

**Meeting Minutes**  
**Treadwell Arena Advisory Board (TAAB)**  
**City & Borough of Juneau**  
**Wednesday, March 16, 2016**  
**Douglas Library – 5:30pm-6:30pm**

- I. Call to Order: 5:37pm
- II. Roll Call: members present – Taylor Horne, Steve Quinn, Patty Collins, Molly McCormick, Bret Connell, Jason Soza  
Members Absent: Liz Balstad  
Staff Absent –Kirk Duncan  
Staff Present –Lauren Anderson
- III. Approval of Agenda – motion was approved with additional topics of Survey and email options
- IV. Approval of Minutes- February 17, 2016 – minutes approved
- V. Public Participation - none
- VII. General Discussion:
  - Staffing** – Personnel Budget - 16 rink staff including Manager. Budget for 37 weeks for seasonal staff even though they don't always work the full season due to summer work somewhere else.
    - 2 full time year round positions – Manager & Lead Recreation Maintenance Worker
    - 2 full time seasonal positions – Recreation Coordinator & RAL II - Shift differential must be considered
    - 12 part time seasonal employees – 2 custodians, 7 RAL I (office staff), 3 Rec maintenance workers (zam driver)
    - Consistently work on training RAL I's to teach on-ice lessons (parent & tot, school groups, hockey clinics, afterschool program)
    - Rec Coordinator & RAL II cross trained on Zam & drive when needed
    - Every weekly schedule is different depending on needs of facility and availability of staff (holidays, special programs)
    - Marketing ideas and challenges with it-flyers, newsletter, Facebook, email blast. Hope POS system will help
    - Liability for photos of faces required
  - Understanding school groups**
    - Potential numbers and past rental habits
    - Mostly have elementary classes, but middle & high school classes come too. 79 classes have come so far this year. All classes from Gastineau & Harborview Elementary came this year. Most classes come once a year.
    - Would like to develop a pre & post skating visit incorporating education standards (math, science, history, english, etc) 3<sup>rd</sup> Grade Program-hopefully kick off August - 2016-17 season
  - Rainforest Tournament**
    - Admin perspective; beer garden
    - Team effort to make it so successful (Rainforest committee, staff, P & R and CBJ staff)
    - 8 teams (4 from out of town with a mix of teams)
    - Beer garden was successful
    - April JAHA Tournament – challenges getting teams organized and from out of town.
  - Survey & Email** – Advisory Board members do not getting CBJ issued emails – Empowerment board members are required to have them. [TAAB@juneau.com](mailto:TAAB@juneau.com) will run by Beth in the Clerk's office.
    - **Rink Survey** – 3 questions - Courtesy & helpfulness, cleanliness, overall experience-what can we do to improve?
    - Use all methods to get survey out to groups general memberships, QRL code, rink board, post around town
  - Report to Assembly** – finishing next report draft for next meeting
- VII. Board Comments
- IX. **Next meeting date:** April 13, 2016 6:00pm Downtown preferred or Douglas Library
- X. Adjournment: 6:39pm