present: Directors Ashtin Anderson, Rob Balay, Natasha Kapitaniuk, Jon LeMessurier, Dave Pacholok, Camille Wallach; Athabasca County CAO Bob Beck, Town of Athabasca CAO Rachel Ramey, General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

**Member of
The Public:** Brian Hall

**1.0
Call to Order** Chair Anderson called the meeting to order at 9:40 a.m.

**2.0
Approval of
Agenda**

#23-103 Motion by Director Balay to approve the October 16, 2023, General Meeting agenda as presented.

Motion Carried Unanimously.

**3.0
Meeting
Minutes**

a) Approval of September 11, 2023, General Meeting Minutes

#23-104 Motion by Director Pacholok to approve the September 11, 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.

**4.0
Delegation**

a) Cst. David McLenaghan – EPC Rugby Team and Ms. Stacey Mabey, EPC Principal

Cst. McLenaghan discussed the new EPC Rugby program. The team has been formed with the vision to promote physical fitness, teamwork and sportsmanship among the youth in our area. The team's Captain and one of the players also spoke about their positive experience they are having being involved with the sport.

#23-105 Motion by Director Kapitaniuk to accept the information as presented.

Motion Carried Unanimously.

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Chair Anderson declared a recess at 10:16 a.m.
Meeting reconvened at 10:24 a.m.

**5.0
Financial
Report**

a) Financial Statement

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

2023 Summer Programs registration numbers, staff, revenue and expenses was presented.

#23-106

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

Motion Carried Unanimously.

b) Year-End Financial Audit Fee

General Manager Alix presented an email from Scott Mockford with Doyle & Company Chartered Professional Accountants requesting to bill additional costs related to the 2022 Financial Audit.

#23-107

Motion by Director Pacholok to approve an additional one-time payment of 1/3 of the cost of their bill for the reimbursement of expenses occurred during the audit process.

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.

Board discussion points were the Guests issues using the microphone at events and the batteries, the staff cost breakdown for movies, why ARMS was unsuccessful in the RhRAP conference bid, the curling lounge contract terms, and the aquatics actual participant numbers.

#23-108

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

Motion Carried Unanimously.

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**7.0
Follow up
Business**

a) Athabasca University Convocation

Class of 2024 Convocation will be held at the multiplex through June 17 – 21, 2024.
Administration will work with the Athabasca University staff to ensure that we have everything they require for Convocation.

#23-109 Motion by Director Wallach to accept the information as presented.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski left the meeting at 11:10 a.m.
and returned at 11:20 a.m.

b) 2024 Draft Budget

i) Operating Budget

#23-110 Motion by Director Balay to approve the 2024 draft Operating Budget as presented pending approval of requested requisition amounts from our members.

Motion Carried Unanimously.

Direction for Administration to have/invite a User Group delegation every other meeting.

ii) Capital Budget

Board discussion points were a loan to cover capital costs, spend money on Theatre sooner than later, new stage curtains, put together a business case to purchase a tractor, inflatables and Zamboni and to investigate if the Multiplex can borrow money.

Director Balay left the meeting at 11:42 a.m..
Director Balay returned to the meeting 11:44 a.m.

CAO Beck left the meeting at 11:45 a.m.
CAO Beck returned to the meeting at 11:48 a.m.

CAO Ramey left the meeting at 11:48 a.m.
CAO Ramey returned to the meeting at 11:50 a.m.

#23-111 Motion by Director LeMessurier to revise Capital Budget as discussed and distribute to the Board.

Motion Carried Unanimously.

#23-112 Motion by Director Balay for Administration to research the Society's borrowing capabilities and review ARMS Bylaws to find out if ARMS is able to borrow money and report that information back to the Board.

Motion Carried Unanimously.

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iii) Operating Budget Forecast

Athabasca County requested ARMS draft Operating Budget for 2024, 2025, 2026 & 2027. Administration reviewed the previous three years and calculated the forecast with an average increase of 5% per year.

#23-113 Motion by Director Wallach to approve in principle an increase to the Town of Athabasca and Athabasca County requisitions by 5% per year for the DRAFT Operating Budgets for 2025, 2026 and 2027.

Motion Carried Unanimously.

c) External Fitness Contractors Policy

Administration was asked to bring back Policy 500-13 External Personal Fitness Trainers for discussion.

#23-114 Motion by Director Balay for Administration to seek advice from our ARMS Insurance provider on the External Contractors Policy.

Motion Carried Unanimously.

**8.0
New Business**

a) Annual General Meeting

The 2022 year-end Financial Statement and audit findings were approved at the September 11, 2023, ARMS Board Meeting.

#23-115 Motion by Director Pacholok to hold the ARMS AGM on November 20, 2023 at 9:30 a.m. prior to the Board meeting.

Motion Carried Unanimously.

b) Franchise Fees

Administration was asked to bring back the Utility Franchise Fees to date. The total franchise fees paid to September 30th, 2023 is \$24,981.61

#23-116 Motion by Director LeMessurier to accept the information as presented.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Ziliniski left the meeting at 12:21 p.m. and did not return.

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**10.0
In
Camera**

a) Section 27 (1) FOIP Act – Legal

#23-117 Motion by Director Balay to go in-camera at 12:21 p.m.

Motion Carried Unanimously.

#23-118 Motion by Director Wallach to come out of camera at 12:28 p.m.

Motion Carried Unanimously.

#23-119 Motion by Director Kapitaniuk to accept the information as discussed and to share full update on this matter with the CAO's from both members of the municipalities.

Motion Carried Unanimously.

**11.0
Next
Meeting**

Next meeting November 20th, 2023, at 9:30 a.m. following the AGM.

**12.0
Adjournment**

Meeting adjourned at 12:29 p.m.