



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
THURSDAY, JULY 7, 2022 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 7th day of July, 2022 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Patricia Clark, Councillor, Mulmur
Nancy Noble, Mulmur
Janet Horner, Mayor, Mulmur
Darren White, Mayor, Melancthon
Curtis Bouchard, Arena Manager
Darcy Timmins, Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Debbie Fawcett, Melancthon
Mandy Little, Mulmur
Doug Read, Melancthon

#1 Chair Call Meeting to Order

Meeting Called to Order at 7:01 p.m.

#2 Land Acknowledgement Statement

The Land Acknowledgement Statement was read by Chair Clark.

#3 Additions/Deletions/Approval of Agenda

-Moved by Timmins, Seconded by White that the Agenda be approved as amended.
Carried.

ADD: General Business 9.1.7 – Grant Update

#4 Declaration of Pecuniary Interest or Conflict of Interest

None.

#5 Delegation

None.

#6 Approval of Draft Minutes – April 13, 2022

-Moved by Horner, Seconded by Noble, that the minutes of the North Dufferin Community Centre Board of Management held on April 13, 2022 be approved as circulated. Carried.

#7 Business Arising from the Minutes

None.

#8 Facility Manager's Report

Curtis reports that Core Mechanical will be starting July 8, 2022 on the brine pump. There was a buck and doe and the Strawberry Supper held at the Arena and both functions went well. A letter on the front of the building is broke, Curtis will order a new letter, paint and install. Some grass is starting to grow on the ball diamond so that will be sprayed and minor cleanups around the Arena will be done.

#9 General Business

1. Financial
 1. Accounts Payable ending May 3, 2022, ending May 31, 2022 and ending June 30, 2022

-Moved by White, Seconded by Timmins the accounts in the amount of \$28,480.24 be received as presented. Carried.

2. A/R update
3. YTD vs. Budget comparison

Discussion on oil and that it is over budget due to the cost increase of fuels. Building Maintenance seems high and Heather will report back with the reasons.

4. Year Ended December 31, 2021, North Dufferin Community Centre Financial Statements

Heather discussed the financial statements and some differences. Deficit is due to COVID costs, staffing costs and less revenues.

-Moved by White, Seconded by Noble that the Financial Information of North Dufferin Community Centre And Compilation Engagement Report thereon Year Ended December 31, 2021 be approved as presented. Carried.

5. Report from Heather Boston regarding Schedule of Fees+

Discussed the schedule of fees and that all rental numbers are now rounded off to include tax. This will make collection at the time of the rental easier and not looking to make change. Board Members are requested to come to the next meeting with thoughts on party packages or lower rates to bring more users to the facility and increase revenue.

-Moved by Noble, Seconded by Timmins that the Schedule of Fees be accepted and approved as presented. Carried.

6. Report from Heather Boston regarding Booth Management

Discussion on staff running the booth and it was decided that the risk and liability was too great at this time.

-Moved by Timmins, Seconded by Horner that the NDCC Board of Management receive the report of Heather Boston, Booth Management;
AND THAT; an RFP be issued with a minimum bid of \$500 per month and the bids be reviewed by the Board.
AND THAT; the vending machine for chips, chocolates and pop be installed at the Arena Carried.

2. Unfinished Business

1. Strawberry Supper Update

Report from Janet Horner was read and is attached to these minutes. Board directed Donna to contact Honeywood Minor Hockey and invite the President and Vice-President to the next meeting and discuss the donation, volunteering time and contact lists. Donna is directed to do a thank you letter for Crystal Lucas and family and Janet Horner and purchase a \$100 gift card.

ADDED #7 – Grant Update

Heather reported the grant that was applied for was not approved. She notes some repairs need to be done to be able to keep the ice in all winter. Mulmur Council may have to do some repairs on their own until the new Council is elected due to the motion passed by Melancthon Council. Mulmur is able to apply for other grants on their own. Renovation grants are 80% and could include items such as lighting and elevator. These grants are also stackable.

#10 Information

1. Report from Tracey Atkinson, CAO/Clerk/Planner and Heather Boston Treasurer Township of Mulmur regarding NDCC and a Motion passed at April 6 Mulmur Council.
2. Report from Roseann Knechtel, Deputy Clerk, Township of Mulmur regarding Pickleball Courts in Mulmur
3. Township of Melancthon Motion to Accept the increase in Budget
4. Township of Melancthon Motion to Appoint a Member to the NDCC Board
5. Township of Melancthon Motion for NDCC Budget to be adjusted
6. Township of Melancthon Letter to Township of Mulmur
7. Township of Mulmur Motion to Approve NDCC 2022 Operating Budget

The Board discussed Pickleball and decided to wait and see if any grants happen and then consider purchasing Pickleball supplies.

-Moved by Noble, Seconded by White that items 1 - 7 listed for information purposes be accepted as information. Carried.

#11 Notice of Motion

-None

#12 Confirmation Motion

-Moved by Horner, Seconded by Timmins 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.

#14 Adjournment

-Moved by White, Seconded by Timmins, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:37 p.m. to meet again on Wednesday September 14, 2022 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Report on Strawberry Supper – 2022
Submitted by: Janet Horner

It takes a Village? It takes two Townships, International visitors and a lot of friends!

After a two-year hiatus, the Strawberry Supper returned to the North Dufferin Community Centre on July 1, 2022. After the Supper in 2019, the “Take a Break” group of Honeywood had announced that they would no longer be offering the Supper as their members had felt that the event was too much work for their small group. In 2019, 375 people attended the Supper.

