



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, JULY 10, 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 10th day of July, 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
Nancy Noble, Mulmur
Debbie Fawcett, Melancthon
Keith Lowry, Councillor Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Denise Holmes, CAO/Clerk, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Dave Besley, Councillor Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:10 p.m.

#2 Approval of Agenda

-Moved by Lowry, 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 Fawcett, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on June 12, 2018 be approved as circulated. Carried.

#5 Business Arising from the Minutes

-Member Lowry questions why the Board is requesting to see copies of each invoice being paid on the accounts. Chair Tupling explains last month the Board approved Hydro bills that were from Feb and is concerned about late fees and wants to be sure that all invoices are being kept current. Heather explains that Hydro is paid directly from the bank account so no late fees

will be incurred however, the bills are received later than normal by mail and this has been an ongoing problem with Hydro.

#6 Facility Manager's Report

-Facility Manager went over his report with the Board, no safety issues with staff or the public. Del-Mar Electric has been contacted regarding the installation of the surge protector and will be getting back to Curtis with an installation date.

-Member Fawcett raises a safety issue following the Strawberry Supper that the ramps are not wide enough for wheel chairs or walkers. Member Fawcett suggests a solution is needed before the Beef BBQ. Chair Tupling requests Curtis to make sides out of plywood for the ramp before the Beef BBQ to reduce the risk of someone falling off the edge of the ramp. Curtis agrees to make the sides and install before the BBQ.

-Moved by Noble, Seconded by B Tupling, That the Board of Management waive the cost of the facility rental ice surface for Saturday July 14 re: Gloria Prentice Celebration of Life. Carried.

#7 General Business

1. Financial
 1. Accounts
2. Strawberry Supper Verbal Update
3. Beef BBQ
4. New/Other Business/Additions
 - 4.1 Arena Grill
5. Unfinished Business
 1. Policies of the Board
 1. RFQ – Risk Management Policy – Member Lowry
 2. Survey Quotes

#1 Vice-Chair Tupling questions how the Arena is doing compared to last year at this time. Heather will run reports for the August meeting as a year to year comparison. The Board would like to start the budget process in September but would like to see actual numbers before the process begins.

#1.1 -Moved by Noble, Seconded by B Tupling be it resolved that the accounts in the amount of \$948.67 be approved to be paid. Carried.

#2 -Member Fawcett gave an overview as to how the supper went. Attendance was very good, Heather will bring financial reports to the August meeting to show results. Volunteers worked very hard to make the event as seamless as possible and it went off quite well.

-Member Lowry spoke to many people who attended the event and he had numerous positive comments and feedback. People came from Hamilton, Scarborough, Dundalk and Barrie. Many positive comments on the meal, desserts and friendly people.

Request was made to have posters regarding the Beef BBQ available at the Strawberry Supper next year as most people attend both events.

#3 -Chair Tupling reported Janice is getting volunteers lined up for the day and night of the BBQ, meat has been ordered, still need a crew to set up tables. Radio ads have started Monday July 9 and the following week will be a live interview. Ads will be running in local newspapers the week of July 16. Greg Holmes is booked and is a 5 person band. -Heather and Member Fawcett will be at the event to count the incoming monies. Different coloured tickets will be sold for adult meals and kids meals. This will allow for better stats and the number of meals being sold. Member Lowry suggests next year to have a calendar of events set out so that no overlaps occur.

- #4
1. Arena Grill – Grill is in poor condition - requests a tender be posted for the Grill in the Booth area as well as a snow removal tender. Heather to prepare tenders.
 2. Busing Tubs and Carts – Currently the Arena borrows from Dufferin Oaks when extras are needed. Member Fawcett suggests the Arena purchase their own for large events. Some quotes have already been received.

-Moved by Lowry, Seconded by Rowbotham be it resolved that The Board of Management approved the purchase of busing tubs and carts in the amount of up to \$1000.00 taxes included and directs Member Fawcett to look after this purchase.

Arrears – 2 groups have arrears currently with the Arena. Calls will be made to the groups and direction will be given to staff after the calls.

#5. Unfinished Business

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

#5.1.1 No amendments are required. Member Lowry would like to get the RFQ posted on the websites as soon as possible. Also suggests putting a plan together for Mulmur Council to apply memorial donated funds towards flower beds and fencing around the Cenotaph. He also notes that the Ball Diamond is part of the Arena property.

#5. 2. Member Rowbotham discusses quotes he received for the survey. Knisley \$5800+HST, Van Harten \$3000+HST, Greg Ford \$4200-\$4800+HST and PJ Williams \$4670+\$780+HST. Member Rowbotham will put together a proposal for Mulmur Council to cost share for the survey in order to have an accurate and complete one available. Next Council meeting is Aug 1, 2018, and the survey is required to do development on the facility. Heather will verify monies remaining in reserves from 2017.

#8 Delegation

#9 Closed Session

#10 Notice of Motion

-None

#11 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.

#12 Adjournment

-Moved by Noble, Seconded by Rowbotham that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:53 p.m. to meet again on Tuesday, August 14, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY