

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 25, 2015 at the CDRC

Attendance:	Laura Ryan	Mono
	Walter Benotto	Shelburne
	Dan Sample	Shelburne
	Wade Mills	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Meeting called to order by Chair, Laura Ryan at 6:00pm
A quorum was present.

Agenda:

MOTION #1 – Moved by W. Mills seconded by J. Elliott. Be it resolved we approve the agenda dated March 25, 2015 as circulated and presented.
Carried

Declaration of Pecuniary Interests:

Laura Ryan 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 #2 – Moved by J. Elliott seconded by W. Mills. That the minutes of the CDRC Board of Management regular board meeting held February 25, 2015 be approved as presented and circulated.
Carried

Correspondence:

- Letter from Shawnette Crouse, Town of Shelburne-Events Coordinator seeking approval to use the CDRC arena on July 1, 2015 by the Canada Day Committee. The intent is to offer events similar to that of previous years.
- Invitation to EDC Breakfast – April 23rd
- Invitation to EDC Golf Classic – June 4th

MOTION #3 – Moved by W. Benotto seconded by D. Sample. That correspondence is received and placed on file.
Carried

Finance Committee Report:

MOTION #4 – Moved by D. Sample seconded by W. Benotto. That the bills and accounts in the amount of \$45,344.00 be approved and paid.

Carried

Pool Committee Report:

The Pool Committee met Friday, February 27, 2015 and conducted the remaining summer employment interviews.

MOTION #5 – Moved by D. Sample seconded by C. Gerrits. Be it resolved that the CDRC Board of Management hires the following for the 2015 contract seasonal positions: Assistant Head Lifeguard-Emily Francis, Shauna Staveley and Melissa Matthews; Lifeguard/Instructor-Nina Ronczka, Emma McLaughlin, Michaela Donato, Tiffany Hunt and Owen Field; Assistant Head Day Camp Coordinator-Lauren Smith; Day Camp Counselor-Maddison Green and Rachel Fazackerley.

Carried

MOTION #6 – Moved by W. Benotto seconded by J. Elliott. That we receive the verbal report from the Pool Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #7 – Moved by W. Mills seconded by R. Webster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #8 – Moved by R. Webster seconded by W. Benotto. That the CDRC Board of Management authorizes that CDRC Facility Maintenance Manager, Rick Thompson and full-time Arena Operator, Marty Lamers both enroll in Working at Heights training at a cost of \$180.00 plus HST each and Elevated Work Platforms training at a cost of \$160.00 plus tax each.

Carried

MOTION #9– Moved by J. Elliott seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

AJ Cavey arrives at 6:43pm

New Business:

Employee Performance Review:

MOTION #10 – Moved by W. Mills seconded by D. Sample. That the verbal report of the Facility Maintenance Manager regarding employee performance review be received and the recommendation contained therein be acted on as recommended by the Facility Manager.

Carried

Canada Day Committee Request:

MOTION #11 – Moved by W. Mills seconded by J. Elliott. Be it resolved that the CDRC Board of Management approves the request from the Town of Shelburne-Canada Day Committee for the use of the CDRC floor surface on July 1, 2015 free of charge as per prior years arrangements.

Carried

Confirmation by By-law

MOTION #12 – Moved by H. Foster seconded by J. Elliott. Be it resolved that leave be given for the reading and enacting of by-law #03-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 25, 2015.

Carried

Adjournment:

MOTION #13-Moved by H. Foster seconded by AJ Cavey. That we now adjourn at 6:47pm to meet again on April 22, 2015 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 25, 2015

- I am in receipt of one (1) new Sports Hall of Fame nomination. Deadline for nominations is March 31st.
- I am currently working on three (3) summer job & youth subsidy applications. CSJ (Canada Summer Jobs) has been submitted. SJS (Summer Jobs Service) and RSJS (Rural Summer Jobs Service) are in process.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – March 25, 2015

- I am looking into training for the full time operator and myself. Cost for Working at Heights is \$180.00 each plus HST. Cost for Elevated Work Platforms (scissor lift) is \$160.00 each plus HST.
- The full time operator will be on medical leave from April 7th to April 16th.
- I am planning a week vacation beginning April 27th.

Rick Thompson
Facility Maintenance Manager