

**NORWOOD COMMUNITY CENTRE  
BOARD OF DIRECTORS MEETING  
September 15, 2011**

A regular monthly meeting of the Norwood Community Center Board of Directors was held on Thursday, September 15 at 87 Walmer Street.

**PRESENT**

Leslie Johnston	Bruce Samson	Ross Kozielec
Regan Macdonald	Karen Tarr	Jason Perring
Paul Pelletier	Geoff Ford	Dean Matthews
Sarah Phillips		

**REGRETS**

Teri Moffatt		
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The meeting was called to order at 8:38 p.m. and was chaired by Leslie Johnston.

**1. Agenda:**

The following items were added to the agenda:

- 7.8 Constitutional Review
- 7.9 Plexiglass in Foyer
- 7.10 Online Hockey Registration
- 7.11 Bookkeeper's Contract
- 7.12 General Manager's Employment Agreement

**It was  
Moved by Geoff Ford  
Seconded by Paul Pelletier**

**THAT the agenda be approved as amended.**

**Carried.**

**2. Approval of the minutes – June 22, 2011**

**It was  
Moved by Paul Pelletier  
Seconded by Karen Tarr**

**THAT the minutes be approved as written.**

**Carried.**

**3. Business Arising**

3.1 NCC Annual General Meeting – will be held on Thursday, October 13 at 7:00 p.m. We will be sending out a one-page flyer closer to the date. If you have not done so already,

please advise a member of the Nominating Committee (Sarah or Geoff) as to whether you will be staying on the board in your current position. A message will also be sent out requesting your response by the end of September.

3.2 Volunteer Appreciation - This event will not take place on October 15<sup>th</sup> as originally scheduled as we do not as yet have a chair for this committee. We have set aside November 26<sup>th</sup> as a tentative alternative date for this event, but we do still require someone to chair the committee or the event. There has also been some discussion around permanently moving the Volunteer Appreciation Event forward, as October is often a very busy month which includes the AGM and the changeover of the NCC board.

3.3 Long Service Award - In the event that this event does go forward in November, a suggestion has been put forward that at the event we institute an annual "Long Service Award" to be named in honour of the first recipient, that being Morris Stefanec, Norwood's longest serving volunteer.

**It was  
Moved by Paul Pelletier  
Seconded by Ross Kozielec**

**TO institute a "Long Service Award",  
recognizing a volunteer member, named in  
honor of the first recipient, the details to be  
determined by the NCC Volunteer  
Committee**

**Carried.**

3.4 FBCO Report – the Flood Bowl Camp Out was well attended with approximately 25 families. The event was over budget by approximately \$115. Next year we will be reviewing the idea of making it a dry event, as the bar loses money (mainly through the liquor license (\$100) and bartender (\$100)) .

#### **4. Correspondence**

4.1 Nana's Kids Parties R'Us – deferred pending additional information.

4.2 Defibrillator Placement Program – This is a program that provides defibrillators to public facilities. The application will be submitted and this item will be deferred pending acceptance of our application.

4.3 Request for Discount for Benefit Social - a request has been received for a discount for a fundraising event for an individual who has suffered a severe brain injury. Leslie confirmed that the hall has already been booked for this event.

**It was  
Moved by Paul Pelletier  
Seconded by Regan Macdonald**

**THAT the above noted event be offered a  
\$100 discount for the hall rental at NCC. As  
per the November 2010 NCC Board decision,  
registered charities will receive a 20%  
discount and discounts for individuals will be  
voted on as they are presented.**

**Carried.**

4.4 Shelley Glover – An open call for proposals for grants of up to \$25,000 for Seniors’ Programming. If anyone is interested in submitting a proposal please advise Leslie.

## 5. Treasurer’s Report

5.1 June and July 2011 Financial Report – the June and July 2011 financial reports were filed as read.

**It was  
Moved by Ross Kozielec  
Seconded by Jason Perring**

**THAT the Financial Report of June 2011 be approved as presented.**

**Carried.**

**It was  
Moved by Ross Kozielec  
Seconded by Paul Pelletier**

**THAT the initial Financial Report of July 2011 be approved as presented. The July final Financial Report will be approved at the Annual General Meeting.**

**Carried.**

## 6. Committee Reports

6.2 CCB – filed as read.

6.1 UFF – presentation was forwarded to the Board for their feedback and comments.

## 7. New Business

7.1 Newsletter Ads – Darla and Katharine have suggested that we limit the number of ads in our newsletter. They feel that the ads are not a meaningful source of revenue and that too many of them can compromise the look and feel of this publication. Their suggestion is that we limit the ads to one per newsletter, on a first-come, first-served basis.

