



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, AUGUST 8, 2019 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes - July 11, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
 1. Unfinished Business
 1. Quotes for hot water tank
 2. Harness Inspection
 3. Update from Council Members regarding efficiency fund grant money
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 2. Beef BBQ Update
 3. RFP - Recreational Needs and Efficiency Review
 4. Other
 5. Unfinished Business
 1. Part-time position
 2. Vendors having tables at fundraising events
 3. Possible Activities Available at the Arena
- 8. Information**
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Thursday September 12, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, JULY 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 July, 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
Dave Besley, Deputy Mayor, Melancthon
Keith Lowry, Mulmur
Patricia Clark, Councillor, Mulmur
Debbie Fawcett, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Clayton Rowbotham, Melancthon
Nancy Noble, Mulmur
James Woods, Facility Manager

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:14 p.m.

#2 Additions/Deletions/Approval of Agenda

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

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Lowry, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on June 13, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None

#6 Facility Manager's Report

James Woods was not in attendance, these items were deferred until the August 8, 2019 meeting.

-Moved by Lowry, Seconded by Fawcett, Be it resolved that the NDCC B of M request the Councils undertake the replacement costs for the antiquated (1965) water heater and the failing main arena door (1965) at the NDCC. Anticipated savings may approach 2/3 of the current hydro costs (300 gallons vs 100 gallons; 365 vs 200 days) for the water heater. Savings from the closing of a 10' X 2" gap at the door are not easily quantifiable.

We propose that the resulting efficiencies would enable Council to access the provincial "efficiency" funds, but Council may choose whatever avenue meets municipal priorities & needs. Carried.

Board directs Donna to send the motion to Heather and Tracey to be included in the Mulmur Agenda package. Each Council Member on the Board is to speak to their Councils regarding the efficiency fund grant money.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. Outstanding Accounts Receivables
2. Strawberry Supper Update
3. Beef BBQ Update
4. Other
5. Unfinished Business
 1. Part-time position
 2. NDCC Financial Statements Year Ended 2018 for approval
 3. Vendors having tables at fundraising events
 4. Feasibility Plan – Township Support Update and Community Development and Planning Committee Update
 5. Possible Activities Available at the Arena

#1.1 -Moved by Clark, Seconded by Lowry, Be it resolved that the accounts in the amount of \$962.42 be approved to be paid. Carried.

#1.2 Discussion around YTD figures. Member Clark reports that insurance costs have increased by more than \$1,000 for 2019 and that \$6,600 is going to be added to hydro costs. Half of the \$6,600 will be added in the first six months and the other half will be added in the final six months. Member Clark, on behalf of Mulmur, suggests some policies be drawn up by the Board and that the Board should be creating its own timesheet for Arena staff.

- #1.3 Board directed Donna to ask Heather questions concerning some of the outstanding accounts receivables.
- #2 Member Fawcett reports the Strawberry Supper was very successful again this year, the turnout was great and she estimates the profit to be similar to last year. Member Fawcett is hoping to have financials prepared by Mulmur for the August 8, 2019 meeting. Member Clark discussed garbage versus recycling bins, she notes at the Strawberry Supper garbage and recycling did not seem to be getting separated. Member Clark makes a request for the Beef BBQ to have bins labelled with diagrams so everyone knows exactly where to put each item. Member Fawcett agreed to label bins accordingly for the Beef BBQ to help maximize recycling.
- #3 Chair Tupling reports posters have been put up around town and on the Melancthon and Mulmur websites. Janice has confirmed Greg Holmes will be playing again this year and most of the volunteers are organized but could still use a few more volunteers. 50/50 tickets and sales have been organized as well. Board directs Donna to email Tracey Atkinson and request she send the Beef BBQ poster out on their confidential email list. Also, to request Denise Holmes send the poster out on the Melancthon mail chimp.
- #5.1 Board directs Donna to have Heather email her the part-time position notice and that it be placed on both Township websites as well as advertised in the Dundalk Herald, Shelburne Free Press and Creemore Echo papers. Also to have the notice placed on the Dufferin County Employment website as soon as possible.
- #5.2 -Moved by Tupling, Seconded by Besley, be it resolved that the NDCC Board of Management approve the Financial Statements For The Year Ended December 31, 2018 prepared by RLB Chartered Professional Accountants. Carried.
- #5.3 Defer to August meeting.
- #5.4 Member Besley and Member Clark report that Melancthon and Mulmur have approved the preparing of a RFP in regards to a recreational study or survey. Draft of the RFP will hopefully be done for the NDCC August 8, 2019 meeting for the Board to review. The Board will need to make sure it includes information they want to receive with respect to recreational activities that the public would like to have available at the Arena. It is also reported that this is a long process and will be well into 2020 before the final report is received.
- #5.5 Discussion around some possible activities and having them included in the RFP.