At the April 2022 meeting of the Management Board, it was decided that the Board could consider offering the Supper again and it would be run by new volunteers. Mayor Horner offered to contact Crystal Lucas, who had previously helped at the supper to see if she had interest and Debbie Fawcett, Board member to see if a core of experience could be assembled. Both expressed an interest in continuing the Supper. Unfortunately, the next two meetings of the Board were cancelled – May and June due to lack of quorum.

Covid seemed to be trending downward and planning began in early June and despite the dire warnings from the Honeywood group that the event was sure to fail, plans began to come together. There were extensive notes re the food quantities required and the suppliers that had been used in the past. Because we had no idea how many people would actually come to the event, we decided to plan for approximately 300 attendees. As food prices have increased since 2019, we decided to charge \$20 for adults and \$10. For children 6-12. Under 6 were free.

Our biggest challenge for the supper was getting volunteers to contribute food and time for the day of the event. The previous group would not share any phone numbers or email contacts so we had to contact Board members, council members and friends and family to have enough help and food.

Posters were developed at the Mulmur Township Office and posted at mailboxes and businesses to advertise the Supper

The Food

The menu was modified slightly and Crystal arranged and personally purchased all food items. Janet and Crystal assembled paper products and supplies from previous events in Mulmur and Honeywood and no new paper products or plastic had to be purchased.

Two days prior to the event, Crystal and Janet met at the arena to organize the dishes etc. in the downstairs booth space. At the same time, we prepared the bean salad and left it to marinate in the fridge. Strawberries were delivered by Lennox Farms and placed in fridges downstairs and up. Janette and Dave McFarlane and Crystal’s family members arrived to set up the tables and chairs. 130 seats were set up originally but this was expanded during the Supper to 175 seats.

With the help of Rhonda Hawkins, Janet prepared and donated potato salad for 200 people. Additional potato salad was donated by 3 additional volunteers. In the past there had been potato salad donations from 17 people. Other salad volunteers contributed Green Salad, Jellied Salads, and Pasta Salads. Unfortunately, Debbie's family faced a significant health crisis, so her participation was limited but she was able to contribute 10 pies to the event. Pies and Squares were donated by a limited number of people. Anticipating a "dessert shortage" we ordered 2 slab cakes from Foodland in Shelburne. Thursday night, Crystal's family had a "ham rolling party" to roll 40 kg of Ham into foil pans for service.

The Day of the Event

At 10:00 am on July 1, a team of 7 volunteers met for 2 hours to hull 27 flats of strawberries. Those volunteers included Shaen Armstrong – a new resident from Hornings Mills, Nancy and Neil Noble, Marilyn Armstrong, Councilor Bill Neilson, Harold Ritchie and Tracey Atkinson.

Volunteers arrived at 4 pm to prepare for service beginning at 5:00. In the past, the supper has required approximately 25 people on the floor in two shifts. We had approximately 20 volunteers that were required to work for the whole evening.

Volunteers Carl and Natalie Cozack volunteered to work and brought international visitors they had at the farm with them. We had a volunteer from France manning one beverage station and a visitor from Germany on the other beverage station. A mother and son team from Ukraine were on the food table. We were very grateful for their help!

Cheryl Rowbottom stayed in the kitchen the whole time and washed dishes and replenished food items. Friends from Dundalk, Owen Sound and Markdale cleared tables, made coleslaw and acted as runners. We couldn't have done this without them. They stayed until the end and even paid for their dinners. Another time we should ensure that volunteers at the dinner have their meal for free as this is difficult work.

A small amount of leftover items were bought by the volunteers.

In all, approximately 275 people attended the Strawberry Supper

The day after

Arrangements had been made ahead of time with Heather Hayes at the Orangeville Food Bank to take any extra food items that we may have had left over. Because they have extensive refrigeration, this was the only food bank in the area that could take the fresh items. In all, we took 163 lbs of food to the foodbank that included – Ham, bean salad, Strawberries, Dairy products – butter, milk and cream, Salad Dressings and Shredded Cabbage.

The Money

Income

275 attendees plus cash from leftover purchases \$5,830

Expenses (receipts provided)

Dundalk Herald	84.75
Walmart	42.56
Masonville (Ice)	48.00
Foodland	823.75
Circle K	41.64
Sobeys	8.98
Wholesale Club	581.64
Shelburne Fresh	90.00
Shelburne IDA (Sanitizer and Gloves)	37.59
Lennox Farms	1015.00
Shelburne Free Press – invoice pending	

Total \$ 2773.91

Anticipated Profit - \$2975.

Recommendations

- 1) That the Board consider offering the Strawberry Supper again in 2023 but add some afternoon events that would make the day more appealing to younger families. That the day be billed as a Strawberry Festival.
- 2) That during 2022-23 email addresses and telephone numbers of volunteers and food donators be compiled. This would also allow for follow-up and thank yous.
- 3) That the money raised by the Strawberry Supper 2022 does not go into general revenues for the arena but is designated to go directly to Honeywood Minor Hockey and Figure Skating
- 4) That the Honeywood Minor Hockey and Figure Skating Groups be enlisted to help at the Strawberry Event.
- 5) That planning for the Events begin earlier in the year
- 6) That a thank you from the Board goes to Crystal Lucas and family for their efforts.