



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
WEDNESDAY, MAY 20, 2020 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 20th day of May, 2020 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice-Chair, Melancthon
Patricia Clark, Councillor, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Nancy Noble, Mulmur
Debbie Fawcett, Melancthon,
Heather Boston, NDCC Treasurer, Mulmur
Denise Holmes, CAO, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Keith Lowry, Mulmur

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:06 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Noble, Seconded by Clark that the Agenda be approved as amended. Carried.

-Member Besley added under General Business #3 – Sierra Planning Update

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by B. Tupling, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on April 16, 2020 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

James Woods was not in attendance for the meeting however he did email his manager's report (attached) to all Board Members. Chair Tupling reports the Mulmur-Melancthon Fire Department cleaned the ice surface floor and James will be cleaning all rooms top to bottom. Member Clark asks why James is not attending meetings and requests Chair Tupling ask him to be available for the next meeting. Member Clark also requests the Facility Manager's Report be submitted in proper report format and on time to be included in the Agenda Package instead of a separate email. Chair Tupling will speak with James.

#7 General Business

1. Financial
 1. Accounts
 2. A/R update
 3. YTD vs. Budget comparison
 4. Proposed Budget 2020
 5. NDCC unaudited Financial Statements
2. 2020 Fundraising Events
 1. Strawberry Supper
 2. Beef BBQ
3. Other
4. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids
 2. Generator Switch for Mobile Generator
 3. Keystone Software Arena Billing (Member Lowry discuss at next regular in person meeting)

#1.1 Discussion around hydro bills and that the actual amount is not as low as it appears compared to budget because there will only be eleven bills in 2020 to make the bills more consistent and accurate. With replacing the hot water heaters the savings is showing up in furnace fuel. Heather reports the hot water tanks were not electric like originally thought. The heaters are now using propane instead of oil so therefore the hydro bill has not showed any significant changes.

-Moved by Besley, Seconded by Clark that the accounts in the amount of \$11,504.92 be approved to be paid. Carried.

#1.2 Discussion around A/R balances. Heather confirmed notices are being sent and calls are being made to collect the outstanding monies. Heather was directed to write-off small balances left owing and said she would personally make calls to the overdue accounts.

- #1.3 Member Clark requests Heather to send actual comparison numbers with the correct dates for the Board to be able to compare year to date numbers. The original report was until the end of May and should have been end of April.
- #1.4 -Moved by Fawcett, Seconded by Rowbotham that The Board of Management approve the Proposed 2020 Budget. Carried.
- #1.5 Member Besley reports the statements look great and the Board should be proud. He hopes to continue showing improvements.

Heather reports that unaudited statements is in accrual basis and not cash so capital assets have been removed.

-Moved by B. Tupling, Seconded by Besley that The Board of Management accept the Financial Statement of the North Dufferin Community Centre, Year Ended December 31, 2019 (unaudited). Carried.

- #2 Discussion around the Strawberry Supper and the Beef BBQ, it is decided that both events will be cancelled this year because of COVID-19 and all the restrictions that come with the pandemic. Hoping to have both events next year.

Direction for both Townships to put the cancellation on their websites and James Woods will put it on the sign in front of the Arena along with a Thank You to Front Line Workers.

- #3 Sierra Planning Update – Member Besley and Member Clark were part of a presentation done by Sierra Planning, both were happy with the presentation and felt a lot of research and work had been done. Sierra Planning is requesting a meeting next week to make a presentation to the Board and then the following week to make a presentation to Melancthon and Mulmur Township Councils. Denise will contact Sierra Planning and get some date options to set the meeting for next week.

- #4 Leave on as unfinished

#8 Information

Request was made to include the Mulmur-Melancthon agreement in the June Agenda Package for discussion.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Rowbotham, Seconded by Clark 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 B. Tupling, Seconded by Noble that we adjourn the North Dufferin Community Centre Board of Management meeting at 7:50 p.m. to meet again on Wednesday June 10, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY