



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, JANUARY 8, 2019 – 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 8<sup>th</sup> day of January, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Bert Tupling, Vice-Chair, Melancthon  
Nancy Noble, Mulmur  
Debbie Fawcett, Melancthon  
Dave Besley, Deputy Mayor, Melancthon  
Clayton Rowbotham, Melancthon  
Patricia Clark, Councillor, Mulmur  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Chester Tupling, Chair, Mulmur  
Keith Lowry, Mulmur

**#1 Call to Order by Chair**

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

**#2 Additions/Deletions/Approval of Agenda**

-Moved by Noble, 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 Noble, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on December 11, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

Member Besley requests that all Charitable Donations always be sent a tax receipt without having to request one. Heather will make sure all receipts are issued if an address is supplied with the donation.

Heather spoke about the 2017 vs 2018 ice rental differences – Shelburne Minor Hockey and Essa Minor Hockey are the two centres that have made the difference for 2018. Heather has a spreadsheet done and will provide it for the next agenda package.

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

James Woods, Facility Manager was in attendance for this portion of the meeting.

James reports some more doors have been repaired and also mentions the glass that separates the lobby from the ice surface, as well as an area near the back of the Arena has chipboard behind the plastic section that will need repaired in 2019 as it is rotting. James has received quotes for this repair, he also has quotes to repair the player benches that are in poor condition and need done in 2019. Some duct work has been cleaned out and repaired which will now heat the dressing rooms evenly. The Coke machine will be picked up in January. James says he is on vacation Feb 1-9 and requests the part-time position be filled. Vice-Chair Tupling will speak with Chair Tupling to get interviews organized.

## **#7 General Business**

1. Financial
  1. Accounts
  2. Auto Debits
  3. 2019 Budget
  4. NDCC Board Bank Account Activity
  5. Email from Heather Boston – Tupling Tournament Funds
2. Communication Strategies
3. Unfinished Business
  1. WSPS Update
  2. Generator Update

- #1.1 Heather reviewed accounts with the Board and will follow up with James regarding garbage bin quotes instead of using tags. Heather will also confirm with James what hours he is available during the summer as he has another seasonal job.  
Donna will follow up with James regarding the Highland Supply invoice as to what he purchased.

-Moved by Noble, Seconded by Besley, be it resolved that the accounts in the amount of \$24,412.19 be approved to be paid. Carried.

- #1.2 -Moved by Noble, Seconded by Besley, be it resolved that the auto debits in the amount of \$13015.01 be approved to be paid. Carried.

- #1.3 -Moved by Clark, Seconded by Noble, be it resolved that to increase the pay grid for cost of living for 2019, as per Mulmur Township rate, for Arena Staff. Carried.

-Moved by Rowbotham, Seconded by Noble, be it resolved that the NDCC Board of Management approves the draft #3 as amended budget, for the 2019 year, pending the approval of the Township of Mulmur and Melancthon. Carried.

- #1.4 Discussion around the bank account took place with Member Clark requesting some numbers and stats as to who rents the ice including how many players on Honeywood Minor hockey teams currently. Wants to see who is using the Honeywood Arena.

Direction from the Board was given to the members on Council to request an additional \$5000 from Mulmur Council and Melancthon Council to help with cash flow issues the Arena is having. This money would be a top up to operating reserves balance so a deficit doesn't happen. Going forward the budget must be followed to make sure cash flow is not an issue. Heather is willing to update the spreadsheet anytime so everyone knows where there is room to spend and where there is not.

- #2. Deferred to next meeting as Member Lowry was not present.

- #3.1 Member Rowbotham has a call into WSPS waiting to hear back and will report next meeting.

- #3.2 Heather is in process of collecting three written quotes to apply for the grant. First quote was very high and waiting for a written quote from Del-Mar Electric.

Member Clark requested the meeting time be changed. Direction given to Donna to email each Board member to see if a Thursday meeting from 7-9 p.m. would work starting in March.

## **#8 Delegation**

-None

## **#9 Closed Session (if required)**

-Not Required

## **#10 Notice of Motion**

-None

## **#11 Confirmation Motion**

-Moved by Noble, 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 Noble, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:15 p.m. to meet again on Tuesday, February 12, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

---

**CHAIR**

---

**SECRETARY**