

HORNING'S MILLS COMMUNITY HALL BOARD

The Horning's Mills Community Hall Board held an electronic meeting on Tuesday, April 27, 2021 at 7:00 p.m. Those present: Councillor Wayne Hannon, Councillor James McLean, Debbie Fawcett, Blaise Meunier, Ruth Plowright, Larry Taman and James Webster. Denise Holmes, CAO/Clerk, Melancthon Township and Darren White, Mayor, Melancthon Township were also in attendance.

Call to Order

Denise Holmes called the meeting to order at 7:03 p.m. and welcomed all in attendance. The Board members were given an opportunity to introduce themselves.

Election of Chair Conducted by Secretary

The Secretary called for nominations for the position of Chair. Member Fawcett nominated James Webster for Chair. Member Meunier nominated Ruth Plowright for Chair. Both members accepted their nomination. A vote was taken, and James Webster was declared the Chair. Moved by Taman, Seconded by McLean that James Webster be appointed as Chair of the Horning's Mills Community Hall Board. Carried.

Election of Vice-Chair conducted by the Chair

Chair Webster called for nominations for the position of Vice-Chair. Member Fawcett nominated Ruth Plowright. There were no further nominations. Member Plowright accepted the nomination. Moved by Fawcett, Seconded by McLean that Ruth Plowright be appointed as Vice-Chair of the Horning's Mills Community Hall Board. Carried.

Appointment of Secretary

Chair Webster asked who would like to take on the duties of the Secretarial position and Denise Holmes advised of the duties – preparing agenda in consultation with the Chair and circulating to the Board and Township, preparing minutes, setting up zoom meetings and sending out invites and providing recommendations/motions to Council, etc. Moved by Plowright, Seconded by Taman that Blaise Meunier be appointed as the Secretary of the Horning's Mills Hall Board. Carried.

Additions/Deletions/Approval of the Agenda

Addition – Member Taman asked that an item regarding By-law 8-2021 dealing with the function of the Board be added to the Agenda for discussion.

Declaration of Pecuniary Interest or Conflict of Interest

Chair Webster called for Declaration of Pecuniary Interest and no one declared.

Approval of Minutes

This was the first meeting of the Board so there were no minutes to be approved.

General Business

Discussion regarding the creation of a Terms of Reference for the Board

There was discussion regarding a Terms of Reference which would be a much more detailed document than By-law 8-2021. Denise Holmes advised that she had obtained some examples from other organizations and it was asked if she could send those out to the Board members. This matter was deferred to the next meeting.

Zoom Platform for future meetings (Member Plowright)

Discussion ensued and the Township of Melancthon will set up a Zoom account for the Horning's Mills Community Hall Board to use for meetings and other virtual programming, if required. Moved by Taman, Seconded by Fawcett that a Pro-Zoom account be set up for one year at a cost of \$14.99 per month for the Horning's Mills Community Hall Board's use. Carried.

Eventbrite (Member Plowright)

Member Plowright spoke to this item and advised that it is similar to Ticketmaster and when events are held at the Hall, this could be used for people to register for the event. There is no cost for it, provided the event is free. Member Plowright will look into this and bring back the information to a future Board meeting.

Discussion on the scheduling of future meetings of the Board

Discussion ensued and the meetings will be held on the 2nd Tuesday of every month starting at 7:00 p.m.

Discussion on future Agenda items

Discussion ensued and future Agenda items will be:

- Terms of Reference
- Gardening at the Hall

Addition to the Agenda

By-law No. 8-2021

Member Taman spoke to this item which pertained to Section 8 of By-law 8-2021 and is seeking clarification about the function of the Board, as it was his understanding the Township would be responsible for the operation and maintenance of the Hall and the Board would be the user and the overseer. Mayor White also spoke during this time to advise that the Township has offered to pay for the operating expenses of the Hall, so that the Board does not have to fundraise for this purpose. There was discussion about the Building Condition Assessment that is being undertaken by RJ Burnside and Associates and this document will provide the Township with information regarding future capital needs of the Hall. There will be further discussion on this matter when the Terms of Reference is being developed and it was advised that the By-law can be amended.

Delegations

None for this meeting.

Confirmation Motion

Moved by Plowright, Seconded by McLean that all actions of the Members and Officers of the Board 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.

Adjournment

Moved by Taman, Seconded by Plowright that we adjourn the Horning's Mills Community Hall Board meeting at 7:54 p.m. to meet again on Tuesday, May 11th, 2021 at 7:00 p.m. or at the call of the Chair.

CHAIR

SECRETARY