

**NORWOOD COMMUNITY CENTRE
BOARD OF DIRECTORS MEETING
November 19, 2009**

A regular monthly meeting of the Norwood Community Center Board of Directors was held on Thursday, November 19, 2009 at 87 Walmer.

PRESENT

| | | |
|-----------------|--------------------|-----------------|
| Leslie Johnston | Dave Beeusaert | Alex Coutu |
| Shelley Kent | Bruce Verry | Regan MacDonald |
| Geoff Ford | Teri Moffatt | Paul Pelletier |
| Bruce Samson | Dorothea Blandford | Marie Sinnock |
| Ross Kozielec | Karen Tarr | Jason Perring |
| Darla McFarlane | | |

REGRETS

| | | |
|-----------------|----------------------|-----------------|
| Vicki Magnifico | Lorraine Lambert | Morris Stefanec |
| Brian Pound | Caroline Deerpalsing | |

The meeting was called to order at 8:08 p.m. and was chaired by Leslie Johnston.

1. Agenda:

It was

Moved by Dorothea Blandford

Seconded by Paul Pelletier

THAT the agenda be approved as submitted.

Carried.

2. Minutes:

It was

Moved by Shelley Kent

Seconded by Teri Moffatt

THAT the minutes of October 15, 2009 be approved.

Carried.

3. Business Arising

- 3.1 Legal Seminar - Paul Pelletier, Ross Kozielec and Leslie Johnston attended. Paul presented a report (as filed). Dorothea suggested creating a personnel policy manual. Teri Moffatt stated that the Norwood Nursery School is in the process of creating one presently and they would share it with the board for possible use as a template.
- 3.2 Winter Carnival - \$1300. - has been allotted in the budget. Leslie Perring will check with Morris for available dates.

- 3.3 Reports to the City of Winnipeg - The required reports from conveners, etc. have been coming in slowly, but Dorothea feels that she will have what she needs by the end of the month. Dorothea and Jack Juffs will review inventory next week.
- 3.4 Program Budgets - Dorothea will pass the convener's email addresses to Ross so he can gather proposed budgets directly from them

Correspondence

- 4.1 The application to renew the GCWCC janitorial grant arrived.
- 4.2 GCWCC - Larry Gledhill sent a letter notifying the NCC that the GCWCC has been accepted as a member of the MYSA. This enables the GCWCC to form a recreational league if they so desire.

5. Treasurer's Report

- 5.1 The Financial Report as of October 30, 2009 was presented by Ross.

It was

Moved by Ross Kozielec

Seconded by Regan MacDonald

THAT the October 2009 financial report be approved as presented.

Carried.

- 5.2 Parking rental - A new system needs to be put in place for invoicing parking rentals. Morris will let Jack know the contact info, and Paul will put together a concrete list of renters.
- 5.3 Purchasing Procedures - a procedure was discussed and approved by the Executive, but after review Ross feels some adjustments need to be made. Once the Finance Committee has a chance to do this Ross will bring it back for discussion. Until then, the previous year's reports and the variances against them will serve as a guide.

6. General Manager's Report - as filed

7. Committee Reports

- 7.1 Riel CCB - Paul read the report - as filed
- 7.2 NCC/NNS Subcommittee - Leslie reported on the meeting: the issue of the storage closet being used as an office has been resolved, perhaps the Redevelopment Committee could try to create some additional space for the NNS in the proposed renovations to the Club and the issue of the rollaway cabinets not being stored at the end of the day has been resolved.
- 7.3 Tennis - Leslie reported on Brian Pound's behalf that he will rearrange his schedule to attend next month's meeting and he has some ideas he would like to share.
- 7.4 Hall Committee - has scheduled a meeting for November 30.

8 New Business

- 8.1 The secretary will circulate the Executive meeting minutes to the board prior to next month's meeting.

