



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, SEPTEMBER 12, 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 12th day of September, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

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

Regrets:

Bert Tupling, Vice-Chair, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:05 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 Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on August 8, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None

#6 Facility Manager's Report

1. Unfinished Business
 1. Quotes for hot water tank
 2. Quotes for back door
 3. Quote for poly risers on septic

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

James reports to fix the gap between the boards and the floor he will be able to use spray foam, once it dries he will cut the excess foam off and put drywall tape over it to fully seal it up. Cimco had to order a part for the compressor once that is installed the start up process can begin. Ice will be ready by October 1, 2019.

Arthurs Fuel came to look at the hot water heater and will be submitting the final quote for the hot water tank replacement. James will forward the quote to Donna who will then forward to the rest of the Board for all to see.

-Moved by Lowry, Seconded by Noble, be it resolved that the Board give authority to the Chair to select and approve the optimal quote for the supply of the new hot water system, and report back to the Board at the next meeting of the Board. Carried.

James also reports the hot water for the showers is separate from the Zamboni tank and is recommending a water softener be installed to help preserve the life of the Zamboni. The hard water is causing buildup on the Zamboni. Board agreed the hot water heater will be the priority for this year and the water softener would be considered next year. James can get three quotes to possibly be put into next years budget.

-Moved by Rowbotham, Seconded by Fawcett be it resolved that the NDCC Board approve the quote from Dillman Sanitation LTD for the install of poly risers for the septic tanks for the amount of \$600.00 plus HST. Carried.

James reports that Blue Water Fire & Safety will complete the annual inspection of the security system, currently some lights are out. Board directs Donna to check with Mulmur that its time for the inspection to be completed.

The Mulmur Melancthon Fire Department will be having a tower installed to allow for free wifi in the lobby of the Arena and at the Fire Department. The tower will be 120 feet high and is scheduled to be installed before Christmas.

The Board has hired a part time person that will be starting the middle of September and will be helping to put in the ice.

James reports the ice time is fully booked except for Saturday nights.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. A/R update
 4. 2020 Budget Draft #1
 5. Fundraising Profits
2. RFP – Recreational Needs and Efficiency Review
3. Other
4. Unfinished Business
 1. Part-time position

#1.1 -Moved by Rowbotham, Seconded by Besley, be it resolved that the accounts in the amount of \$5,504.63 be approved to be paid. Carried.

#1.2 Discussed YTD figures.

#1.3 Board directs Donna to have a cheque sent back to Honeywood Mens Hockey to clear the account. Board wants to start the 2019/2020 season at zero balance.

Board directs Donna to make the following requests to clear off the A/R listing: Write off small balances owing, follow up with Barb on those that she has been contacting, return cheque to anyone that has a credit balance. Board wants everything cleared before the 2019/2020 season starts.

#1.4 Discussion around budget figures and projects for next year. The Board will be creating its own wage policy and pay grid for the Arena Manager position and part-time staff. Discussion around OMERS and if the Board wants to remain a member.

#2 The second draft of the RFP was considered an excellent document. The RFP is now readable, it clearly states it has two parts – marked as part A and part B – and consultants will fully understand the project being asked to quote on. Board suggests Tracey and/or Denise to fill in the missing dates as these dates would need to work with their schedules.

#3 Member Lowry will organize the November 11 Remembrance Day Ceremony again this year and he will bring the wreath that was purchased. Lowry requests that this event be put on the Township's websites at the beginning of November to give those wanting to attend some notice. The event will be held Sunday November 10, 2019 at the Cenetaph in Honeywood. The members of the Board will search for the next name to be put on the Cenetaph.

Performance review for James Woods was completed and went well. James requested a new phone set be purchased as he is having problems retrieving voice mail messages

left at the Arena due to static. Each call is to be returned in a timely manner. Board directs James to get new phone set with a maximum of \$200 to be spent.

#4.1 Chair Tupling reports a part time person has been hired by the Arena. The Arena now has three people on staff.

#8 Information

Discussion around the October meeting date, a number of members are unable to attend the October 10, 2019 date so the next meeting will be held on October 24, 2019.

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Lowry, 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.

#11 Adjournment

-Moved by Rowbotham, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:35 p.m. to meet again on Thursday October 24, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY