



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, AUGUST 11, 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 11th day of August, 2020 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Patricia Clark, Councillor, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
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 7:08 p.m.

#2 Additions/Deletions/Approval of Agenda

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

Addition: 7.4.1 – OMHA COVID-19 update
7.4.2 – Library Update

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Fawcett, Seconded by Besley, that the minutes of the North Dufferin Community Centre Board of Management held on July 7, 2020 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

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

The Facility Manager Report was emailed to the Board prior to the meeting and is attached to these minutes.

James was directed to fix the players benches, boards and door. The Board is hoping to meet in person in September and have more information regarding OMHA and the upcoming hockey season before incurring any more expenses with repairs.

James reports he purchased the power washer and drill, the park bench has been repaired and is requesting clarification on the Cenotaph responsibilities. The Board suggests an onsite meeting and forward recommendations to Mulmur Council.

It was suggested James be part of a Dufferin group regarding re-opening Arenas. Chair Tupling will get the name of the group and ask Tracey Atkinson to get a ZOOM invitation sent to James for him to join.

James noted snow removal was fully paid by the Arena and should have been one third paid by Mulmur Melancthon Fire Department and two thirds by Arena. Heather and James have discussed this error and Heather was to credit back the Arena and bill the Fire Department. Donna directed to ask Heather if this has been fixed.

Discussion around grass cutting and the costing seems high for 2020 so far, discussion around Arena Manager cutting grass and trimming.

James is directed to paint the sign.

Mulmur will let James know if they have any extra computers, hoping to know by September.

#7 General Business

1. Financial
 1. Accounts
 2. A/R update including HMHA discrepancies explanation
 3. YTD vs. Budget comparison
2. Email from Heather Boston regarding a contact for applying for Grants
3. Email from Tracey Atkinson – Responsibilities of Arena Board in regards to property repairs
4. Other
5. 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) – NDCC Agreement between Mulmur and Melancthon

#1.1 -Moved by Clark, Seconded by Lowry that the accounts in the amount of \$5,345.97 be approved to be paid. Carried.

#1.2 Discussion around the Honeywood Minor Hockey letter regarding their belief they were overcharged. The Board decided to split the difference 50/50.

-Moved by Clark, Seconded by Besley, that the NDCC Board of Management approves the removal of 4 hours of billed ice time on December 19, 2019 for Honeywood Minor Hockey and the remainder of the outstanding balance will be 50% wrote off and 50% paid by HMHA.

Further that procedures be set out in an agreement regarding clear out times after a facility rental. If any tardiness occurs the extra time will be billed out. Carried.

#1.3 No comments.

#2 & 3 Grants are very time consuming to research and its usually a firm that is hired to handle all grant processes. Using an outside consultant will yield best results. The consultants know government forms to file and what grants would be available. A tender would have to be sent out if hiring a consultant. The Board will discuss options with Sierra and the possibilities of grants in the September meeting.

#4.1 The OMHA is currently looking at doing 3 on 3 for the upcoming season and hoping to move into stage 4. At the Sept meeting the Board will review Heathers cost summary report which will include putting the ice in, taking the ice out and wages. The Board will need to know how many hours of rental is needed each month to break even.

#4.2 Library is not moveable. Since it would have to be moved multiple times it would likely crumble.

#5 All unfinished business will be discussed when the regular in person meeting resume.

#8 Information

#8.1 -Moved by Noble, Seconded by Rowbotham Item 8.1 be received as information. Carried.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Besley, Seconded by Rowbotham 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 Besley we adjourn the North Dufferin Community Centre Board of Management meeting at 8:36 p.m. to meet again on Wednesday September 9, 2020 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY