



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, DECEMBER 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 December, 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
Dave Besley, Deputy Mayor, Melancthon
Debbie Fawcett, Melancthon, Melancthon
Donna Funston, NDCC Secretary, Melancthon
Heather Boston, Mulmur, Treasurer
Tracey Atkinson, Mulmur, CAO

Regrets:

Bert Tupling, Vice-Chair, Melancthon
Nancy Noble, Mulmur
Clayton Rowbotham, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:04 p.m.

#2 Additions/Deletions/Approval of Agenda

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

#5 Business Arising from the Minutes

1. Grant Funding – Need a solid plan in place before able to apply
2. Was time clock donated by Highland Companies? Is food first paying for advertising?
3. Heather explain capital expense versus just an expense

#1 Burnside Energy Efficient Plan (Community Energy Volume 3 North Dufferin Community Centre Energy Audit) is available on Mulmur Township website.

Grants are available for funding, ex. solar projects, Heather will forward to Donna. Heather reports the roof will not hold solar panels. It was recommended when the RFP is complete and energy report complete put both together to make a plan which will include everything.

#2 The clock was donated by Highland Companies and Heather will look into advertising fees if there are any. Sign Receivable includes Zamboni advertising, Heather to find out how old the time clock is. The clock is starting to break down, James got new box installed and working again for now. The old clock control box is being sent back to be repaired (refurbished) to have as a backup.

#3 Capital Expense will last more than one year, ex. windows, Zamboni which is also over \$2500 in cost. Guideline is basically under \$2500 it is expensed and over \$2500 it is capitalized. Capital is amortized over the expected life of the equipment and will see the expense as amortized each month.

#6 Facility Manager's Report

1. Removal of Signs and User Group Signed Contracts
2. Unfinished Business
 1. Update on hot water tank

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

Donna requested James to send his managers report one week ahead of the meeting date so that it can be included in the Agenda Package and reviewed by each board member before the meeting.

James reports the ice will be out earlier this year as the ladies tournament that is new this year will be in March instead of April.

James will contact Human Response regarding the false alarm calls he can't remember the other two times the alarm was set off. Human Response is going to tell him if OPP were dispatched or not. Mulmur has sent a bill for \$500 to the Arena due to the false alarm report. Board has directed Heather to not pay the Mulmur false alarm bill until James gets the report from the Human Response company.

Arena is open Dec 25, 26 and 31 as some ice time has already been rented.

Ice was low in the centre so James had to do lots of floods to build it back up to make the ice surface even.

James is directed to change the sign outside to read "Seasons Greetings"

#1 Signs have been removed. Contracts are being signed and faxed to Mulmur office. James is to contact Roseann to compare contracts that are missing. James reports all staff is good and no issues.

#2 Hot water tank is ready to run and is on propane now not hydro. Delmar to install two outlets to run safely and remove excess wires.

Member Fawcett offers to make new curtains for the Norduff Room. James is to get her the measurements.

A washer and dryer have been donated so James will be able to wash all cleaning clothes instead of throwing out.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. A/R update
 4. 2020 Budget Draft #2
2. AON Insurance inspection – Park items to be Repaired
3. Other
4. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids

#1.1 -Moved by Lowry, Seconded by Fawcett, be it resolved that the accounts in the amount of \$23,909.43 be approved to be paid with the exception of the false alarm report from Mulmur Township. Carried.

#1.2 Discussion around YTD figures, Board is requesting that the previous year amounts be included in financials every time. Board is most interested in comparing current year to last year numbers as well as budget figures.

#1.3 Board reviewed the A/R balances. Signs are automatically renewed once per year.

#1.4 Board will wait until January before approving budget for 2020, would like to see more actual numbers rather than estimates.

#2 Chain link fence has been broken for many years due to snow being dumped on it. Question was raised why the Board should pay for repairs when the fence has been broken for many years and was reported to Mulmur Council already in an AON report. Board directed Member Clark to take back to Mulmur Council that Mulmur be

responsible for repairs to the chain link fence. Board will do stone wall and player benches by looking for volunteers to fix.

#3 Discussed changing the date of the Board meetings. Board decided to change the meeting dates to the second Wednesday of each month starting in February 2020. Tuesday January 14 will be the first meeting of 2020 the Board is hoping to have most A/P in before that date and possibly approve budget.

#4.1 Heather to email other Arenas to determine current wage scale for Arena Manager and part-time employee positions. Discussion on how pay grids are determined, depends on things like responsibilities, handling cash, task and duties.

#8 Information

-Moved by Fawcett, Seconded by Lowry, be it resolved that items 8.1 be received as information. Carried.

#10 Closed Session

1. Approval of Draft Minutes – March 14, 2019
2. Section 239 (2)(b) of the Municipality Act, 2001 as amended, - Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel Issues

-Moved by Besley, Seconded by Clark, be it resolved that we move into closed session at 8:42 p.m. Carried.

-Moved by Clark, Seconded by Besley, be it resolved that we rise from closed session at 9:28 p.m. without report. Carried.

-Moved by Clark, Seconded by Besley, be it resolved that the Arena Manager move up 1 step on Mulmur Townships pay grid and also receive the Cost of Living increase as set by Mulmur Township for the 2020 year
AND THAT both increases be effective January 1, 2020. Carried.

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Fawcett, Seconded by Lowry 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 Lowry, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:42 p.m. to meet again on Tuesday January 14, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY