



Ice Rink Advisory Board

[Agenda Link](#)

Date received: 01/12/2023 @1706

Date & Time posted: 01/13/2023 @ 1142

[Minutes Link](#)

Date received: 02/22/2023 @ 0951

Date & Time posted: 02/22/2023 @ 0955

Meeting Agenda

Date: Tuesday, January 17, 2023

Location: Skatium, 1018 Darby Rd,
Havertown, Pa., 19083

Time: 7:30 P.M.



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @

Skatium Date: Tuesday, January 17th, 2023

Time: 7:30 P.M.

Virtual Alternative: [Zoom Link](#)

Call to order

Roll Call

Reorganization

Approval of minutes from last meeting – December 20, 2022

Public Comments

Financials

Old Business

- Board member terms
- Operations Manual
- Passbook Conversion
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Electric Zamboni and edger
- Front door artwork / Electronic displays / Tenant traffic routing
- Plumbing issues - Men's sink
- Locker Room Capital Improvements
- Learn to skate update
- Spring / Summer Hockey - 3x3 tourneys
- Haverford Alumni tournament
- Rates adjustment

New Business

Adjournment

Skatium Ice Rink Advisory Board Meeting Minutes – Tuesday January 17, 2023

The next Meeting is Tuesday, February 21, 2022 @ 7:30 p.m. At the Skatium

Attendees: Jeremy Beha, Jason Brinn, Barbara Latsios, Rob Cohen, Kate Stickle, Scot Lindelow, Rich Caesar, Rick Turnbull, Marc Dalessandro, and Commissioner Liaison Brian Gondeck

Absent: Drew Simcox

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the previous month are approved with no changes or amendments.

Public Comment:

None

Reorganization:

Introduction of Rink Staff and Advisory Board Members.

Welcome new members!

Jeremy Beha was appointed President.

Rob Cohen was appointed Vice President.

Rich Caesar was appointed Secretary.

Financial:

No financial information was available from the Township at the time of the meeting.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months.

The Rink Staff indicated a rough outline should be completed for next month

Update 10/18

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. Procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Open. In progress.

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director.

The Advisory Board feels this is a critical item and needs follow-up and needs to be developed.

Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director.

Open. No update.

PSC Training and Certification

The Skating Director is not certified but certification is in progress. It could take 6 months

During this time the Skating Director may not instruct any on-ice activities and the Assistant Director will conduct the on-ice activities.

Open. No update.

Passbooks

Follow up on passbooks and people not signing in manually. ("the book")

Still using passes, still using the book.

Passes do not expire. Need to switch to electronic system.

Need to convert outstanding tickets to electronic tickets.

We should be on one platform and possibly whatever platform the Township uses.

Update 1/17/2023

Passbook conversion is ongoing, and it has been decided that the system will be converted to Frontline (system)

Open. In Progress.

Game Beast

The Rink Staff has a meeting with Game Beast tomorrow.

Game Beast sends fee per person to the skating club.

What is the time frame for conversion.

1 month decide on 1 provider platform.

1 more month to start integrating.

By the end of the year, we should be converted.

Update 1/17/2023

The Rink Staff is looking to use Frontline for all for all POS capabilities.

Consolidate with "Passbooks" above

Closed (will be removed after the February meeting)

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now.

(printed sign, not hand written in crayon)

Update 1/17/2023

Gates are placed on hold until March/April

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown)

The Rink Staff will place work order and get it scheduled. Can be designed by Township

The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered.

Update 10/18

The Rink Staff followed up today and did not hear back yet.

Open. In Progress

URL

HaverfordSkatium.com

Who knows who owns the URL. The Township IT Department should know.

Update 10/18

Jeremy will write up the procedure and send to township

Update 1/17/2023

The Township Staff has updated the domain to point to the Skatium Page.

Closed. (will be removed after the February meeting)

Electronic Displays

New displays for banners.

The Township is still looking into

Still need to get a few electronic displays (future)

Some banners have been identified to remove

Some banners have been identified to be move or consolidated

Open. No update

Plumbing Issues

Clogged toilets, bad seals, and broken drain traps are some of the most recent plumbing issues.

Fixtures out of order for a few weeks and some are either safety issues or health issues

Update 10/18

Bathrooms updates are still in process. Sensors are being installed on toilets

Update 1/17/2023

Men's bathroom sink is still broken.

We have the faucet but need additional parts due to custom sink mounting configuration.

The Rink Staff will pick up the additional parts locally this week.

Open. In progress

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr
Option 2 lithium battery. Will need to be replaced at 10 yr
New charging station, blades, and accessory are part of package
Spare Zamboni will be sold, existing Zamboni will become spare
Update 10/18/2023

Zamboni has been ordered with lithium batteries. Delivery estimate is over a year.
Electric edger should be arriving soon.

Open

Fee Increase

There is a proposed increase in fees for morning ice yearly unlimited pass. Only 4 people had that rate for that time slot. The pass offered has been underpriced in comparison to other ice times and rates. Unlimited pass increased 30% Letters have been sent to Township by participants
Should have been gradually increased over time instead of all at once. Rink is in touch with 4 participants and may change increase to a slightly lower increase.
All prices should be public knowledge going forward and available for all during that time.
Reduce rate and enforce time.

Update 1/17/2023

The new rate adjustment was approved and became effecting in January 2023.

Winter rate = \$385 (September 1 to March 31)

Spring Rate =\$290 (April 1 to May 31).

Summer Rate = \$260 (June 1 to August 31).

Still less than any rink rates in the area.

Closed (will be removed after the February Meeting)

Female Locker

Need to place a request into the Township for an official female locker.

Open. No Update

Delivery Services

We are getting reports that food delivery service coming through rink to get to Hav A Burger. Need to post signs redirect traffic through the Hav A Burger entrance.

Open. No update

Learn to Skate Program

Program is going well and looking at lessons learned for improvements.

Communications is still a problem with the Assistant Skating Director and there have been several issues reported.

Rink personnel answers questions and assist by phone. ASD are not responding to calls and emails in a timely manner.

Need to get common email for inquiries and not direct to a specific coach or personal email. Need to speak to coaches and inform them to respond or at least acknowledge inquiries within 24 hrs.

Update 1/17/2023

While the Learn to Skate program is sold out there are still communications issues Director/Assistant Director and the participants.

Open. In progress

Summer Programs

Information regarding summer camps has been compiled and will be released soon.

Open. In progress

New Business:

Juvenile Issues

Recently groups of juveniles are coming into the building creating safety issues and causing damage.

The Rink Staff noticed damage to the restroom fixtures among other items.

They were also observed driving electric scooters in the building creating a safety issue.

The Rink Staff has asked the juveniles to leave the building on several occasions.

It was suggested that upon the second request to leave the building that the Rink Staff contact the Police and file a report. The Rink Staff will also need to notify the Township in order to review the security recordings and submit to the Police.

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution.

We received some interest from Aqua to sponsor and/or advertise primarily on the Zamboni.

If Zamboni is not available, we can allow other locations for advertisement such as the digital displays

Board Terms

The terms for Board Members were discussed.

The Bylaws indicate 5 years terms for members, but the Township appoints to members to 3 year terms.

We need to change the bylaws to coincide with the appointments terms set forth by the Township.

The Advisory Board also needs to adjust expiring terms of members to be no more than 3 open positions per year.

Signs

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township.

Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township will install the signs in the appropriate location.

The Township is looking to replace the clock sign with one banner.

Adjournment:

Rob made motion to adjourn

Jeremy adjourned the meeting at 8:43 p.m.

The next Meeting is scheduled for: February 21, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,

Rich Caesar