- 8.2 Committees that need to be formed since the AGM: Finance Committee - Paul Pelletier, Ross Kozielec, Dorothea Blandford; NCC/NNS - Shelley Kent, Leslie Johnston, Dorothea Blandford, Jenn Rempel, Cheryl Dixon and Teri Moffatt; Building and Grounds - Bruce Verry, Bruce Samson, Jason Perring; Redevelopment Subcommittee - Bruce Verry, Bruce Samson, Jason Perring, Alex Coutu; Operations Committee - Regan MacDonald, Dorothea Blandford, Marie Sinnock
- 8.3 Soccer Update - Dorothea discussed the history of the issue. The BVSC has a new Constitution which should create more transparency; as well, the GCWCC is now a member of the MYSA so if there is conflict a recreational league could be started under the GCWCC.
- 8.4 MBCI - The Mennonite Brethren Collegiate has asked to rent the Club for a Safe Grad. The last Safe Grad that was hosted at the Club resulted in a great deal of damage, as well; there would be a conflict with the Men's fitness program. If they contact us again regarding Hall rental, the Operations committee will set strict terms for security, etc.
- 8.5 Hall Rental Request - The Firefighters Burn Fund would like to rent the facility for a charity barbeque at a reduced rate. The event is not intended to raise funds, it is for information and provide a social event for victims of burns (see filed email from Dorothea).

It was

Moved by Bruce Verry

Seconded by Regan MacDonald

THAT the hall be rented to the Firefighter Burn Fund at 25% off of the regular \$900 rate (\$650).

Carried.

- 8.6 Bookkeeping Contract - is up for renewal. Michelle Trudeau is asking for .50/hr raise. The Board would like to sign her to a two year contract.

It was

Moved by Paul Pelletier

Seconded by Ross Kozielec

THAT Michelle Trudeau receive a fifty cent an hour raise to her present contract if she will sign for two years.

Carried.

- 8.7 Darren Rutherford has been signed again for this year's ice maintenance contract, with the amended contract as discussed at last month's meeting. The contract stipulates that only Christmas and New Year's Day are exempt from maintenance.
- 8.8 New Year's Family Party - a subcommittee was formed; Darla McFarlane, Regan MacDonald, Alex Coutu, Tamara Kozielec, Karen Tarr and Marie Sinnock.
- 8.9 Breakfast with Santa - Jason presented on behalf of Leslie Perring. The dates available are Dec 5 or 20; the 20th seems to be better for more people involved. It will be brunch from 11am-1pm. The budget line allows for \$450. It will be a

- joint event with the NNS, and Teri Moffatt will check to see what the NNS budget for the event is. There will be a meeting Sunday evening at 8pm.
- 8.10 Newsletter - Darla expects it to be out next week and they are looking into color. A color version will go on the website and to the email distribution list.
- 8.11 Thank you to Tammy Subtelny and Dave Beeusaert for donating a microwave.
- 8.12 Christmas hamper and Gifts for Staff - The Board will request 2 single adults (seniors) and one family of 3 - 4 people. For Staff of the Center (GM, Caretaker and Bookkeeper) we will purchase gift certificates.

**It was
Moved by Karen Tarr
Seconded by Bruce Verry**

THAT the Norwood Community Center donates according to Christmas Cheer Board guidelines to purchase gifts at a value not to exceed \$25 per gift per person for hampers.

Carried.

**It was
Moved by Regan MacDonald
Seconded by Teri Moffatt**

THAT three gift certificates of \$50 to St Vital Mall be purchased as gifts for Center staff.

Carried.

- 8.13 Procedure Manual - Leslie found an older copy of a Procedures Manual. It outlines duties and guidelines for each Board position and convener. Dorothea has agreed to look at it and assess its current significance whether or not it can be updated.
- 8.14 Morris would like to purchase new tables. The tables he has selected are presently in use at a number of community centers and have had good feedback.

**It was
Moved by Bruce Verry
Seconded by Darla McFarlane**

THAT the center purchases 20 - 25 new tables at net cost before taxes of \$110 each.

Carried.

- 8.15 Shelley Kent wants to decorate the club and update some of the ornaments.

**It was
Moved by Shelley Kent
Seconded by Bruce Samson**

THAT a maximum of \$150 be allotted for Christmas decorations.

Carried.

- 8.16 Zumba - An instructor named Paula Fridman has approached the Center about having a Zumba class on Wednesday evenings from either 6-7pm or 7-8 pm. Regan will discuss fees, times, availability etc. and Shelley will look into pricing a stereo with a remote.
- 8.17 Craft Sale - A gentleman called Shelley about a Craft Sale. Shelley indicated that if he had a large enough group to make it successful it could be a possibility.

9. Adjournment

It was

Moved by Jason Perring

Seconded by Bruce Verry

THAT the meeting be adjourned at 10:40pm.

Carried