

DRAFT Meeting Minutes

Elmwood Community Centre Board Minutes

Tuesday, November 7, 2023
7:00 pm

1. Call to Order and Acceptance of Agenda

Call to order at 7:07 p.m.

Attendance: Scott Foerster, Ernie Falkiner, Ed Strangler, Gillian Irwin, Michael Sugden, Hazel Pratt

Staff: Kodey Hewlett, Janine Jez, Brad Thomson, Patsy Becker, Steve Lehman

Regrets: James Lang

Moved by: Gillian Irwin

Seconded by: S. Forester

That the Elmwood Community Centre Board hereby approve the agenda for the meeting on November 7, 2023 as presented with amendment.

Carried

2. Declaration of Pecuniary Interest and General Nature Thereof

None

3. Minutes

Moved by: E. Falkiner

Seconded by: G. Irwin

That the Elmwood Community Centre Board hereby approve the minutes from the meeting on October 11, 2023 as amended and October 18, 2023 as presented.

Carried

4. Business Arising from the Minutes

E. Falkiner updated that the valve actuator has been replaced and is working.

5. Treasurer's Report

Moved by: E. Falkiner

Seconded by: M. Sugden

Motion: That the Elmwood Community Centre Board accept the October 2023 treasurer report as presented.

Carried

5.1 Operating Budget 2024

Moved by: G. Irwin

Seconded by: E. Falkiner

That the Elmwood Community Centre Board accept the Operating Budget for 2024 with amendment.

Carried

6. Ongoing Business

6.1 Charging Station Update

The committee members discussed the cost to charge is dependent on time of the day. Discussion around hydro rates during peak, mid peak and off-peak times.

K. Hewlett asked if anyone had looked into the special hydro rates. He will look into options through LAS or CANOE (Municipal pricing programs).

6.2 Fire Hydrant Snow Removal Update

B. Thomson reported Municipality of Brockton Fire Department has agreed to up the snow removal hydrant fee to \$600 for 2024.

6.3 Treasurer's Wage

P. Becker excused herself for the discussion.

Committee members discussed treasurer honorarium and what the role will look like moving forward without the traditional secretary role and the Municipality of Brockton has not taken over all the duties the secretary was completing. The committee members discussed buying an online accounting program such as Quick Books to assist with role.

P. Becker (Treasurer) would like to be paid once yearly on December 1st as has occurred in the past years.

Moved by: E. Falkiner

Seconded by: G. Irwin

That the Elmwood Community Centre Board increase the Treasurers Honorarium to \$2400 for 2024.

Carried

6.4 Capital Budget

E. Falkiner explained, as some committee members are new, the agreement with Municipality of Brockton and West Grey is \$3500/year for capital projects. This is a total of \$7000/year (minimum).

Capital Budget Request Ideas/Discussion

Ramp in basement upgrades including carpet, completed similar to upstairs including railing.

Stairwell upgrade railing system, re-finishing stairs.

Tightening fence at ball diamond.

Tables and 100 chairs \$60/chair, 6 cruiser table \$110/each - possibility of fundraising, committee member suggested to ask Trillium for donation.

Parking lot upgrades/expansion currently 63 spots, adding 18 additional spots.

Move charging station due to cable being a safety concern.

Moved by: M. Sugden

Seconded by: E. Falkiner

That the Elmwood Community Centre Board request \$12 500 from both the Municipality of Brockton and Municipality of West Grey for parking lot upgrades and accessible ramp, railing systems, carpet for downstairs entrance and stair well.

Carried

6.5 Website

E. Falkiner sent Reliance an email, he has not received a response and no changes have been made to Elmwood Community Centre Board website at this time. E. Falkiner to follow-up with Reliance to make changes (removing word documents/remove past secretaries' information).

6.6 Invoice Process

Invoicing process deferred to next meeting.

6.7 Bar Fees

Committee members had a discussion on the pros and cons, options for bar fees versus renters being responsible for bringing their own.

Moved by: S. Foerster

Seconded by: E. Falkiner

Motion: That the Elmwood Community Centre Board make a motion to remove the bar fee and the renter will be responsible for supplying their own bar supplies effective January 1, 2024.

Carried

7. New Business

7.1 Fire Panel Quote

A quote from Bluewater Fire and Security has been received.

E. Falkiner has requested a quote from Georgian Bay and will pass it on once it has been received.

7.2 Facility Rental Contract

J. Jez shared a combination of both the "with bar contract" and "without bar contract" as requested by the Board.

J. Jez to complete a rental application for next meeting similar to what is being used by The Municipality of Brockton currently.

8. Next Meeting

Next meeting date is December 5, 2023 at 7 p.m. at the Elmwood Community Centre.

9. Adjournment

Moved by: E. Falkiner

Seconded by: M. Sugden

That the Elmwood Community Centre Board hereby adjourn at 9:48 p.m. to meet again on Tuesday December 5, 2023.

Carried