



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, JANUARY 13, 2021 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 13th day of January, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Patricia Clark, Councillor, Mulmur
Debbie Fawcett, Melancthon
Emma Holmes, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
Clayton Rowbotham, Melancthon
James Woods, Arena Manager
Donna Funston, NDCC Secretary, Melancthon
Tracey Atkinson, CAO, Mulmur
Heather Boston, Treasurer, Mulmur

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:01 p.m.

#2 Additions/Deletions/Approval of Agenda

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

Addition: Capital Expense – Cost of Lawnmower to be included in next budget

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on December 16, 2020 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

Contact was made to Dufferin County and they will be able to supply a barrier for the propane tank at the back of the Arena. James will get it put in place when the barrier arrives.

Clarification was made regarding the non-resident fee that is charged for rentals. Each rental that is not a resident of Melancthon or Mulmur is charged 10% of the total bill as non resident fee or if a team roster with addresses of each player is provided, all players that are non-resident are charged \$37 per person. The team renting the ice is able to choose which option they would prefer.

James reports it would take approximately two weeks to get the ice completely out. The fire department also helps to remove the ice. It was noted that the Arena is a very cold building and would be harder to take the ice out this time of year due to the cold and the time it would take to get the surface cleared.

The wifi in the Arena is not working properly.

The Board requests Heather to contact Intellicore and have them fix any issues.

James was asked how many hours he has been working since the lockdown, he notes about 3 hours per day at the Arena doing inspections and then working from home.

#7 General Business

1. Financial
 1. Accounts Payable
 2. A/R update
 3. YTD vs. Budget comparison
 4. 2021 Budget – Figures to be included in the 2021 Budget
2. NDCC Meeting Dates for 2021
3. COVID-19; Moving into Red Zone
4. Other
5. Unfinished Business
 1. Generator Switch for Mobile Generator

- #1.1 -Moved by Clark, Seconded by Rowbotham that the accounts in the amount of \$18,854.15 be received as presented. Carried.

Discussion around the Teeter Contracting invoice regarding exactly what was fixed. The cupboards in the concession stand fell down and in the upstairs kitchen the cupboard door was put on to cover up the panel. This had to be fixed for fire code and the Fire Chief has been notified that this has been done.

- #1.2 Board requests Heather to check on the A/R and make sure the older amount listed have been paid. Any amount over 61 days will be called.
- #1.3 Discussion with insurance costs being much higher than expected. Mulmur will be issuing a RFP in May. Board requests Heather to contact the Insurance company to inquire about a discount with the Arena being closed. Discussion regarding hydro costs and an amount for the next budget. Heather noted this year only included 11 hydro bills and that would have to be factored in for the next budget.
- #1.4 Heather will bring a draft budget to the February meeting, she notes this is going to be a struggle on the revenue side due to COVID-19 rules and not knowing when the Arena will be able to open. Board suggests being conservative and start revenue in October as per normal operations. Fund raising events will be discussed at the February meeting and possible options for the Beef BBQ to take place as a drive through event. Discussion around putting ice in in September but Honeywood Minor Hockey does not start until October and most rentals don't start until mid October. Weather in September can be warm which will make it harder to put the ice in. The compressors will be running a lot to keep it cold enough which could become costly. For budget purposes the revenue should start in October.

Board directs Heather to bill the sign rentals in the fall of 2021 instead of January as in previous years and that each sign only be charged for half of the year. Requesting a letter be sent to each renter that the sign is still up at the Arena but will not be charged until the fall due to COVID-19 and billing amount will be half.

- #2 Board appreciates Heathers detailed and clear report regarding bank charges.
- #3 As of December 2020 the Arena was closed and the recently issued stay at home order is in effect until February 11, 2021. It was reported to keep the Arena as is will cost roughly \$10,000 per month.

-Moved by Besley, Seconded by Rowbotham that the NDCC Board of Management will keep the ice in until February 11, 2021 when the Province will make decisions regarding the lockdown.

Further, that if any Provincial decisions are made before February 11, 2021 a special meeting can be called by the Chair. Carried.

- #4 Board directs Donna to leave the grant on as unfinished. Heather notes the consultant Mulmur uses have agreed to forward any grant opportunities that would apply to the Arena.
Board directs Donna to add the joint council meeting with Mulmur and Melancthon to the Agenda next month, this meeting is regarding the Service Delivery Review from the County and the Efficiency Study from Sierra Planning.

#5 More discussion regarding capital expense and the Board wants to put in an amount to purchase a lawn mower and trimmer. For budget purposes the board requests Heather to include \$11,000 and will follow the procurement by-law when it comes time to purchase.

A suggestion was made that James could cut the grass at the Honeywood Cemetery and the Arena would bill the Cemetery for the service. This option will be discussed at a later date.

It was noted the presentation to Co-Chair Tupling has not taken place yet due to COVID, it will be after the lockdown when a date can be selected.

#5.1 Leave on the Agenda as unfinished.

#8 Information

#9 Notice of Motion

-None

#10 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.

#11 Adjournment

-Moved by Fawcett, Seconded by Noble, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:21 p.m. to meet again on Thursday February 11, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY