



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, APRIL 11, 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 11th day of April, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

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

Regrets:

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

1.3 Municipality Allocation

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

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Clark, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on March 14, 2019 be approved as amended. Carried.

#5 Business Arising from the Minutes

Member Clark is trying to determine an accurate number of users to support the budget increase. Chair Tupling will gather Honeywood Minor Hockey, Figure Skating Club, Beef BBQ and Strawberry Supper numbers for the May meeting.

Member Clark requests the ice rental analysis be completed by Heather for the May meeting.

#6 Facility Manager's Report

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

James handed out his report at this point in the meeting. Currently there is a company that comes in to inspect the exhaust fan, James changed the belt and is able to do the inspections. Board directed James to cancel the service of this company and he is to continue doing the maintenance and inspections. Board also directed Donna to email Heather to not pay their bills from now on. James will email the name of the company to Donna.

James reports the sign at the road will need some wooden parts replaced, he is also directed to get quotes on an electric sign, currently James has one quote. Member Lowry will compose a letter to the Townships requesting the electronic sign be included as part of their Communication Strategy. The sign is a large part of the Arena advertising, when Lowry polled attendees at community events last year to see how they found out about the event the sign played a large part in making the community aware.

Two large tournaments were held at the Arena and both times hydro went out. Board directed James to get quotes for a disconnect switch and full generator backup due to these power outages.

James reports the scrubber has been sent away for maintenance and that the ice is out and then he will do monthly inspections of the building and keep checking the phone for messages over the next few months.

Board has directed Heather to email James outstanding invoices on a monthly basis to allow him to help with collecting outstanding balances. This will help with the cash flow issues and eliminate write offs.

Board directs Donna to send a letter of appreciation to Lori for her work throughout the year and leaving such a clean booth area at the end of the season.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. Municipality Allocation
2. RFP – Concession Booth Operation
3. Other
4. Unfinished Business

#1.1 Discussion around the number of litres of oil being used each month, it was suggested the oil be put out to tender.
Discussion regarding the hot water tank in the back room and improving it would save a lot on hydro however it will be costly upfront.
Board questions why there are no hydro bills listed on the accounts to be paid for this month? Board directed Donna to email Heather for an explanation.

-Moved by Besley, Seconded by Lowry, be it resolved that the accounts in the amount of \$11,709.79 be approved to be paid. Carried.

#1.2 Discussion around YTD figures.

#1.3 Currently each Township pays the levy quarterly, member Besley is wondering if paying on a monthly basis would help the cash flow issues. Member Clark will speak to Heather regarding this and bring feedback next meeting.
Board directs Donna to email Heather for a response and also ask if the Township levies are currently being pre-paid?

#2. Board would like to get tenders out early for next season. The Concession Booth tender and Snow Removal tender to be placed on the Township websites and advertised in local papers as soon as possible. Would like to do booth and snow removal at same time.
Board directs Donna to email Heather to do the snow removal tender and request the tenders be done and out quickly to get things lined up for next season.

#3. Discussion around more programs being available at the Arena and how to get new things started up.
Member Clark would like a feasibility plan done to see what the residents in the area want at the Arena. It's costly to get consultants in to do the plan but feels it would be worth the cost.

-Moved by Noble, Seconded by Fawcett be it resolved that NDCC BoM direct community Member Lowry to take the goals of the Board to the Community Development and Planning meeting for inclusion in the discussions and decisions of the Committee.
Carried.

-Moved by Rowbotham, Seconded by Tupling be it resolved The Board of Management of the NDCC Directs the Township Representatives to ask their respective Councils for their support and funding to initiate a Joint Feasibility Study to examine recreational needs of the Communities. Carried.

Discussion around user fees - the Arena currently charges \$36 to non-residents of Mulmur and Melancthon.

Board directs Donna to email Heather to get exact revenue numbers for the last two years for just the \$36 portion. Want to know how much revenue is generated from the user fee. Is the user fee charged when renting the Norduff Room?

Also request Heather remove all cents from each rental cost on the Schedule of Fees, rentals will now be at the even dollar.

Board decided Beef BBQ will be the third Saturday in July again this year, that date being July 20, 2019. Chair Tupling will speak with Janice Aldcorn about organizing the Beef BBQ.

Strawberry Supper will take place on July 1, 2019 with Debbie Fawcett organizing this event.

#8 Information

-Moved by Rowbotham, Seconded by Noble Items 8.1, 8.2 and 8.3 be received as information. Carried.

#9 Delegation

-None

#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 Rowbotham, Seconded by Besley that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:17 p.m. to meet again on Thursday May 9, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY