

NORWOOD COMMUNITY CENTRE
BOARD OF DIRECTORS MEETING – Following the 2021 AGM
Thursday October 21, 2021 at approximately 8:00 PM
Minutes for Zoom Meeting

President and meeting Chair -- Jay Downs

Board members: Terry Young, Teri Moffatt, Bruce Samson, Rob Tremblay, Lea Stogdale. Trevor Barratt, Patrick Cross, Vicki Magnifico, Paul Pelletier, Ragan Valencia, Robyn Coe, Simi Jerez.

13.1 Simple majority of the directors in office at the time. Quorum is 7 +

Board members present: Jay Downs (chair), Terry Young, Teri Moffatt, Rob Tremblay, Lea Stogdale. Patrick Cross, Paul Pelletier, Ragan Valencia, Robyn Coe, Simi Jerez

NCC General Manager: Barry Nacci

Conveners: Monica Whiteway (voting member at large)

Regrets: Bruce Samson,

Absent: Trevor Barratt, Vicki Magnifico

Board meeting started at 7:55 pm

1. Approval of agenda

Any changes or additions?	Motion to approve agenda – Terry	
	Secunder – Simi	Approved
Motion to approve Convener and member at large Monica Whiteway to be a voting member	Motion to approve – Teri	
	Secunder – Terry	Approved

2. Approval of previous meeting minutes September 16, 2021 -- Emailed

Any changes?	Motion to approve minutes -- Terry
	Secunder – Monica

Sept 29, 2021 Motion to contract with Shaw for 5 years for internet and extended WiFi, at their quoted rate of \$208.90 per month including service agreement for repairs and technical support.

Moved – Paul

Seconded – Patrick

Voted affirmative by email – Vicki, Ragan, Lea, Robyn, Trevor

This has been installed and is working very well.

Oct 14, 2021 Information meeting about the budget for 2021-22.

Present – Jay (President), Rob (Treasurer), Terry, Lea, Barry (GM) and Bruce

Discussion of 2021-22 budget

Discussion of changing bank signatories and forming a reserve fund.

Discussion about how long to keep NCC financial records and board minutes.

3. Officer Reports (Distributed in advance by email)

1. GM report – Barry – see Attached file

The deck has to be replaced due to rotting of the wood.

Events held – there have been no problems with getting people to follow Covid protocols.

Charges for events have been increased by 10% to cover the increased personnel costs involved in following Covid protocols.

Point of Sale machine is required and is being researched by Rob and Barry

- 3.2 Executive Report – Jay – Nothing to report
3. President Report -- Jay– Nothing to report
4. GCWCC Report – Paul – Report sent in on the day of this meeting.
There have been several changes on the General Council.
NCC maintenance report is required
NCC Constitution needs to be submitted to City of Wpg within 30 days
NCC Financial report needs to be submitted to City of Wpg within 90 days
Paul is the Riel Board Vice-President

Motion to approve GM and officer reports	Moved -- Terry	
	Seconded – Simi	Approved

5. Treasurer Report – Rob
Operation excess for 2021 is about \$135,000
Discussion about managing these funds prudently and responsibly.
There will be maintenance and equipment expenses in the next year.
Budgets for basis operating income and expenses was presented, both annual and monthly

Motion to approve the financial report	Moved -- Rob	
	Seconded – Paul	Approved

Treasurer reports for August and September	Tabled to November
Has signing authority needs been changed?	Pending
Have electronic payments been approved?	Pending

4. Committee / Convener Reports

1. Constitution & By-Laws Committee -- Lea
Constitution changes have been approved at the AGM. They will be posted on the website.

Posting minutes onto website – We are missing two years of minutes on the website.
Lea & Jay will pursue previous minutes. Monthly board minutes will be posted once they are approved. AGM minutes will be posted as ‘Draft’ after approval by the board. To be continued ...

Additional constitution changes – Special executive and board discussions and meetings held by email. To be reviewed and presented at the next board meeting. Lea to draft with advice

By-Laws 4.4 Programs will submit an annual budget to the Board of Directors for approval. All soft costs (costs associated with one budget period) will be covered by registration fees whenever possible. All hard costs (inventory items) will be covered by Centre funds where approved by the Board.

All programs to submit budgets for the next year by November board meeting – Jay
Jay to contact all Conveners Example of Program budget attached
These are to be approved at the November board meeting.

- 4.2 Norwood Nursery School – The director and acting directors have resigned. Job has been posted
- 4.3 Tennis – Brian No report
- 4.4 Soccer & Softball – Kate No report
- 4.5 Norwood Active Living – Jay The second season has 26 registrations.

Jay has completed a NAL program budget for 2021-22 – attached

There has been good attendance at sessions, adhering to all Covid protocols

4.6 Karate – Adrian

No report

4.7 Youth convener – Robyn Coe will use NCC social media to find instructors

Discussion about Outdoor Wheelies, Junior Dances, Childrens' Badminton, Movie Nights.

4.8 Norwood Group Athletics – Wendy No report

4.9 Volunteer Appreciation Committee – Vicki No report

4.10 Community Engagement Committee – Jay No report

Motion to approve committee & convener reports, including NAL program budget

Moved -- Terry

Secunder – Robyn

Approved

5. Unfinished / Ongoing Business

5.1 Newsletter, October in hard copy – Monica Dave and children will deliver the newsletter
Will the Spring newsletter be in hard copy or electronic?

5.2 Background checks – Teri – Barry's needs updating

Tabled to November

Need to approve the cleaner, when hired

Treasurer should have a background check

All instructors working with minors need background checks

Teri will check with the conveners and instructors of minors as to their background checks.

5.3 The federal green and inclusive buildings grant

No news at this time; the grant application was submitted

There will be a feasibility study for Geothermal heating of the building.

5.4 Cleaner – Barry Hired and working well.

5.5 2021 AGM – completed on Thursday October 21 at 7 pm by Zoom

Jill Sutherland chaired the AGM Committee: Jill, Ragan and Teri

All current board members are continuing. There are no new board members.

6. New Business

6.1 Norwood Flats Residents Association – request that NCC adds the NFRA AGM on Tuesday, November 16 and their email to the NCC sign on Walmer – Lea Approved

6.2 2021-2022 Goals from the President:

A. Deck and overhead doors grant approved. Looking into potential for geothermal upgrade with a green buildings grant. See 5.3

B. Community fun day planned for spring, probably at end of May. Add to agenda

C. NCC budgeting process to improve accountability, transparency and strategic alignment with values. See 4.1

D. First Nations Land recognition statement Add to agenda

7. Next Meeting Thursday November 18 at 7:30 pm

Adjournment at 9:45

pm

Motion to adjourn -- Monica

Seconded – Terry

Approval of previous meeting minutes October 21, 2021 -- Emailed

Any changes? No

Motion to approve minutes -- Terry
Seconded – Lea Adopted