



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, MAY 8, 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 8th day of May, 2018 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

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

Regrets:

Bert Tupling, Vice Chair, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:06 p.m.

#2 Approval of Agenda

-Moved by Fawcett, Seconded by Rowbotham the Agenda be approved as amended. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on April 10, 2018 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Mulmur Council has posted on their website for a replacement member but have not received anything as of yet.

Member Besley requests the motion be rescinded that appointed him the liason between Arena staff and The Board. His concern is that it's not practical for him and thinks the Chair Person or possibly a group of 2 or 3 people in case a conflict arises would be better. Member Lowry points out if no member is appointed only the secretary can deal with staff members including HR functions and supervisor duties etc. Member Lowry wants time to consider this request and suggests more discussion at the next meeting.

#6 Facility Manager's Report

The Facility Manager went over his report with the Board. The ice is out and there are no safety issues with staff or the public. Two quotes for the surge protector have come in and he is waiting on Delmar Electric for the third quote. In the next month Curtis will be doing maintenance like painting and waxing floors. Curtis will put the date and time of the Strawberry Supper on the sign at the front of the arena. July 1 is Strawberry Supper and Debbie Fawcett will handle all the details.

#7 General Business

1. Financial
 1. Accounts
 2. Tangible Capital Asset Information
2. Policies
 1. Procurement Policy
 2. Prevention of Violence in the Workplace
 3. Harassment and Respectful Workplace
3. Ariel and Zoning Map for Arena Property
4. Beef BBQ
 1. Advertising
 2. Other
5. Unfinished Business
 1. Policies of the Board
 1. Hiring Policy
 2. RFQ – Risk Management Policy – Member Lowry

#1.1 -Moved by Rowbotham, Seconded by Noble be it resolved that the accounts in the amount of \$9503.77 be approved to be paid. Carried.

#1.2 Heather went over the Financial Reports with The Board

#2.1 -Moved by Besley, Seconded by Lowry be it resolved that The Board of NDCC management approve the Procurement Policy as circulated. Carried.

#2.2 -Moved by Lowry, Seconded by Noble be it resolved that The Board receive and approve the Prevention of Violence in the Workplace Policy as circulated. Carried.

#2.3 -Moved by Lowry, Seconded by Noble be it resolved that The Board receive and approve the Harassment and Respectful Workplace Policy as circulated. Carried.

#3 Heather gave Member Rowbotham a blueprint of Arena, but he is requesting a survey. Member Rowbotham will get quotes from surveyors for the next meeting and will then discuss the next steps.

#4 Beef BBQ: **#8 Delegation – Janice Aldcorn (Time was moved up)**

Chair Tupling thanked Janice for accepting the BBQ Chair position again this year.

4.1 Advertising – Moved by Besley, Seconded by Fawcett be it resolved the The NDCC Board of Management authorize a budget of \$1200 for advertising for the Beef Barbeque for the 2018 year, with the opportunity to come to the executive of The Board for an increase in the budget if deemed necessary. Carried.

Janice suggests advertising with Headwaters Tourism, radio, In The Hills and Barrie TV. Member Lowry offers to handle the Headwaters Tourism portion and Member Fawcett will put a notice on the website. Heather will print posters in colour and Chair Tupling can pick them up from the Mulmur office and distribute. Member Besley offered to help Janice with the poster boards for sponsors with logos. For the entertainment Janice will check with Greg Holmes again this year. Usually the band gets their meal for free and \$100 per musician to play for the night. The Board agreed to that for 2018. Will do 50/50 ticket sales, Zoltan offered to sell. It will be one draw with the money going to first place winner only, if the winner is not there when the ticket is drawn they will be called. Janice will make the tickets as she has done in the past. Chair Tupling will arrange with firefighters to carry tables for the event. No advanced tickets will be sold the meal has always been first come first served. Janice has a neighbour that is willing to take all of the old steal in exchange for new steal for pits.

Janice confirms the menu suggesting a decrease in the amount of meat ordered by 4 or 5 roasts. Janice will communicate with Curtis as to supplies needed for the day of the BBQ.

#5. Unfinished Business

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

#5.1.1 -Moved by Lowry, Seconded by Noble that the NDCC Board of Management accept and approve the “Terms and Conditions of Employment” policy as presented and circulated. Carried.

#5.1.2 -Moved by Lowry Seconded by Noble that the NDCC Board of Management accept for review the draft Risk Management RFP as presented and circulated. Member Lowry requests comments and feedback by the next meeting regarding RFP, he also recommends going with a certified person for Risk Management Policy for reliability reasons. Carried.

#9 Closed Session

#9.1 -Moved by Fawcett, Seconded by Rowbotham be it resolved that the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 8:27 p.m. for the following reason:

(2)(b) personal matters about an identifiable individual, including municipal or local board employees – Facility Personnel Job Descriptions and Management Performance Review & Planning Form. Carried.

-Moved by Rowbotham, Seconded by Besley be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 8:36 p.m. with report. Carried.

#10 Notice of Motion

None

#11 Confirmation Motion

-Moved by Fawcett, Seconded by Besley 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 Besley, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:38 p.m. to meet again on Tuesday, June 12, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY