



# KEYSA Minutes of November 19, 2020

Location: NEW DAWN PLACE

**In Attendance:** Lisa Carlson, Ray Morello (on phone), Mike Robinson, Rob McKenzie, Melanie Sandberg, Jen Nelson, Chuck Downie, Leah Welch, Nathalie Lesage, Tina Featherling, Adam Mooi, Missing: John Luscher and Elaine Luscher, Nicole Fulton

1- Call to order @ 6:36 pm

2- Adoption of Agenda: Motion by Chuck, 2<sup>nd</sup> by Tina

3- Adoption of Minutes: of October 26, 2020, meeting – Motion by Tina and 2<sup>nd</sup> by Mike

4-Correspondence:

4.1: Move games to start after 4:00 on Saturdays, rotating games and teams: Motion by Rob, 2<sup>nd</sup> by Tina

4.2: Mike Robinson put forth via email on Sunday Nov 22 that KEYSA will reduce the batting cages to \$60 for both and \$40 for one, until KEYSA is equipped with our own equipment for the cages -passed via email Nov 24. Mike Robinson also put forth to sell the turf for \$1,200.00 via email to Cranbrook Bandits, Nov 22- passed via email Nov 24, 2020.

5-Financial Report:

KEYSA: \$51,564.77

DOMES: \$44,937.18

6. Business Arising From Minutes

6.1: \$200 Registration for Spring KEYSA program, no tournament fees. Tournament fees extra on a Tournament by Tournament basis. Refunds will be by our refund policy minus \$25 non-refundable administration fee. Motion by Ray, 2<sup>nd</sup> by Mike

6.2: Spring Registration dates: Jan 15 to Feb 15, 2021. Early Bird for 2 weeks.

6.3: Fundraising: please see attached from Fundraising Chair

6.4: Daytime user groups: please keep an eye out for users to use New Dawn Place 3:00-4:00

**6.5:** Farmer's Market: December 5<sup>th</sup> date will be a no go. New date to be determined depending on opening. \$500 for the day with a \$250 deposit that is refundable, if Dome is cleaned to our specifications. Need Covid Policies from Farmers Market Group, and their Insurance with KEYSA on Insurance. KEYSA to have a table set up. **Motion by Rob, 2<sup>nd</sup> by Mel**

## 7- Business Arising from Minutes

7.1 – COVID Policy passed. Indoor facility user rules to be posted outside by main door.

7.2 – Research user groups, regarding their cancellation policies and refund policies.

7.3- Motion to accept loan for \$200,000.00 for Indoor Facility, **Motion by Rob, All in Favor.**

7.4- Contact lawyer to amend our bylaws to be able to apply for the gaming grant.

7.5: When coaches are not a positive role model in our programs,

## 8. COMMITTEE REPORTS

### 8.1 Chair Report – See below

8.2 Vice Chair/Indoor Facility Report – Working on DOME, security lights, Insurance, Washrooms, stairs, occupancy, open 7 days a week, from 6am to 10pm. **See below**

8.3 Rep/Dev Report – Nothing to report

8.4. House Report -Nothing new to report

8.5. Equipment Report – Nothing to report

8.6. Lining/Concession Report – Nothing to report

8.7. Sponsorship Report – See attached

8.8. Sam Steele Report – Nothing to report

8.9. PR Report – Nothing to report

8.10. Rec League Report – Nothing to report

8.11. Inaria/uniform report – Nothing to report

8.12. Administration Report – refunds, emails, grants, refunds, and DOME payments, insurance, Gaming License.

8.13. Technical Director Report –Nothing to Report

## 9. Board Inquiries –None

10. Next Meeting Date: December 17, 2020 @ 6:30pm Place TBA- Maybe Indoor Facility or Heritage

11. Motion to Adjourn at     pm - Motion by Tina, 2<sup>nd</sup> by Mel, carried.

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Chair

I Hereby Certify these minutes are correct.

