



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
AGENDA
TUESDAY, JANUARY 9, 2018 – 1:30 P.M.
MELANCTHON MUNICIPAL OFFICE COMMITTEE ROOM**



The North Dufferin Community Centre Board of Management held its first meeting on the 9th day of January, 2018 at 1:30 p.m., in the Committee Room, at the Melancthon Township Municipal Offices. Those present: Mulmur Township Board Members Chester Tupling and Councillor Keith Lowry, with Allen Clarke joining via telephone. Melancthon Township Board of Members Bert Tupling, Debbie Fawcett, Clayton Rowbotham and Councillor Dave Besley. Mulmur Board Member Nancy Noble was absent with prior notice given. Denise Holmes, CAO/Clerk, Melancthon Township, Mulmur Township Treasurer, Heather Boston and Secretary Cheyanne Hancock, Melancthon were also present.

Call to Order by Secretary

Cheyanne Hancock called the meeting to order.

Election of Chair conducted by Secretary

The Secretary called for nominations for the position of Chair. It was moved by B. Tupling, Seconded by Rowbotham that Chester Tupling be elected Chair. Carried.

Chair Tupling presided over the meeting.

Election of Vice Chair conducted by Chair

The Chair called for nominations for the position of Vice Chair.

The following motion was made – Moved by Lowry to elect Allen Clarke as Vice-Chair.

A second motion was made – Moved by Besley, Seconded by Rowbotham that Bert Tupling be elected as Vice-Chair. The Chair called for a Seconder for the motion of Lowry electing Allen Clarke, but no one would second the motion so it was defeated. The Chair called for the vote on the motion by Besley and Seconded by Rowbotham to elect Bert Tupling as Vice Chair and the motion carried.

Declaration of Pecuniary Interest or Conflict of Interest

Chair C. Tupling advised that disclosure of pecuniary interest can be declared at this time or anytime throughout the meeting. Member Lowry asked for an explanation on the declaration of pecuniary interest and it was advised that it was outlined in the Procedural By-law in the package.

Approval of Agenda

Heather Boston requested approval to add OMERS for employees to General Business item # 5, and move "Other" to General Business item # 6. Moved by B. Tupling, Seconded by Besley, that the agenda be approved as amended. Carried

General Business

1. Procedural By-law
2. Policies for the Board
3. Agreement for the NDCC
4. Draft Budget
5. OMERS * addition *
6. Other

1 - Moved by Clarke, Seconded by Fawcett that we table the Procedural By-law until the next meeting. Carried. All members to review the Procedural By-law before the next meeting and bring back any comments for discussion on proposed changes, if any.

#2 - Member Lowry provided some information to the Board regarding needed policies and procedures which he obtained from a seminar he attended for Directors of Not-For-Profit Boards. Discussion on this list and it was stressed the need for contracts to stipulate liability and insurance and when the Board puts the policies together, it should be looking at these items. It was then moved by Lowry, seconded by B. Tupling to accept Keith Lowry's handout to be tabled for the next agenda. Carried. The capital asset policy needs to be re-done and Heather will send out Mulmur's Capital Asset Management Plan to the Board.

#3 - Discussion on the facility rental agreement regarding insurance (and it include Mulmur, Melancthon and NDCC) and the contracts that are already in place. The Board asked the Treasurer to provide a list of the contracts for the next meeting. Moved by Lowry, Seconded by Besley that the Board amend the facility rental agreement as per the discussion and bring back to the next meeting. Carried.

4 - The draft Budget was reviewed – line by line, and amendments made to it. Moved by Lowry, Seconded by Besley that the Draft Budget be received and directs the Treasurer to

update the budget for next meeting. Carried. Member Lowry asked about what training is required for the employees and requested Heather to gather the information.

5 – Discussion on OMERS and its continuation for the current employee as a result of the new Board. Moved by Besley, Seconded by Clarke, that the NDCC OMERS Pension continue for eligible employee. Carried.

6 - Member B. Tupling suggests members think about renovation ideas for next meeting. Secretary directed to invite NDCC employee to the next meeting. The next meeting the Board will have a tour of the facility. It was also advised that Denise Holmes would be taking over as Secretary of the Board of Management.

Adjournment

3:15 p.m. - Moved by Lowry, Seconded by B. Tupling that we adjourn to meet again on Thursday, February 8, 2018 at 7:00 p.m. at the North Dufferin Community Centre, or at the call of the Chair. Carried.

The meetings for the NDCC Board of Management will be held the second Tuesday of the month from 7-9 p.m. at the North Dufferin Community Centre.

CHAIR

SECRETARY