#8 Information

-Moved by Besley, Seconded by Tupling Item 8.1 be received as information. Carried.

#9 Delegation

-None

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Lowry, Seconded by Clark 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 Clark, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:23 p.m. to meet again on Thursday August 8, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Accounts Payable

Arena A/P July 1 - 31 2019

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2019 to 07/31/2019 Paid Invoices Cheque Date 07/01/2019 to 07/31/2019

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000005 DELMAR ELECTRIC	12471	REPLACE LIGHTS IN ZAMBONI AREA	000227	06/24/2019	07/19/2019	1,065.50
		01-2000-7220 REPLACE LIGHTS IN ZAMBONI AREA				1,065.50
000006 TELIZON INC	03500420190613	PHONE CHARGES JUNE	000222	06/13/2019	07/05/2019	66.04
		01-2000-7110 PHONE CHARGES JUNE				66.04
000006 TELIZON INC	03500420190713	PHONE CHARGES JULY	000228	07/13/2019	07/19/2019	65.82
		01-2000-7110 PHONE CHARGES JULY				65.82
Vendor Total						131.86
000013 WAYNE BIRD FUELS	42884	ARENA FURNACE OIL	000223	05/06/2019	07/05/2019	1,331.28
		01-2000-7210 ARENA FURNACE OIL				1,331.28
000013 WAYNE BIRD FUELS	42885	ARENA FURNACE OIL	000223	05/06/2019	07/05/2019	127.46
		01-2000-7210 ARENA FURNACE OIL				127.46
Vendor Total						1,458.74
000015 TOWNSHIP OF MULMUR	032663	JUNE 28 GRASS CUTTING	000065	07/08/2019	07/31/2019	84.75
		01-2000-7220 JUNE 28 GRASS CUTTING				84.75
000015 TOWNSHIP OF MULMUR	032653	JUNE 11/JUNE 18 GRASS CUTTING	000065	07/02/2019	07/31/2019	169.50
		01-2000-7220 JUNE 11/JUNE 18 GRASS CUTTING				169.50
000015 TOWNSHIP OF MULMUR	032655	AON INSURANCE	000065	07/02/2019	07/31/2019	13,273.08
		01-2000-7115 AON INSURANCE				6,636.54
		01-1000-1520 AON INSURANCE				6,636.54
000015 TOWNSHIP OF MULMUR	032681	JULY 19 GRASS CUTTING	000065	07/26/2019	07/31/2019	84.75
		01-2000-7220 JULY 19 GRASS CUTTING				84.75
Vendor Total						13,612.08
000016 HYDRO ONE	June 11 2019	BUILDING HYDRO FOR MAY	000063	06/11/2019	07/31/2019	270.47
		01-2000-7200 BUILDING HYDRO FOR MAY				270.47
000016 HYDRO ONE	June 17 2019	ICE PLANT HYDRO FOR MAY	000063	06/17/2019	07/31/2019	226.62
		01-2000-7200 ICE PLANT HYDRO FOR MAY				226.62
Vendor Total						497.09
000020 TD BANK	July 2019	JULY BANK CHARGES	000064	07/22/2019	07/31/2019	25.00
		01-2000-7150 JULY BANK CHARGES				25.00
000023 COUNTY OF DUFFERIN	IN00000006055	HEALTH & SAFETY BOOKS	000226	07/12/2019	07/19/2019	38.84
		01-2000-7120 HEALTH & SAFETY BOOKS				38.84
000029 LENNOX FARM (1998) LIMITEC July 1, 2019		STRAWBERRIES FOR FUNDRAISER	000221	07/01/2019	07/05/2019	768.00
		01-2000-7300 STRAWBERRIES FOR FUNDRAISER				768.00
000033 WEST GREY PREMIUM BEEF 123364		BEEF FOR BBQ	000229	07/19/2019	07/19/2019	4,175.57
		01-2000-7300 BEEF FOR BBQ				4,175.57

