

**NORWOOD COMMUNITY CENTRE
BOARD OF DIRECTORS MEETING
January 20, 2011**

A regular monthly meeting of the Norwood Community Center Board of Directors was held on Thursday, January 20 at 87 Walmer Street.

PRESENT

Jason Perring	Ross Kozielec	Karen Tarr
Leslie Johnston	Alex Coutu	Regan Macdonald
Bruce Samson		

REGRETS

Sarah Phillips	Geoff Ford	Paul Pelletier
Morris Stefanec	Paul Willems	Bruce Verry

The meeting was called to order at 8:10 p.m. and was chaired by Leslie Johnston.

1. Agenda:

The following items were added to the agenda:

- 8.4 Karate
- 8.5 Family Friendly WC
- 8.6 Volunteer of the Year
- 8.7 Email and Website Procedure

It was

Moved by Bruce Samson

Seconded by Ross Kozielec

THAT the agenda be approved as amended.

Carried.

2. Approval of the minutes – December 16, 2010

It was

Moved by Alex Coutu

Seconded by Regan Macdonald

THAT the minutes be approved as written.

Carried.

3. Business Arising

3.1 New Year`s Eve Party – Ad-hoc report – approximately 40 – 45 families attended the New Year`s Eve party and it was well received. Thank you to Bruce Samson for providing snowmobile rides and having the television replaced. There were no major issues. There were some donations received for Koats for Kids and Dress for Success. The cost to the club for this event was approximately \$500. Ross will provide exacts costs at next month`s meeting.

3.2 Skate with Santa – a different take on prior events, approximately 45 people attended. Next year, we will look at having the breakfast again. In terms of the budget, we came out ahead.

3.3 Float / Credit Card – Barry inquired about the possibility of having a float in the office. The general feeling is that it would be best to leave matters as they are and make changes should any further issues arise.

3.4 G.M. Report – filed as read. Leslie will have Barry check into food handler’s certificate for Colleen.

3.5 Clean Up – the cleaning crew spent about 3 hours getting the hall rental ready. Bruce S. will ask Barry to make a poster with lists of what needs to be done, as well as providing a training session for the board, for those occasions when volunteers do the clean-up after club events.

4. Correspondence

4.1 GCWCC Janitorial Program – Leslie sent a letter to the GCWCC requesting clarification as to why the club was not approved for further funding for the Janitorial Program.

5. Treasurer’s Report

5.1 December 2010 Financial Report – filed as read.

It was

Moved by Ross Kozielec

Seconded by Regan Macdonald

THAT the Financial Report of December 2010 be approved as presented.

Carried.

5.2 Fitness Tax Credit Receipts – Child Fitness Tax Credit receipts are due by the end of February. They are normally done by Vicky and Dorothea. Ross has emailed them and is awaiting a response. Regan offered to email the convenors asking them to email their lists to assist with the process.

6. Committee Reports

6.1 No Committee reports this month.

7. New Business

7.1 Spring Registration Dates – a call was received from the GCWCC indicating that registration had to be held between March 1st and 11th. Regan suggested Thursday, March 3rd from 6:30 am – 8:30 am and Saturday, March 5th from 10 am – 12 pm. Dorothea will post this on the website and a newsletter should be going out prior to this. Leslie will contact Darla and Katharine about sending out a newsletter mid February, advertising programs, calling for vacant convenor spots, Mother’s Day Breakfast, instructors, program announcements, registration dates, and a Zumba convenor.

7.2 New Hockey Convenor – this discussed was deferred to next month’s meeting.

7.3 Companies Office Return – Leslie has collected the addresses required and will mail it to the Companies office in the next few days.

7.4 Family Friendly WCs – it appears that other community clubs have step stools for the sinks and toilet rings available. Also to note is that the accessible WC should remain open as it is the only washroom with a change table. Regan will pick up the supplies required to make the washroom family friendly.

7.5 Volunteer of the Year Award – Regan would like to suggest some type of recognition for volunteers who go above and beyond what is expected. Jason Perring suggested creating a volunteer profile and event profile in the newsletter to recognize people of note. The newsletter could also be used to call out for recognition. Leslie will do the first one to get the ball rolling in the next newsletter. Regan suggested a Morris Stefanec Award for longevity of service.

7.6 Email and Webpage Procedures – Dorothea has agreed to maintain the website for this year, but requests that content be sent to her. The individuals groups need to forward the information to Regan or Leslie who will alert Dorothea that it needs to be added to the website.

7.7 Karate – Ross will be asking the Dojo to deliver a presentation to the board at the next meeting in regards to a reimbursement issue.

7.8 MFI recently got a large contract. Ross suggested sending them a congratulatory letter as they have always been supportive of the NCC. Karen suggested making a large banner and selling space to help fund special projects (New Year’s Eve, Santa Breakfast, etc. Regan suggested there be a slide at volunteer appreciation.

8. Adjournment

**It was
Moved by Regan Macdonald
Seconded by Ross Kozielec**

**THAT the meeting be adjourned at
9:24 p.m.**

Carried.

NEXT MEETING – February 17, 2011 – 8:00 p.m.