

**NORWOOD COMMUNITY CENTRE
BOARD OF DIRECTORS MEETING**
September 20, 2007

A monthly meeting of the Norwood Community Centre Board of Directors was held on Thursday, September 20, 2007 at the Norwood Community Centre (87 Walmer St.).

PRESENT; Debra Kutcher, Paul Pelletier, Bruce Verry, Bruce Samson, Lia Anderson, Morris Stefanec, Lucille Miller, Dave Beeusaert, Shirley Syrnick, Brian Pound, Shelley Kent, Dorothea Blandford, Leslie Johnston

REGRETS: Bev Duthoit, Lynda Geary, Lorraine Lambert, Audy Recksiedler, Deenie Lefko-Halas, Lindsay Rakowski

The meeting was called to order at 8:37 p.m. and was chaired by Dorothea Blandford.

1. Agenda

**It was
Moved by Lucille Miller
Seconded by Bruce Samson**

THAT the agenda be amended to include item 7.10 Canteen, under New Business.

Carried.

2. Minutes

**It was
Moved by Paul Pelletier
Seconded by Bruce Verry**

THAT the minutes of the June 21, 2007 meeting be approved as drafted.

Carried.

3. Business Arising

3.1 Parking Fees Update – Dorothea advised that the new, standardized parking fees will go into effect as of January 1, 2008. The monthly rates will be \$25 without hydro, and \$40 with hydro. (plus GST)

4. Correspondence

4.1 We received a thank you card from Vi Stefanec in response to the flowers sent following the recent passing of her mother.

5. Treasurer's Report

5.1 Financial Report as at June 30, 2007 presented by Paul.

**It was
Moved by Paul Pelletier
Seconded by Bruce Samson**

**THAT the June Financial Report
be approved as presented.**

Carried.

5.2 Financial Report as at July 31, 2007 presented by Paul.

**It was
Moved by Bruce Samson
Seconded by Bruce Verry**

**THAT the July Financial Report
be approved as presented.**

Carried.

5.3 Year End report for August 1, 2006 to July 31, 2007 presented by Paul.

**It was
Moved by Bruce Sansom
Seconded by Lia Anderson**

**THAT the Year End Financial
Report for the period August 1,
2006 to July 31, 2007 be approved
as presented.**

Carried.

5.4 Registration information provided by Paul;

- Total revenue received during fall registration = \$34,246.09
- Number of families registering = 245

5.5. Requests for Program Rollovers (i.e funds to remain in individual program budgets) for the coming year were presented by Paul (see attached).

**It was
Moved by Bruce Verry
Seconded by Shirley Synchronick**

**THAT the Program Rollover
requests be approved as presented.**

Carried.

6. Committee Reports

6.1 CCB - See report attached. Paul noted that the NCC annual inspection was scheduled for September 18, 2007. Morris advised that we passed our inspection, but

that we were advised to paint our hockey pens. Bruce S. has purchased paint and John will paint the pens, weather permitting.

7. New Business

7.1 Web Design Proposal – Dorothea presented a proposal for the design of a NCC Website. In anticipation of this possibility, she has registered the domain name of NorwoodCC.ca. For a cost of \$700, a website can be set up that will offer between 5 – 10 individual email accounts, program information, a list of the Board of Directors, current newsletter and archive, hall rental information, constitution and by-laws, registration information, pictures, etc. Dorothea has offered to take on the task of assisting with the design, in order to reduce the cost, and also of the ongoing maintenance of the site. General discussion with the regard to this idea ensued, with the consensus being that this is something that is long overdue. Bruce Verry and Bruce Samson each indicated that they are aware of individuals in the community who are in the web design business. They will inquire as to what their fees would be, as alternatives, and will advise.

**It was
Moved by Leslie Johnston
Seconded by Lucille Miller**

**THAT we approve the expenditure
of up to \$700.00 for the design of
a NCC website.**

Carried.

7.2 New Club Programs – Karate and Pilates – Dorothea advised that we have two new programs beginning this fall. Norwood Guardian-Dojo is a Karate program for children. We have contracted with the instructors to pay them a fee based on number of participants. When the program is at capacity, the club will realize \$100.00 profit per month. Dorothea is currently acting as Convenor for both the Karate and the Pilates programs. She indicated that one of the participants in the Pilates program has agreed to take on this role in January, but that as yet we are still looking for a volunteer to take on this role with the Karate program.

7.3 Caretaker – John Naayen’s contract expires at the end of September. Leslie and Dorothea conducted a performance evaluation with John at the end of June, during which his job description was reviewed, areas of strength and weakness were noted, and John was advised that the board was not completely satisfied with his performance. It was noted that this board’s supervision of John has not been as regular or as consistent as it perhaps could be. Although it is acknowledged that this is due in part to the NCC being a volunteer-run organization, it was agreed that better efforts to provide John with timely and relevant supervision should be undertaken. In this regard, Bruce and Morris have agreed to draft a check-list of daily/weekly/monthly duties for John, to which can be added any additional tasks as requested. Lucille offered to help with this. Leslie offered to meet with John on a regular basis to provide him with feedback on his performance, and to address any concerns that he may have as well. Leslie requests that anyone having

comments, suggestions, complaints, etc., about John's work please forward these to her by email so that they can be addressed during these meetings.

**It was
Moved by Lia Anderson**

THAT we extend John Naayen's contract as Caretaker for a period of one year, from October 1, 2007 to September 30, 2008.

Carried.

7.4 Ice Maker/Snow Clearing Contract – Bruce S. advised that Mike Baillie is not interested in continuing in this role, due to other commitments. Bruce has spoken to Mike's associate Larry McDonald, who is considering the idea, but who has indicated that he would want to negotiate a higher rate. After general discussion it was suggested that we research the idea of splitting this contact into two separate functions, and also that we perhaps inquire as to the arrangements that other clubs have undertaken.

7.5 Book-keeping Contract - Michelle's contract is up for renewal as of October 31, 2007. Consensus is that we renew this contact at the current rate of remuneration.

7.6 Debit/Credit Card System – Paul has done some research into the cost, terms, etc. of this service. General discussion ensued. Paul would like to gather more information and estimates and bring this item back to the board for further discussion.

7.7 Reminder that our AGM will be held on October 18, 2007 at 8:00 p.m. The regular October meeting of the Board of Directors will be held immediately afterwards, at approximately 8:30 p.m.

7.8 Dorothea advised that the following individuals have agreed to sit on this year's Nominating Committee; Debra Kutcher, Dave Beeusaert and Vicki Magnifico.

7.9 Volunteer Appreciation Dinner – Members are advised to forward the names of any last-minute invitees to Leslie as soon as possible.

7.10 Canteen – Lia advised that during fall registration only 14 people signed up for canteen duty. Debra offered to call all of the names on the registration list in order to enlist additional volunteers for this. It was also suggested that we should explore the idea of using youth volunteers for this function.

7.11 Adjournment:

**It was
Moved by Bruce Verry
Seconded by Shirley Syrnick**

THAT the meeting be adjourned at 10:20 p.m.

Carried.

Appendix 'A'

NORWOOD Community Centre - Program Account Carry-Over Requests
Date: September 2007

	2006-2007 Balance	Roll-over Request	Rationale
Aerobics	217.61	-	
Basketball	2,005.33 ?		
Dance	2,971.00	1,971.00	\$1,175.00 owing as credit for 2006-07; \$796 to provide operating capital for continued programming
Hockey	-	-	
Playgroup	-	-	
Soccer-Outdoor	503.85	503.85	Ongoing program - Zeroed Jan 01/08
Softball/Baseball	1,135.34	1,000.00	Uniforms, bats etc...
Tennis	2,793.35	2,793.35	Ongoing program - Zeroed Jan 01/08
Yoga	585.95	140.00	Contract Negotiations
	<hr/> 10,212.43	<hr/> 6,408.20	