Accounts Payable

Arena A/P July 1 - 31 2019

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2019 to 07/31/2019 Paid Invoices Cheque Date 07/01/2019 to 07/31/2019

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000046 BARCLAY WHOLESAL	19302	GARBAGE BAGS	000225	07/15/2019	07/19/2019	31.36
		01-2000-7220 GARBAGE BAGS				31.36
000062 GFL ENVIRONMENTAL INC.	SD-0000277221	JUNE 5 LIFT	000220	06/30/2019	07/05/2019	53.39
		01-2000-7220 JUNE 5 LIFT				53.39
000068 CRYSTAL LUCAS	July 1, 2019	STRAWBERRY SUPPER EXPENSES	000219	07/01/2019	07/05/2019	887.77
		01-2000-7300 ICE, MILK, SUPPLIES, FOOD				887.77
000069 BOSTON HEATHER	July 10, 2019	BEEF BBQ	000224	07/10/2019	07/10/2019	1,175.00
		01-2000-7300 FLOAT				500.00
		01-2000-7300 ENTERTAINMENT				500.00
		01-2000-7300 POTATO BEEF FLOAT				175.00
Unpaid Invoices						0.00
Paid Invoices						23,920.20
Invoices Total						23,920.20
Selected G/L Account Total						23,920.20

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 7 Ending JUL 31,2019

Account	Description	Previous Year Total		Current Year To Date		Total Budget
		Actual	Budget	Actual	Budget	
Fund: 01 OPERATING FUND						
Category: 27??						
2000 INCOME STATEMENT						
Revenue						
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	27,864.20	28,182.83	55,023.65
01-2000-4010	MELANTHON GRANT	25,276.51	25,276.50	25,364.20	28,182.83	55,023.65
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	100.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	19,046.55	0.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	26,078.87	22,500.00	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	25,342.39	26,000.01	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	249.99	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,616.52	1,625.01	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,119.96	2,499.99	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	3,035.40	1,500.00	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,620.00	4,160.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	109.39	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	773.32	525.00	390.45	262.50	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	(29,582.29)	(29,582.30)	(29,582.30)
Total Revenue		180,010.87	182,888.00	105,191.48	85,580.86	213,500.00
Expense						
01-2000-7000	WAGES	52,760.48	45,000.00	33,896.41	27,250.00	55,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066.02	5,600.00	3,265.94	2,799.99	5,600.00
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	1,555.76	300.00	337.97	150.00	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	1,822.61	849.99	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	1,000.68	1,750.00	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	12,518.16	6,100.00	12,200.00
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800.00	38.84	0.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	0.00	0.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	167.81	200.00	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	301.53	233.35	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	24,049.48	27,600.00	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	8,792.28	7,999.98	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	23,665.01	15,000.00	8,857.08	11,666.65	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	404.36	722.20	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	3,334.19	7,000.00	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	6,283.20	0.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	203.40	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	8,750.00	15,000.00
Total Expense		209,593.16	182,888.00	105,273.94	103,072.16	213,500.00
Dept Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	(82.46)	(17,491.30)	0.00
Category Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	(82.46)	(17,491.30)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 7 Ending JUL 31,2019

Account	Description	Previous Year Total		Current Year To Date		Total Budget
		Actual	Budget	Actual	Budget	
REPORT SUMMARY						
01-2000	INCOME STATEMENT	180,010.87	182,888.00	105,191.48	85,580.86	213,500.00
	Fund 01 Total Revenue	180,010.87	182,888.00	105,191.48	85,580.86	213,500.00
01-2000	INCOME STATEMENT	209,593.16	182,888.00	105,273.94	103,072.16	213,500.00
	Fund 01 Total Expenditure	209,593.16	182,888.00	105,273.94	103,072.16	213,500.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	(82.46)	(17,491.30)	0.00
	Report Total Revenue	180,010.87	182,888.00	105,191.48	85,580.86	213,500.00
	Report Total Expenditure	209,593.16	182,888.00	105,273.94	103,072.16	213,500.00
	Report Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	(82.46)	(17,491.30)	0.00