

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held May 23, 2018 at the CDRC

Attendance:	Dan Sample	Shelburne
	Steve Anderson	Shelburne
	AJ Cavey	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Regrets: Darren White, Randy Chamber and Laura Ryan

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

Declaration of Pecuniary Interests:

Chairman, C. Gerrits 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.

Agenda:

MOTION #1 – Moved by H. Foster seconded by S. Anderson. Be it resolved we approve the agenda dated May 23, 2018 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by AJ Cavey seconded by D. Sample. That the minutes of the CDRC Board of Management regular board meeting held April 25, 2018 be approved as presented and circulated.
Carried

Correspondence:

- Letter from Township of Amaranth approving CDRC 2018 Budget

MOTION #3 – Moved by S. Anderson seconded by H. Foster. That correspondence is received and placed on file.
Carried

Finance Committee Report:

MOTION #4 – Moved by S. Anderson seconded by AJ Cavey. That the bills and accounts as presented in the amount of \$68,743.69 be approved and paid.

Carried

Pool Committee Report:

One (1) of the day camp leader hires did not accept the position.

MOTION #5 – Moved by D. Sample seconded by H. Foster. Be it resolved that the CDRC Board of Management hires the following for the 2018 seasonal contract summer positions: Day Camp Leader-Rachel Fazackerley.

Carried

Facility Administration Manager's Report:

See Schedule A

Direction given to proceed with obtaining an additional POS terminal

MOTION #6 – Moved by D. Sample seconded by AJ Cavey. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #7 – Moved by AJ Cavey seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

County of Dufferin Community Services-Funding Agreement:

The agreement was circulated for review.

MOTION #8 – Moved by J. Elliott seconded by H. Foster. That the CDRC Board of Management authorize the Facility Administration Manager to sign the County of Dufferin Community Services Funding Agreement.

Carried

New Business:

Shelburne Kinettes-T&C Room Rental Request:

The Shelburne Kinettes have requested free use of the T&C Room for their annual Shopping with Santa Event. After discussion the Board thanks the Kinettes for their continued support of the CDRC and approved their request.

Confirmation by By-law

MOTION #9 – Moved by D. Sample seconded by AJ Cavey. Be it resolved that leave be given for the reading and enacting of by-law #05-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held May 23, 2018.

Carried

Adjournment:

MOTION #10-Moved by D. Sample seconded by AJ Cavey. That we now adjourn at 6:37pm to meet again on July 25, 2018 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – May 23, 2018

Day Camp:

- Day Camp: Five (5) offers of employment for the Day Camp Leader positions were sent. One (1) offer was declined and a second offer was accepted but later declined, both for other employment. A previous day camp staff inquired about the position. After consideration, an offer of employment was sent and accepted.
- High Five training for all day camp staff is scheduled for Tuesday, June 12th.
- After week one of registration, Day Camp registration is filling quickly. Week five (5) is full. Placement has increased to 40 kids per day/week this year.

Pool:

- A CDRC Summer Pool display was set up at the Shelburne Seniors' Expo on May 14th. The event was co-sponsored by David Tilson, M.P.
- Head Lifeguard, Emily attended an aquatic training workshop in Markham on May 16th. Topics included updates on pool regulations, ideas and tips for staff training, bonding and lesson instruction and lifeguard positioning.
- The first Saturday public swim will be sponsored by Tim Hortons on June 16th. We have asked the Shelburne Street Festival committee if they will consider including the free swim in the schedule of events for the day.
- To date, three (3) schools (Glenbrook, Hyland Heights and Grand Valley) have booked 11 hours of pool rentals in June.
- Shelburne Kinettes have provided \$400 towards the purchase of an awning to provide shelter for the safety of the lifeguards while on duty.

General/New Business:

- Elections Ontario will be held at the CDRC. Advanced Polls May 26-30 and Election Day is June 7
- Received some details for the 2018 Heritage Music Festival scheduled August 8-12
- Pay Equity & Salary Review-I have provided W&U with information as requested. A Job Information Questionnaire has been circulated for all CDRC job positions. Due May 25.
- Successfully completed the ORFA Event Planning & Management Course in Guelph April 30-May 3. Some topics of discussion included leadership, time management, human resources and contracts.
- Point of Sale (POS-debit) terminal review (see attached). Shows an increase of 10.43% in concession sales from 2016 to 2017. As well a 17.83% increase from the period January-April in 2017 to 2018.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report –May 23, 2018

SAFETY:

There were no safety incidents.

ARENA:

BUILDING:

POOL: Cleaning, painting and prepping pool and area, No issues

GROUNDS: Clean up grounds leafs and sod divots and parking lot sweeping

GENERAL INFORMATION:

ORFA Course Facility Operation and Maintenance, Discussed proven industry techniques, legal obligations and best practises, documentation, new resource material and information to continue developing SOPs and industries guidelines will share with staff a

CDRC Stair enclosure Criterium in process Building permit is in process town of Dufferin

Youth posting for arena sent out to CDDHS and on Facebook not too much interest. 3 resume.

PT Operator posting sent out accepting until June 112018. Tyler Doney has accepted the offer to cover some shifts until position is filled

Filling out of job description questionnaires.

Jackson Dupre is a reliable hardworking CO-OP student that is allowing me to reduce staffing while preparing for summer operations.

New business

Marty Lamers

Facility Maintenance Manager