## Board Updates:

### Chair update:

- working on the scheduler for the dome-ready to go once we get a more for sure opening date
- set up registration for rep/dev indoor and launched that on our website
- changed the layout of the website
- attended bc soccer agm via zoom
- attended bc soccer ref course info session via zoom
- ordered nets for the small fields in the dome before the end of October to use some of last years budget funds
- meeting with Adam to discuss KEYSA and Whitecaps
- still working on insurance for the dome

## Indoor Facility Report:

1. Outstanding construction
  - a. Turf in but requires final seaming and lint painting. To be completed week of Nov. 30. See attached line layout.
  - b. Final grading should be complete today.
  - c. Heating has been an issue. Chuck has been working with local and Fairly group gas fitters. Farley sent out a Tech on Sunday (Nov 15) to do a substantial amount of trouble shooting. We feel most problems have been solved, but have some follow up
  - d. Wind speed meeting from Farley.
  - e. Batting cages require answer on grant. Bandits to bring in own gear until then.
  - f. Nets – fabricated or pop-up?
  - g. Entrance set-up
2. Final tasks for lock up and occupancy include the following. Delivery dates can be provided during the meeting.
  - a. Entrance stairs
  - b. Emergency lights, exterior lights
  - c. Washrooms
  - d. Insurance
3. Budget
  - a. Update – the project appears to be on budget without using the contingency. We have some uncertainty around where things are at with the extensive amount of effort going into the final turf subgrade prep. The material initially installed by New Dawn was not suitable and required extensive work by New Dawn, BE, and Canadian Rockies landscape to finish. Additional costs were incurred for the OK Perfect Turf to supervise in part.
  - b. Loan – Budget surprises went both ways (increasing and decreasing costs) to leave us essentially where we started in August. This was approximately \$200,000 short in funding. We continue to look for financial and in-kind donations. However, the private lending offer is required as indicate below.

Date	Description	Withdrawal	Deposit	Balance	
01-May	Opening			\$583.54	
08-May	CBT grant installment		\$300,000.00		
15-May	Turf install #1	\$43,770.98			
15-May	Dome install #1	\$172,084.20			
31-May	Interest		\$87.93	\$84,816.29	
30-Jun	RDEK 1st Grant		\$27,240.12		
30-Jun	RDEK Gas Tax Grant		\$130,000.00		
30-Jun	Interest		\$49.82		
30-Jun	Professional fees	\$7,087.80		\$235,018.43	
06-Jul	RDEK Affect. Areas		\$50,000.00		
27-Jul	Professional fees	\$3,380.00			
31-Jul	Interest		\$163.74	\$281,802.17	
11-Aug	Hydro	\$65,626.92			
12-Aug	Turf install #2	\$29,180.66			
24-Aug	Dome install #2	\$179,172.00			
24-Aug	Road Permit Dep	\$1,000.00			
31-Aug	Interest		\$100.99		
31-Aug	Service Charges	\$10.00		\$6,913.58	
17-Sep	CBT grant installment		\$150,000.00		
30-Sep	Infinity Solutions	\$469.87			
30-Sep	Etransfer fee	\$1.00			
30-Sep	Interest		\$33.16		
30-Sep	Stahl Electric	\$19,222.60		\$137,253.27	
08-Oct	Dome Install #3 (Sept)	\$59,724.00			
19-Oct	RDEK Affect. Areas		\$27,240.12		
20-Oct	Dome Install #4 (Oct)	\$59,724.00			
	Generator rental and gas	\$12,000.00			Projected. Estimated
	Final turf payment	\$72,951.65			Projected
	CBT grant installment		\$50,000.00		Projected
	Dome Install #5 (Nov)	\$59,724.00			Projected
	Dome Install #6 (Dec)	\$59,724.00			Projected
	B.E.	\$50,000.00			Projected. Estimated
	BMX money to City	\$2,000.00			Projected. Estimated
	Washrooms	\$30,000.00			Projected. Estimated
<b>Total</b>		<b>\$926,853.68</b>	<b>\$734,915.88</b>	<b>-\$191,354.26</b>	

#### 4. Maintenance

- We will develop an Operations Manual to list of daily/weekly/monthly maintenance tasks (inspect twice per day, snow removal, heat/pressure, etc).
- Maintenance will fall under the Indoor Chair tasks with operations. Suggest assembling a smaller group of 4-5 people to take weekly shifts. We need redundancy, but need to maintain some level of consistency.

#### 5. Operations

- a. Schedule update – We have a rough schedule indicating available times. We need to confirm an opening date before releasing the schedule. Once date is set, we will post schedule for groups to sign up online in a first come/first serve basis
- b. Lisa has drawn up a COVID protocol
- c. Staffing – Without drop in, we will not need full-time staff. Suggest posting an onsite attendant position to our KEYSA membership to have an onsite staff attendant for all scheduled events.
- d. Entrance lock system – No budget or need for anything other than our staff to have access at this time.