

**Athabasca Regional Multiplex Society 2024
September 16, 2024
Combined Meeting Room**

PRESENT: Directors Ashtin Anderson, Brian Hall (alternate), Camille Wallach, Darlene Reimer, Jon LeMessurier, Natasha Kapitaniuk and Rob Balay (alternate).

General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

ABSENT: Director Dave Pacholok and Concession Supervisor Tim Festeryga.

MEMBER OF THE PUBLIC: Town of Athabasca CAO Rachel Ramey.

**1.0
Call to Order** Chair Anderson called the meeting to order at 9:36 a.m.

**2.0
Approval of
Agenda**

#24-92 Motion by Director Kapitaniuk to approve the September 16, 2024, General Meeting agenda with the following addition:

9b) Section 24 (1) FOIP Act – Advice from Officials

Motion Carried Unanimously.

**3.0
Minutes of
Previous
Meeting**

a) Approval of July 15, 2024, General Meeting Minutes

#24-93 Motion by Director Reimer to approve the July 15, 2024, General Meeting minutes as presented.

Motion Carried Unanimously.

**4.0
Financial
Report**

a) Financial Statement

General Manager Alix presented the Financial Statements as of July 31, 2024.

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#24-94 Motion by Director LeMessurier to accept the financial information as presented.

Motion Carried Unanimously.

**5.0
Manager
Reports**

a) General Manager, Facility Manager, and Aquatic and Concession Supervisor Reports

General Manager Rhonda Alix discussed the General Manager's report and the Concession Supervisor Report.

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

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

#24-95 Motion by Director Wallach to direct Administration to bring back a business case for regular scheduled movie nights at the theatre.

Motion Carried Unanimously.

#24-96 Motion by Director Reimer to accept the reports as presented.

Motion Carried Unanimously.

**6.0
Follow up
Business**

a) Strategic Planning

Meeting dates with Mike Roma from RC Strategies set for Wednesday October 2, 2024 at 9:30 a.m. and Thursday October 17, 2024 at 9:30 a.m.

#24-97 Motion by Director LeMessurier to accept the verbal information as presented.

Motion Carried Unanimously.

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b) Security Quotes

Administration was asked to obtain quotes for security services from September to June and bring comparatives from three other facilities.

#24-98 Motion by Director Wallach to accept as information at this time.

Motion Carried Unanimously.

c) Demographic Survey Results

#24-99 Motion by Director Balay to direct Administration to make an official request on behalf of the Board of Directors, that User Groups report what municipalities their members reside in by November 1, 2024.

Motion Carried Unanimously.

Chair Anderson declared a recess at 10:20 a.m.
Meeting reconvened at 10:31 a.m.

**7.0
New
Business**

a) CFEP Small Grant

ARMS was approved for the CFEP Small Grant through the Government of Alberta.

#24-100 Motion by Director Balay to direct Administration to purchase the curling rink dehumidification unit with air conditioning using capital reserves for 50% of the costs.

Motion Carried Unanimously.

b) GICB Program

The GICB Program has announced a new intake. Submission deadline is October 16, 2024.

#24-101 Motion by Director LeMessurier to direct Administration to work with the Town of Athabasca and Athabasca County to submit a GICB Program application for Solar PV and other energy efficient improvements.

Motion Carried Unanimously.

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c) Asset Management Plan

Administration presented the Asset Management Plan to the Board.

#24-102 Motion by Director Wallach to direct Administration to prepare delegation to both members' councils to present the Asset Management Plan as amended.

Motion Carried Unanimously.

b) DRAFT Capital Assets and Management Policy

#24-103 Motion by Director Kapitaniuk to adopt the Asset Management Plan Policy Number 500-037 as amended.

Motion Carried Unanimously.

c) Corporate Discount Program

ARMS Corporate Discount Program requires a minimum of 5 employee membership applications to be submitted for the 20% corporate discount to be activated.

#24-104 Motion by Director Wallach to amend the Corporate Discount Program to be available for any business with 5 or more employees.

Motion Carried Unanimously.

d) Facility Rental Statistics

Administration presented the facility utilization and user group rental statistics.

#24-105 Motion by Director LeMessurier to accept information as presented.

Motion Carried Unanimously.

e) 2025 Proposed Budget

i) 2025 Proposed Organizational Chart

ARMS Organizational Chart is updated yearly during the Budget process. The Organizational Chart shows our current employee structure and roles. Administration is not proposing any changes for 2025.

#24-106 Motion by Director Reimer to approve the 2025 ARMS Organizational Chart as presented.

Motion Carried Unanimously.

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ii)2025 Proposed Facility Rates

Facility rental rates are reviewed yearly by the Board during the Budget process.

#24-107 Motion by Director Kapitaniuk to table the 2025 Proposed Facility rental rates until after the Strategic Planning meetings.

Motion Carried Unanimously.

iii)2025 Proposed Membership Rates

Membership Rates are reviewed yearly by the Board during the Budget process.

#24-108 Motion by Director Kapitaniuk to table the 2025 Proposed Membership Rates until after the Strategic Planning meetings.

Motion Carried Unanimously.

iv)2025 Proposed Advertising Rates

Advertising rates are reviewed yearly by the Board during the Budget process.

#24-109 Motion by Director Wallach to approve the 2025 Advertising Rates with a 3% increase rounded to the nearest \$1.00 effective April 1, 2025.

Motion Carried Unanimously.

Chair Anderson declared a recess at 12:06 p.m.
Meeting reconvened at 12:57 p.m.

v)2025 Proposed Operating Rates

Administration prepared the 2025 Draft Operating Budget.

Director Balay left the meeting at 1:20 p.m. and returned at 1:22 p.m.

#24-110 Motion by Director Wallach to approve the 2025 Draft Operating Budget as presented with a 3% Cost of Living Adjustment (COLA).

Motion Carried Unanimously.

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vi)2025 Proposed Capital Budget

#24-111 Motion by Director Balay to approve the 2025 proposed capital budget at \$225,000.00 from each municipality.

Motion Carried.

**9.0
In Camera**

- a) Section 27 (1) FOIP Act – Legal
- b) Section 24 (1) FOIP Act – Advice from Officials

#24-112 Motion by Director Wallach to go in camera at 1:36 p.m.

Motion Carried Unanimously.

Member of the Public, Facility Manager Tim Wolfenberg and Aquatics Supervisor Dylan Zilinski left the meeting at 1:36 p.m. and did not return.

#24-113 Motion by Director LeMessurier to come out of camera at 1:53 p.m.

Motion Carried Unanimously.

#24-114 Motion by Director Wallach to accept the information as discussed for 9a.

Motion Carried Unanimously.

#24-115 Motion by Director Balay to accept the information as discussed for 9b.

Motion Carried Unanimously.

**10.0
Next
Meeting**

Next meeting October 21, 2024, at 9:30 a.m.

**11.0
Adjournment**

Meeting adjourned at 1:53 p.m.