



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, APRIL 10, 2018 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management held its meeting on the 10th day of April, 2018 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice Chair, Melancthon
Dave Besley, Councillor Melancthon
Keith Lowry, Councillor Mulmur
Nancy Noble, Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, Treasurer, Mulmur
Donna Funston, Administration and Finance Assistant, Melancthon
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

Regrets:

Debbie Fawcett, Melancthon (with prior notice given).
Allen Clarke, Mulmur (with prior notice given).

Call to Order by Chair

Chair Tupling called the meeting to order at 7p.m.

Approval of Agenda

No additions or deletions.

Moved by Besley, Seconded by Lowry the Agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by Lowry, Seconded by Noble that the minutes of the North Dufferin Community Centre Board of Management held on March 8, 2018 be approved as circulated. Carried.

Business Arising from the Minutes

Member Lowry will continue working on the hiring policy for the next meeting.

Facility Manager's Report

The Facility Manager went over his report with the Board. Had a power surge about 2 weeks ago which took out the compressor, it has since been fixed. Work is still being done on the dehumidifier that was also affected with the power surge.

Member Lowry asked Curtis to get an estimate on surge protector as opposed to replacing the compressor- would like a cost comparison. An estimate to surge protect the entire building as well, the building has three separate units that would require the protection.

Discussion about insurance policy and if surges are covered, Heather to bring insurance policy to next meeting to show coverage, liability and deductibles.

General Business

1. Accounts
2. Financial Report & Discussion about Capital Budget/Reserve - Treasurer
3. Building Renovations/Improvements - Discussion
4. Beef BBQ
 1. Cost of tickets
 2. Raffle
 3. Advertising
 4. Other
5. Resignation of Member Allen Clarke – Motion to accept – Discussion regarding filling vacancy
6. Risk Management Policy – Samples from other municipalities
7. Unfinished Business
 1. Policies of the Board
 1. Hiring Policy
 2. Procurement Policy
 3. Progressive Discipline Policy
8. Tour of the Facility

1 - Moved by Lowry, Seconded by Besley that the accounts in the amount of \$23, 043.87 be paid. Carried.

#2- Member Besley questioned the over budget amount in office/computer supplies. Heather explained she didn't budget enough as most of the cost is the Arena's Keystone Computer Software portion. To determine if an item qualifies as capital or not currently Heather uses professional judgement as opposed to a specific dollar value, she also says depreciation is based on Mulmur policy. Vice-Chair Tupling expressed concerns regarding

amortization of the building, as well as capital expenses. With respect to the repairs being added to the value of the building as a betterment and being depreciated with the remaining life of the building. Heather is going to bring her spreadsheet showing 2017 repairs that were added as betterments and a depreciation schedule, to the next meeting.

3 – Member Rowbotham requests a land survey and drawings of building footprint for the Building Sub-Committee. Also asks for By-law set backs for a new building in regards to the Fire Hall and lot lines. Denise will email survey and footprints to member Rowbotham, Heather will look into zoning and By-law requests.

4 – Janice Aldcorn accepts BBQ Chair position and she requests to deal with the NDCC Board directly. Janice is able to deal with staff members of the Board. Chair Tupling will ask Janice to attend the May and June NDCC Board meetings to give an update on the Beef BBQ as well as get direction.

1. Cost of tickets will remain at \$20
2. There will be no raffle this year may try 50/50 draw instead
3. Janice will handle the advertising

#5 – Moved by Noble, Seconded by Lowry we accept, with great regret, the resignation of Mulmur Member Allen Clarke from the Board of Management. Carried.
Moved by Lowry, Seconded by Noble that the Board request Mulmur Council to identify and designate a replacement representative to fill the position left vacant by the resignation of Mr. A. Clarke. Carried.

#6 - Moved by Lowry, Seconded by Besley NDCC Board prepare and publish an RFP for a Risk Management assessment and draft plan for the NDCC facility and property. Carried.
-Member Lowry to put wording together then it be posted on the Melancthon and Mulmur websites.

#7 –

Policies of the Board

1. -Hiring Policy- Member Lowry will review this policy
2. -Procurement policy- defer to next meeting
3. Progressive Discipline Policy-Member Besley had no concerns with the policy

Also need a Harassment and Violence Policy and HR policies, will look at adopting Policies possibly from The County, Township of Melancthon or Township of Mulmur. More discussion next meeting. Heather will send all policies to Denise. If Mulmur policies are adopted they automatically update when the Township does theirs.

Vice-Chair Tupling suggested putting out a snow removal tender and possibly changing the fiscal year.

#8 - Tour the facility- Curtis took us around the arena to view dressing rooms, ice surface and the concrete issues. He also went over issues an older arena has.

#8 – Closed Session

None

#9 Notice of Motion

None

#10 Confirmation Motion

Moved by Rowbotham, Seconded by Lowry be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

8:38 p.m. - Moved by Besley, Seconded by B. Tupling that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:38 p.m. to meet again on Tuesday, May 8, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY