

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the regular meeting held March 13, 2013 at the CDRC**

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

Meeting called to order by Chairman, B. Besley at 6:00pm  
A quorum was present.

**Agenda:**

**MOTION** – Moved by L. Ryan seconded by R. Webster. That the agenda be adopted with the addition of correspondence from Board Member, Michelle Austen.  
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 R. Webster seconded by AJ Cavey. That the minutes from the CDRC Board of Management regular board meeting held February 13, 2013 be approved as presented and circulated.  
Carried

**Correspondence:**

- Invitation to Annual EDC Breakfast-Thursdays, April 25<sup>th</sup>-Topic: Upcoming development & developers view on investing in Shelburne
- Notification from Board Member, Michelle Austen advising of her immediate resignation from the CDRC Board of Management

**MOTION #2** – Moved by L. Ryan seconded by G. Dunlop. That the resignation of Michelle Austen be received March 13, 2013 and that The Town of Shelburne be notified of the vacancy on the Board.  
Carried

**MOTION #3** – Moved by R. Webster seconded by R. Chambers. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**MOTION #4** – Moved by L. Ryan seconded by R. Webster. That the bills and accounts in the amount of \$49,828.49 be approved and paid.

Carried

H. Foster arrives at 6:06pm

Finance Committee Chairman, Randy Chambers presented the Board with a 2012 year end review.

The Board thanked Randy for preparing and explaining this.

**Fund Raising Committee Report:**

The Fundraising Committee met on March 7<sup>th</sup>. After review and discussion the Committee has decided to cancel the St. Patrick's Day event. The band, dancers and LCBO have been contacted

**MOTION #5** – Moved by G. Dunlop seconded by L. Ryan. That we receive the verbal report from the Fundraising Committee.

Carried

G. Dunlop leaves at 6:21pm

**Pool Committee Report:**

The Pool Committee met on February 20<sup>th</sup> and conducted the remaining interviews for the Seasonal Lifeguard/Instructor positions. The Pool Committee recommends the following:

**MOTION #6** – Moved by L. Ryan seconded by R. Chambers. Be it resolved that the CDRC Board of Management hires the following for the 2013 contract seasonal positions: Assistant Head Lifeguards-Caely Dunlop and Emily Hunt; Instructor/Lifeguards-Allison Whitten, Kristy Dolson, Mackinley Martin, Emily Francis, Melissa Matthews, Shelby Wagner and Claire Shaw; Casual Instructor/Lifeguards-Deanna Prinsen and Brittany Black.

Carried

**MOTION #7** – Moved by AJ Cavey seconded by B. Hill. That we receive the verbal report from the Pool Committee.

Carried

G. Dunlop returns at 6:24pm

**Hall of Fame Committee Report:**

More nomination have been received. Nominations will be received until March 31, 2013 at which time a committee meeting will then be called.

**MOTION #8** – Moved by L. Ryan seconded by G. Dunlop. That we receive the verbal report from the Hall of Fame Committee.

Carried

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #9** – Moved by L. Ryan seconded by G. Dunlop. That the Facility Administration Manager be authorized to attend Level 1 & Level 2 Legal Awareness courses at a cost of \$840.00 plus tax..

Carried

**MOTION #10** – Moved by R. Chambers seconded by B. Hill. That the Board declares the obsolete hockey and lacrosse nets as surplus and hereby authorizes the chairman to sell the nets by means of a silent auction with a minimum reserve bid.

Carried

**MOTION #11** – Moved by R. Chambers seconded by AJ Cavey. That we receive the report from the Facility Administration Manager.

Carried

R. Chambers leaves at 6:35pm

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #12** – Moved by R. Webster seconded by L. Ryan. That we receive the report from the Facility Maintenance Manager.

Carried

**Confirmation by By-law**

**MOTION #13** – Moved by L. Ryan seconded by B. Hill. Be it resolved that leave be given for the reading and enacting of by-law #03-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 13, 2013.

Carried

**Adjournment:**

**MOTION #14**-Moved by B. Hill seconded by AJ Cavey. That we now adjourn at 6:45pm to meet again on April 10, 2013 at 6:00pm or at the call of the chair.

Carried

---

Secretary - Treasurer

---

Chairperson

---

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 13, 2013

- Shelburne Red Wings have advised that they are expanding and developing another team to play out of Alliston. Nothing is expected to change in Shelburne
- Along with Rick, I would like to take an ORFA course in April within the Professional Development Workshops in Guelph. The cost is \$840. I am interested in Legal Awareness I and Legal Awareness II
- We will have both hockey and lacrosse nets to sell. Looking for ideas, some kind of an auction format
- The CDRC Pool Committee conducted Seasonal Summer Employment interviews on February 20<sup>th</sup> for the remaining Lifeguard/Instructor positions
- A variety of skating opportunities is schedule for the March break (ie: shinny and public skating)

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – March 13, 2013

- As teams are finishing up in playoffs, ice rentals are slowly declining. Therefore, staff hours are being adjusted accordingly for the remainder of the season.
- Sewer in new parking lot is now hooked up to main sewer and it appears to be draining properly
- Rotary is going to use/rent the stage from Grand Valley Agricultural Society for the Fiddle Contest
- Further to my email last week. I have proceeded to coordinate the necessary services regarding the generator transfer switch
- John Telfer is continuing to work on the SaveOEnergy grant. An energy audit is scheduled for March 20<sup>th</sup>
- The front entrance is lifting again this year. It has gone down a little this week and the rubber has not cracked as of yet
- I have attached a review of utility costs from 2009 to 2012

Rick Thompson  
Facility Maintenance Manager