

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the regular meeting held January 23, 2013 at the CDRC

Attendance:	Brian Besley	Amaranth
	Geoff Dunlop	Shelburne
	A.J. Cavey	Shelburne
	Michelle Austen	Shelburne
	Laura Ryan	Mono
	Heather Foster	Amaranth
	Bill Hill	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Absent: R. Chambers

Meeting called to order by Secretary/Treasurer, Kim Fraser at 7:00pm
A quorum was present.

Elections were opened:

Chairman: Moved by B. Hill, seconded by AJ Cavey to nominate Brian Besley for Chairman.

Carried

Hearing no further nominations.

Moved by B. Hill, seconded by L. Ryan to close nominations. Carried

B. Besley accepts the nomination and the position of Chairman

Chairman, B. Besley assumes chair of the meeting. Brian thanks the members and continues with the meeting. The floor is opened to nominations for Vice-Chairman.

Vice-Chairman: Moved by G. Dunlop, seconded by R. Webster to nominate L. Ryan for Vice-Chairman. Carried

Hearing no further nominations.

Moved by B. Hill, seconded by H. Foster to close nominations. Carried

L. Ryan accepts the nomination and the position of Vice-Chairman

Committees for 2013:

Moved by B. Hill, seconded by M. Austen that we adopt the present format and committee assignment. Further that, the Expansion & Rehabilitation Committee and the Facility Utilization Committee both be disbanded and removed. Carried

See Schedule A

Agenda:

MOTION – Moved by L. Ryan seconded by B. Hill. That the agenda be adopted as distributed.

Carried

Declaration of Pecuniary Interests:

Brian Besley stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Discussion of Minutes of Previous Meetings:

MOTION #1 – Moved by M. Austen seconded by R. Webster. That the minutes from the CDRC Board of Management regular board meeting held November 28, 2012 be approved as presented and circulated.

Carried

Correspondence:

- Resolution from the Town of Mono approving the CDRC 2013 Budget
- Resolution from the Township of Melancthon approving the CDRC 2013 Budget
- Resolution from the Township of Amaranth approving the CDRC 2013 Budget

MOTION #2 – Moved by AJ Cavey seconded by H. Foster. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #3 – Moved by M. Austen seconded by B. Hill. That the bills and accounts in the amount of \$112,392.95 be approved and paid.

Carried

MOTION #4 – Moved by B. Hill seconded by AJ Cavey. Be it resolved that the 2013 staff wage increase be 2% (approved in the budget) retroactive to January 1, 2013.

Carried

MOTION #5 – Moved by L. Ryan seconded by G. Dunlop. Be it resolved that the CDRC Board of Management declare the old set of two (2) practice nets to be surplus inventory. Now therefore, the CDRC management will look into selling this inventory.

Carried

Fund Raising Committee Report:

The Committee met prior to the general meeting. The committee reviewed the plans to date re: advertising and promotion, entertainment, decorations, food, etc. Liquor license application to be submitted ASAP.

MOTION #6 – Moved by AJ Cavey seconded by H. Foster. That we receive the verbal report of the Fundraising Committee.

Carried

Hall of Fame Committee Report:

To date, one (1) nomination has been received. Advertisements will be posted in local newspapers.

MOTION #7 – Moved by H. Foster seconded by R. Webster. That we receive the verbal report of the Hall of Fame Committee.

Carried

Facility Administration Manager's Report:

See Schedule B

MOTION #8 – Moved by AJ Cavey seconded by M. Austen. That we receive the report of the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #9 – Moved by B. Hill seconded by M. Austen. That the CDRC management proceed with the purchase of the new lighting for the arena subject to receipt of the "Save O Energy" grant covering 50% of the projected cost of \$37,000.

Carried

MOTION #10 – Moved by R. Webster seconded by M. Austen. That we receive the report of the Facility Maintenance Manager.

Carried

New Business

Schedule 2013 Meetings: The 2nd Wednesday of the month

Wednesday, February 13, 2013

Wednesday, March 13, 2013

Wednesday, April 10, 2013

Wednesday, May 8, 2013

Wednesday, June 12, 2013

Wednesday, July 10, 2013

Wednesday, August 14, 2013

Wednesday, September 11, 2013

Wednesday, October 9, 2013

Wednesday, November 13, 2013

Wednesday, December 11, 2013

Upcoming Projects for 2013:

The board reviewed some upcoming projects for 2013. It was suggested that this should be left to management staff to research then bring to the Board for review.

