



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, JUNE 12, 2018 – 7:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 12<sup>th</sup> day of June, 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  
Nancy Noble, Mulmur  
Debbie Fawcett, Melancthon  
Donna Funston, Administration and Finance Assistant, Melancthon

Regrets:

Keith Lowry, Councillor Mulmur  
Clayton Rowbotham, Melancthon  
Heather Boston, Treasurer, Mulmur  
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:07 p.m.

**#2 Approval of Agenda**

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

**#3 Declaration of Pecuniary Interest or Conflict of Interest**

None.

**#4 Approval of Draft Minutes**

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

**#5 Business Arising from the Minutes**

Discussion around Member Lowry’s letter titled NDCC Chair Role, Member Besley would like the motion to be rescinded and after reading the letter the Board feels the motion is ok to be rescinded. Member Besley suggests the Chair person is the best person to be the liason with arena staff and The Board.

-Moved by Besley, Seconded by Fawcett be it resolved that the NDCC Board of Management rescind the motion of March 8 regarding the arena manager reporting to Dave Besley and hereby appoint the Chairman of the Board as the person that the arena board manager of the day will report to. Carried.

## **#6 Facility Manager's Report**

The Facility Manager went over his report with the Board. No safety concerns or incidents for staff or issues from the public. Received the third quote from Delmar Electric for the surge protection of the arena. Delmar quote \$2366.15 + HST, Paul Downey quote \$4300 and Lighten Up quote \$12,000, Curtis not sure as to the reason for such a difference in the quotes. Feels Delmar would be best to go with as they currently service the arena and know the electrical system.

-Moved by Besley, Seconded by Fawcett be it resolved that the North Dufferin Board of Management purchase an electrical surge protector from Delmar Electric for an installed price of \$2366.15 plus HST . Carried.

Curtis will look after booking Delmar to get the surge protector installed. Curtis is not aware of anything needing done before the hockey season starts, Chair Tupling asks about some sort of divider for the half ice rule that the OMHA has now introduced for the younger teams. Member Besley requests Curtis paint the stairwell up to the Norduff Room to freshen it up. Curtis responds that he has painting on his list of things to be done. For the Strawberry Supper Curtis has agreed to set up the tables and chairs downstairs which will also be ready for the Beef BBQ in July. Curtis mentions the grill is in bad shape and suggests a proposal to replace it.

## **#7 General Business**

1. Financial
  1. Accounts
2. Beef BBQ
3. Strawberry Supper – Debbie Fawcett
4. New/Other Business/Additions
5. Unfinished Business
  1. Policies of the Board
    1. RFQ – Risk Management Policy – Member Lowry
  2. Survey Quotes

#1 Board discussed Financial Statements and directed to email Heather with any questions.

#1.1 -Moved by Noble, Seconded by B Tupling be it resolved that the accounts in the amount of \$32,867.47 be approved to be paid. Carried.

Vice-Chair Tupling is requesting an explanation as to why hydro bills from Feb, March and April are not being paid until June? Also if any late charges are being paid what is that amount? The Board would like to see copies of each invoice that is being listed on the account payable page each month before signing off on the accounts to be paid. An amount of \$133.02 is listed as

parking lot paint, Board does not see any new paint in the arena parking lot requests an explanation as to what this amount is for?

#2 Chair Tupling will pick up the Beef BBQ Posters from Mulmur Township and distribute. Chair Tupling gave Janice Aldcorns update as follows: the meat has been ordered, Greg Holmes has been booked for the entertainment. Everything is on track and up to date so far. Janice is asking Mulmur to help with the advertising as they have done in the past years.

#3 -Moved by B Tupling, Seconded by Noble be it resolved that NDCC Board of Management appoints Debbie Fawcett as head chairperson of the Strawberry Supper. Debbie will handle funds, advertising and all details regarding the Strawberry Supper held on July 1, 2018. Carried.

Member Fawcett gave an update for the meal plan and some discussion around set up and access to the arena in the days prior to for meal prep. The Board approved a letter being handed out to make the public aware of the event and Chair Tupling confirmed that the profit from the event will go directly to the Board.

-Moved by Noble, Seconded by B Tupling be it resolved that NDCC Board of Management gives Deb Fawcett an approved budget of \$4000.00 for the Strawberry Supper 2018.

Member Fawcett will arrange with Curtis times to have the arena open to allow them access on certain days before the Supper and on the day of the Supper to make sure everything will run smoothly. Requesting to have tables and chairs set up by June 26 and cleaned as they will be just out of storage, also the lobby cleaned prior to the day so the cleaning smell is minimal to allow for any allergies. Member Fawcett will have another meeting with the ladies to make sure everything is ordered and have enough help for the Supper to be successful.

#4 None

#5. Unfinished Business

1. Policies of the Board
  1. RFQ – Risk Management Policy – Member Lowry
2. Survey Quotes

#5.1.1 Will discuss at the next meeting

#5.2 Member Rowbotham sent an email the Chair Tupling which read as follows: regarding quotes for a survey, he has requested 4 quotes from Martin Knisley, VanHarten, PJ Williams and Greg Ford. He has received two so far. Chair Tupling will forward Member Rowbotham's email to the Board so everyone has the same information.

Vice-Chair Tupling has been in contact with two contractors and is estimating 7-8 months from booking to actually start time of the project. He also questions the Municipal Election in Oct if that will affect this Board or its plans in any way? Member Besley suggests asking these questions to the politicians that will be running in the Election. When candidates are canvassing would be the best time to find out each person's plans and ideas towards the renovation of the arena.

**#8 Delegation**

**#9 Closed Session**

**#10 Notice of Motion**

None

**#11 Confirmation Motion**

-Moved by Besley, Seconded by Fawcett 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.

**#12 Adjournment**

-Moved by B Tupling, Seconded by Noble that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:58 p.m. to meet again on Tuesday, July 10, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**