**It was  
Moved by Regan Macdonald  
Seconded by Geoff Ford**

**THAT NCC Newsletter from henceforth be a “no ad” newsletter, however will continue to recognize event sponsorships.**

**Approved.**

7.2 Convenor expenditures – A reminder to convenors that any expenditures over the amount of \$150.00 must be approved in advance by the Board.

### 7.3 Hall Rentals

- Rates – Suggestion that we look at raising our rates, particularly for weddings, as we have been undercharging for these events for some time.
- Closing Time – The MLCC has advised us that socials now have the option of serving alcohol until 2:00 a.m. The consensus thus far is that doing so would not be of any benefit to the centre, and could increase tensions with nearby residents. At this time, we have no plans to change club practice in this regard.
- Weddings – It has been suggested that we consider whether or not to continue renting the club for weddings, as they are much less cost-effective than socials, usually requiring the use of the hall for both Friday and Saturday nights, while paying for only one night.

These matters will be referred to the Hall Rentals Committee for consideration.

7.4 Security – Re-Keying - Suggestion that we consider having the club re-keyed. Over the years there have been many former board members who have not returned their keys and as a result there are a number of keys circulating in the community. Leslie has asked Barry to obtain quotes for rekeying, so this item can be brought forward pending that information.

7.5 Instructor Equity - Over the next year, as contracts come due, we hope to create a sense of Instructor Equity by paying Fitness Instructors a consistent Instructor Fee, possibly on a sliding scale dependent on registration. ie) \$40 per hour for the first 10-12 participants, \$50 per hour for programs with 13-15 registered participants, and \$60 per hour for programs with more than 15 registered participants. This would allow the majority of the fitness programs we offer to have a similar registration fee. ie) \$5.00-\$5.50 per class plus 5% Levy & GST.

7.6 Punch Pass/Drop In Card - Once all programs are inline and consistent in terms of fees/cost, a drop in punch card could be offered and sold through at registration or from the office. For example, if the cost per programs works out to approximately \$5.00 per class, plus 5% Club Levy plus 5% GST plus Booster, we could make the cards \$60 (with booster) or \$70 (without booster). This would allow people the flexibility to drop in to classes or try out different classes. Instructors and/or conveners would need to be a part of this discussion.

7.7 Babysitters Course - Regan would like to set up and offer a babysitters course for students over the age of 12, to run twice a year through NCC.

7.8 Constitutional Review – Karen presented the old constitution, and reviewed the changes suggested by the Constitutional Review Committee.

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

**THAT the amendments to the NCC  
Constitution and By-Laws be presented at  
the Annual General Meeting for approval or  
alternatively at a special general meeting  
held for that purpose.**

**Approved.**

7.9 Plexiglass in Foyer – Bruce presented the two options for the replacement of the plexiglass in the foyer of NCC. The first option is an untreated lexan which can be installed by Barry. Total cost would be approximately \$500. The second option is a treated lexan (meaning that it has a chemical applied that prevents abrasion from dust and dirt as well as protection from the occasional misuse of the wrong cleaning products such as ammonia and other solvents. This may also be installed by Barry. Total cost would be approximately \$1006.

**It was  
Moved by Bruce Samson  
Seconded by Jason Perring**

**THAT the plexiglass in the foyer of the NCC be replaced with treated lexan as noted above.**

**Carried.**

7.10 Online Hockey Registration – St. Boniface Minor has recently gone online with their registration and while some were asked to pay the booster fee for NCC, others were not. The NCC Executive has drafted a letter to the president of St. Boniface Minor expressing their concerns. Dean, Hockey Convenor, will go back to St. Boniface Minor to establish a list of those who have registered and this list will be balanced with the NCC list of families who have paid their booster.

7.11 Bookkeeper's Contract - Our bookkeeper has requested an increase of \$3 per hour, from the current \$19 to \$22.

**It was  
Moved by Ross Kozielec  
Seconded by Karen Tarr**

**TO approve a \$3/hour increase for the current bookkeeper for a 2-3 year contract.**

**Carried.**

7.12 Human Resources

**It was  
Moved by Ross Kozielec  
Seconded by Bruce Samson**

**TO go In Camera at this point.**

**Carried.**

**It was  
Moved by Ross Kozielec  
Seconded by Bruce Samson**

**TO go Ex Camera at this point.**

**Carried.**

8. Adjournment

**It was  
Moved by Regan Macdonald  
Seconded by Jason Perring**

**THAT the meeting be adjourned at  
10:25 p.m.**

**Carried.**

**NEXT MEETING** – AGM – October 13, 2011 – 7:00 p.m., and October Board Meeting immediately to follow.