St. Patrick's Day Fundraising Dance:

MOTION #11– Moved by L. Ryan seconded by B. Hill. Whereas the CDC Board of Management has declared the St. Patrick's Day Dance a community festival for the date of March 16, 2013; And Whereas the CDRC Board of Management will provide entertainment with conjunction with the event in the Town & Country Room at the Centre Dufferin Recreation Complex; Now Therefore be it resolved that the CDRC Board of Management approves the liquor license application for the CDRC St. Patrick's Day Dance and to apply accordingly.

Carried

In Camera

Enter In Camera at 8:15pm

MOTION #12 - Moved by B. Hill seconded by L. Ryan. Be it resolved that: Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s): personal matters about an identifiable individual, including an employee; litigation or potential litigation, including matters before administration tribunal, affecting the local board.

Carried

MOTION #14 - Moved by L. Ryan seconded by B. Hill. That the CDRC Board of Management rise from "In Camera" with a report at 8:30pm

Carried

MOTION #14 – Moved by L. Ryan seconded by B. Hill. That the CDRC Board of Directors approve the salary grid as presented.

Carried

Confirmation by By-law

MOTION #15 – Moved by M. Austen seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #01-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held January 23, 2013.

Carried

Adjournment:

MOTION #16-Moved by B. Hill seconded by M. Austen. That we now adjourn at 8:33pm to meet again on February 13, 2013 at 6:00pm or at the call of the chair.
Fundraising committee to meet on February 13, 2013 at 5:00pm.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

COMMITTEES FOR 2013

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Randy Chambers
	Member:	Bill Hill
	Member:	Laura Ryan
	Member:	Heather Foster
POOL COMMITTEE:	CHAIRMAN:	Rob Webster
	Member:	Brian Besley
	Member:	A.J. Cavey
	Member:	Laura Ryan
POLICIES & PROCEDURES:	CHAIRMAN:	Laura Ryan
	Member:	Heather Foster
	Member:	Bill Hill
HUMAN RESOURCE:	CHAIRMAN:	Laura Ryan
	Member:	Bill Hill
	Member:	Brian Besley
FUNDRAISING :	CHAIRMAN:	Geoff Dunlop
	Member:	AJ Cavey
	Member:	Ron Webster
	Member:	Bill Hill
	Member:	Laura Ryan
	Member:	Brian Besley
	Member:	Heather Foster
HALL OF FAME:	CHAIRMAN:	Geoff Dunlop
	Member:	Brian Besley
	Member:	Ron Webster

Brian Besley is the CDRC Board of Management Chairman for 2013 and is ex-officio on all committees.

Laura Ryan is the CDRC Board of Management Vice-Chairman.

SCHEDULE 'B'

Facility Administration Managers Report – January 23, 2013

- SMHA has been awarded the Local League All Star Game scheduled for Saturday, April 6, 2013
- Shelburne Rotary has been advised that the existing stage will not be assembled until it is certified by a licensed structural engineer. I spoke to Sandra Gallagher on January 10, 2013 to follow up. They have not yet had the stage inspected. I will follow up with them again shortly
- I have contacted the summer floor users to touch base on the upcoming season. Central Registration dates have been scheduled for February 21, March 2 and March 21st
- Rick and I are reviewing and looking to improve our waste management to help reduce costs
- The CDRC is receiving resumes until January 24th for the Summer Employment opportunities currently advertised
- Continuing to work on the development of the seasonal recreation guide
- I will be working on the Summer Employment grants in February
- The CDRC provided shinny hockey and public skating on the ETFO protest day January 11th and PD day January 21st

Kim Fraser
Facility Administration Manager

SCHEDULE 'C'

Facility Maintenance Managers Report – January 23, 2013

- The County of Dufferin has forwarded \$5,000 for the Emergency Generator hookup. The project hookup is scheduled for Friday, April 19, 2013. I am now working to obtain three (3) quotations. The generator has to be modified to handle 600 volt. The cost of this will be incorporated in the money provided.
- I have been investigating conserving energy in the facility by replacing the arena lighting with new LED technology. Brian Besley and I travelled to River Oaks Recreation Centre in Oakville on Thursday, January 17th to look at their twin pad one with Medal Halide and one with LED lighting.
- The CDRC currently has 48, 250 watt metal halide lights. \$1,080 was spent in 2012 to repair lights. \$767 in 2011 and \$915 in 2010.
- I feel we would use the 100% for 2000hr/50% for 2000hr formula saving approx \$5,800/year in hydro. The LED lighting does not have bulbs to replace and very little heat generated from the lights, which may help the compressor system. There is also an optional emergency lighting feature that can be installed down the centre row in the event of power outage at an additional \$125/light.
- Funding may be available for up to 50% of this project through the SaveOEnergy.ca grant.

Rick Thompson
Facility Maintenance Manager