



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, MAY 9, 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 9th day of May, 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
Debbie Fawcett, Melancthon
Dave Besley, Deputy Mayor, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Clayton Rowbotham, Melancthon

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

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

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Fawcett, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on April 11, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None

#6 Facility Manager's Report

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

James is still working on getting quotes to replace the hot water tank in the back room. James has received some quotes for an electronic sign, quotes range from \$22,000-\$44,000 however, a smaller sign could be purchased to make the cost less. The sign would also require hydro to be run from the fire hall under the parking lot to the location of the sign. It was also mentioned that the sign was not put in the budget for 2019.

Member Tupling requests that draft letters be directed to both Townships as equals, he would like to see the Board of Management, Mulmur Township and Melancthon Township be working together.

Donna to ask Heather if Mulmur has money in capital costs that is set aside for the Arena?

James was directed to get quotes to repair the Zamboni door as well as replace the hot water tank and send the quotes to Chair Tupling.

Board discussed each item on James's list and he was asked to prioritize the jobs and determine what the expenses could be.

It was determined that the generator outlet at the back of the Arena will keep water coming into the Arena and will run the lights upstairs.

James estimates that he will need 40 hours to complete the list he submitted, Board direction is for James to use 40 hours to complete the list and prepare for next season.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
2. RFP – Snow Removal and Booth Tender
3. Strawberry Supper Update
4. Beef BBQ Update
5. Other
6. Unfinished Business
 1. Hours of Ice Rental Analysis
 2. Number of Users
 3. Electronic Sign Quotes
 4. Electronic Sign included as Communication Strategy
 5. Township Levy payments due monthly or quarterly – are the payments prepaid?

6. Feasibility Plan – Township Support Update and Community Development and Planning Committee Update
 7. Revised NDCC Fee Schedule
 8. 2017 and 2018 User Fee Revenue
 9. Oil being tendered
- #1.1 Board is requesting that a list of auto debits be included each month as they would like to keep as up to date as possible on all expenses.
- Moved by Clark, Seconded by Noble, be it resolved that the accounts in the amount of \$19,239.26 be approved to be paid. Carried.
- #1.2 Discussed the YTD figures.
- #2. Board would like the booth and snow removal tenders on Mulmur and Melancthon websites, if no response from the websites will advertise the tenders in local newspapers. Date to receive tenders by will be June 10, 2019. Further discussion at the next meeting.
- #3. Member Fawcett gave an update on the Strawberry Supper and the group will be meeting again before the next NDCC regular meeting. New members have joined the volunteer group to organize this event this year. Chair Tupling requests he be notified when the group will need into the Arena for any prep work.
- #4 Beef BBQ will be July 20, 2019, the Board of Management requests that date be put on Melancthon and Mulmur websites. Chair Tupling will speak with Janice regarding organizing the event again this year and also report back with a budget number for advertising costs.
- #6.1 Discussion around hiring a part-time assistant to help with the 2019/2020 hockey season to help reduce the overtime hours.
- #6.2 It was reported that in 2018 the Strawberry Supper had 365 in attendance, the Beef BBQ had 820 and ice users were 357 people, this bringing a total number of users of the NDCC to over 1500.
- #6.3 Discussed in the Facility Manager's Report
- #6.4 Discussed in the Facility Manager's Report
- #6.5 As per Heather's suggestion the Board would like the Township Levy's to be billed in January, March, August and October to help with cash flow issues.

- #6.6 The Community Development and Planning Committee are currently working on a strategic plan to present to Mulmur Council. Council will then decide what they would like to see accomplished for its term and the steps needed in order to accomplish its plan. A short survey for Honeywood to engage the community was mentioned.

Melancthon Update – Council suggested hiring a facilitator and hosting a community BBQ event. This could be an evening or afternoon event that is well advertised to reach a larger area, in which the facilitator would gather information from those in attendance and report back with their findings.

Mulmur Update – Member Clark feels those interested would come to the event but wants larger area covered and be able to include those that don't usually attend events in Honeywood. She would like the study to include areas as far as Mansfield, therefore Member Clark feels a full study should be done. With a professionally done study the consultant would supply data and facts that could be taken back to each Township Council to be able to show what Mulmur and Melancthon residents want to see at the Arena. Member Clark says this study is a very important supportive part of making improvements to the Arena.

Chair Tupling directed Member Clark and Member Besley have a meeting to discuss further.

Member Lowry requests all Board Members bring a list, to the next meeting, of activities that could be available at the Arena and ideas how to implement these said activities. He suggests activities could use grounds outside around the Arena, ice surface, Norduff Room, stage, etc.

- #6.7 -Moved by Clark, Seconded by Fawcett, be it resolved to accept the revised 2019 fee schedule as presented effective September 1, 2019. Carried.

- #6.8 Discussion around the User Fee Schedule – Donna was directed to ask Heather:
Why the revenue amount for the year to date 2019 is so high and what it is made up of?
Are people possibly being double charged the user fee?
Why does Honeywood Minor Hockey show 40 unknown users, this is not possible since all addresses have to be recorded?
In the unknown columns shows 65 that pay 10% user fee, should they be in the non-resident column since being charged the user fee?

- #6.9 Donna was directed to ask Heather if the Board of Management is able to tender for oil separately from Mulmur? Also is the Arena currently receiving same rates as Mulmur?

#8 Information

-Moved by Clark, Seconded by Lowry Items 8.1 and 8.2 be received as information except 8.2 which was discussed. Carried.

#8.2 Discussion around the NDCC Fee Schedule regarding table and chair rental rates and who those rates should apply to.
Vice-Chair Tupling would like it to be known that we struggle to keep funds in place and perhaps all rental situations should be discussed with the Board of Management in the future.
A suggestion was made to have a policy wrote up for renting tables and chairs for all users.

#9 Delegation

-None

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Lowry, Seconded by Noble 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 Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:30 p.m. to meet again on Thursday June 13, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY