



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, NOVEMBER 14, 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 14th day of November, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

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

Regrets:

Chester Tupling, Chair, Mulmur
Donna Funston, NDCC Secretary, Melancthon

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

-Moved by Besley, Seconded by Lowry 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 Noble, that the minutes of the North Dufferin Community Centre Board of Management held on September 12, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Discussion around date change for 2020 Remembrance Day Service

#6 Facility Manager's Report

1. Unfinished Business

1. Update on hot water tank

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

The life expectancy of the scrubber is 10 years and ours was purchased in 2006 James just recently put \$800 into the scrubber for repairs and after one use it required extensive work. James asked for the old machine back to harvest the new parts. He will investigate the best course of action. The hot water tank is the next item on the docket. The door at the rear of the facility has been moved farther down on the list as the scrubber has been moved up.

-Moved by Rowbotham, Seconded by Besley, be it resolved the Board of NDCC authorize the arena manager to purchase a new floor scrubber from Barclay Wholesale for a price of approx. \$5700 + HST.

Whereas the Board has authorized the arena manager to purchase a new floor scrubber be it resolved the purchase of a new door for the Zamboni room be post poned till 2020 Season.
Carried.

James advised that Donna has the quotes for this. (new floor scrubber)

James Squirrell is now able to come in at 5 a.m.

Training is done for propane.

Zamboni inspected and the annual maintenance and repairs. The machine will need tires next year. James is getting quotes.

The boards at the back need major repairs and he was verbally quoted \$5,000.00 but he feels if he had the tools eg. Skillsaw, he could repair them himself. We gave him the okay to pick up the saw he needs.

The washer and dryer were discussed as well.

Wayne's Electric came and hooked up the water pump.

James needs to address the placing of a second step back in his corner.

He is getting 3 quotes for the Zamboni, the door at the rear and to replace the broken glass.

The question was raised regarding the time clock, was it donated by Highland Companies and is Food First paying to advertise on it? If so, did Highland Companies ok this?

Vice-chair Tupling requests James list items in order of priority, he replied in the affirmative.

Budget items – what constitutes a capital expenditure as opposed to just an expense? What is the tipping point or the magic figure? Expenditure advice and how to do it wisely.

There apparently is grant monies available (see the sheet from Saugeen Shores-Tiverton, Kincardine).

The Boy Scouts would like to use the hall for a camp. The Board approved this on the condition that their insurance is in place. James volunteered to stay to make sure all is well.

-Moved by Lowry, Seconded by Rowbotham that the Board approve the Cub/Scout sleepover request subject to :

- proof of insurance
- warrant for damage reimbursement
- adequate adult supervision
- full publicity, re contribution by Board of facility

Carried.

New nets are on order courtesy of the Michael Tupling Memorial Fund. The last set were purchased in 2013. The Board felt this would be a great photo-op for the local newspaper. The cost of the two nets is approximately \$5,000.00 from Barclay's.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. A/R update – 2020 sign removals
 4. 2020 Budget Draft #2
 5. Royal Canadian Legion – Poppy Fund
3. Other
4. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids
 2. Remembrance Day Ceremony Update

#1.1 -Moved by Clark, Seconded by Lowry, be it resolved that the accounts in the amount of \$32,384.41 be approved to be paid. Carried.

#1.4 Discussion ensued on the budget process. Donna to invite Tracey and Heather to come to the next meeting to help with the budget and interpretation of certain aspects. They would be able to shed some light on dealing with the following items.

1. Budget and wages \$65,000 (2018-2019)
2. Hydro same as the past year or should we increase this figure

Donna to ask Heather the above two questions and invite James to be present for this discussion. Re: order/purchases/time, being proactive not reactive.

#8 Information

-Moved by Besley, Seconded by Rowbotham, be it resolved that items 8.1-8.5 be received as information. Carried.

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Clark, 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.

#11 Adjournment

-Moved by Noble, Seconded by Clark that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:54 p.m. to meet again on Thursday December 12, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY