

**NORWOOD COMMUNITY CENTRE
BOARD OF DIRECTORS MEETING**

Thursday, September 21, 2017 @ 7:30 PM

Agenda

PRESENT: Terry Young, Barry Nacci, Scott McFadyen, Chris Clary-Lemon, Jason Perring, Teri Moffatt, Anjanette Zielinski, Jill Sutherland, Paul Pelletier

REGRETS: Bruce Samson, Katharine Cherewyk, Julene Sawatzky, Debra Kutcher, Ragan Valencia

NO REGRETS: Ryan Lavich

Call to order at 7:39 p.m.

1. Approval of agenda - Motion made by Scott McFadyen to approve the agenda with Jason Perring to second - CARRIED
2. Approval of previous meeting minutes – It was noted that Anjanette Zielinski’s name was misspelled and this will be corrected. Motion made by Paul Pelletier to approve the minutes with Chris Clary-Lemon to second - CARRIED
3. Officer Reports (Distributed in advance)
 - 3.1 GM report – as filed
 - 3.2 Executive Report – no report
 - 3.3 President Report –no report
 - 3.4 Treasurer Report – Discussion regarding changing year end to June 30 vs July 31 as this would better align with Fall / Spring / Summer program dates. GM will look into requirements to do so – keep as ongoing business.
Motion made by Paul Pelletier to approve the June reports as presented with Chris Clary-Lemon to second – CARRIED
Motion made by Anjanette Zielinski to approve the July reports as presented with Scott McFadyen to second - CARRIED
Motion made by Paul Pelletier to approve the August reports as presented with Kristen Sawchuk to second – CARRIED
 - 3.5 GCWCC Report – no report as meeting is next week.
4. Committee / Convener Reports (Distributed in advance)
 - 4.1 Communication committee (budget) – Motion made by Jill Sutherland to approve moving forward JAE media Fall & Spring newsletters and payment for delivery of newsletter with Chris Clary-Lemon to second - CARRIED
 - 4.2 Zumba – as filed
 - 4.3 Youth Convener – as filed
 - 4.4 Norwood Nursery School/Daycare – no report
5. Unfinished / Ongoing Business
 - 5.1 Hours of operation for 2017-18 – position and hours have been working well. Summer position contract expires at the end of September. Motion made by Teri Moffatt to extend the part-time evening employee position on an annual basis with Chris Clary-Lemon to second – CARRIED.
 - 5.2 Playground/toddler area – no report. This item falls under the responsibility of the City Councillor, community members should be directed to contact his office.
 - 5.3 Convener roles (Hockey/Soccer/Baseball) - a standard convener role description was developed and will be adopted for use.
 - 5.4 Mastercard application – remove as agenda item. Will be reviewed as/if needed after the October 19, 2017 AGM.

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5.5 Article 14 – remove as agenda item pending creation of Constitution and By-Law committee

6. New Business

6.1 AGM - October 19, 2017 – vacant positions: U7/U8 Soccer convener, Communications Committee, Youth Convener, Softball, Members at Large

Motion made by Jason Perring to distribute an AGM flyer to the community the week prior, not to exceed \$500, with Jill Sutherland to second - CARRIED

6.2 Board member descriptions (review/approve 2 per month)- the board will review and approve 2 board member descriptions per month. Jill Sutherland will draft and distribute the descriptions prior to each monthly meeting.

6.3 2017-18 committees (Constitution and By-Law, Finance etc.) – defer to after October 19, 2017 AGM.

6.4 Registration: online and universal forms – Motion made by Paul Pelletier to adopt standardized online registration for all programs, beginning in Spring 2018 with Scott McFadyen to second – CARRIED. The board will explore replacing in-person registration with an open house and or equipment swap dates. Conveners will be provided with a standard budget and inventory template.

6.5 Adult Fitness Program – is using their own online registration website. The executive will follow-up with the program convener to determine how to transition registration to the NCC online registration system.

7. Adjournment at 9:22 p.m.

It was moved by Jill Sutherland

Seconded by Chris Clary-Lemon

That the meeting be adjourned until October 19, 2017 @ 8:00 p.m.