

BOX GROVE COMMUNITY CENTRE BOARD  
Meeting Minutes – JULY 8<sup>TH</sup>, 2019

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**Attendees:**

Board Members - Jeremiah Vijeyaratnam – Chair, Treasurer

Alia Khan – Recording Secretary

Amber D'Aguiar, Angelica Gutierrez, Nimisha Patel, Mike Hannikainen, Ismail Bhayat

City of Markham – Shawn Hermans

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

**Regrets:**

Killi Chelliah, Kevin Wong

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**Call to Order:** 7:35 pm

- Nimisha motioned to approve minutes from June 17, 2019 meeting; Angelical seconded; motion carried

**Treasurer Update**

- Mike, Jeremiah, Shahab went to bank to make changes to account holder names
  - Need to get letter from Ernesto to make amendments on account signatories
  - **Action: Shawn will write letter and give to Jeremiah to sign and submit to bank**
- Councillor Usman suggested using some of BGCC balance toward purchase of GIC to help money grow
- BGCC currently has one GIC at Scotiabank; approximately \$16,000
  - **Action: Mike, Shahab, Jeremiah to have meeting with Scotiabank to get correct signatories on account**
- Current balance = \$40,000 (see statement attached)
- Star Cleaning cheques not on list because the cheques that were sent have not been cashed
  - Amber motioned for stop payment on cheques; Nimisha seconded; motion carried
  - **Action: Jeremiah to stop payment on cheques (fee = \$7/cheque)**

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- **Action: Jeremiah to contact Star Cleaning to let them know that they will get new cheques when they return community centre keys**

#### Chair's Update

- Jeremiah couldn't access GoDaddy account; has contacted Tahir (previous Board member) for assistance with passwords, etc; may need to get another domain name
- current domain name is www.boxgrovecommunitycentre.com
  - Nimisha looked up potential domain names:
    - www.boxgrovecc.com, www.boxgrovecc.ca
  - Nimisha purchased both domain names on behalf of BGCC; auto-renew for both domains selected (for July 8<sup>th</sup> every year)
  - **Action: Amber will ask her daughter to mock up website design/logo and give cost estimate**
- Nimisha mentioned that City of Markham's refurbished website has links to some of the bigger community centres in Markham; can BGCC have a link as well?
  - **Action: Shawn will ask City about this**

#### Rental Manager's Update

- Star Cleaning came once in June and has sent an invoice; invoice needs to be paid
  - **Action: Jeremiah to write cheque (give when keys returned)**
- Supreme Cleaning and Shahab have met; he is satisfied with them
- Supreme Cleaning request cleaning schedule 3<sup>rd</sup> week of the month for following month
  - If additional cleanings are needed during the month, Shahab suggests giving job to local resident at \$75/cleaning
  - Amber made motion for above suggestion; Nimisha seconded; motion carried
- Three potential renters have approached Shahab; Board discussed each option:
  1. Dance class, Thursdays 6:30-8:30pm (2 hrs/week)
    - Board discussed what is suitable rate for this group/activity?
    - Considered what regular party rate would be (\$60/hour); discussed reducing to half the rate (\$30/hour)
    - Board wants to get more info regarding type of activity (i.e. long-term plan, number of kids, future enrollment, etc) and then decide rate
    - **Action: Shahab to call and ask for more info**
  2. Dance Class, Thursday and Friday 6:30-9:30pm (6 hours/week)
    - Fridays not able to accommodate due to regular party rental
    - **Action: Shahab to inform them**

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3. MMA Summer Student Camp, Monday - Thursday, 10:00am – 2:00pm (16 hrs/week), Jul 9 – Aug 6, 23 students + 2 teachers
  - Ismail recused himself from discussion, he is member of the MMA
  - Board discussed rate that should be charged
    - MMA regular renters, therefore give preferred rate
    - Board agrees that camp is good activity for community
    - Discussion about \$8-\$10/hour
    - Referred to Feb 11, 2019 minutes regarding rates
    - Board voted on options of \$8/hr, \$10/hr, \$12/hr
    - Majority voted for \$10/hour rate
    - Going forward Board agreed that this should be preferred rate for regular renters
    - **Action: Shahab to communicate result to MMA**
  - Board made some suggested guidelines for future renters:
    - If a Box Grove resident and for profit activity = \$30/hour
    - If non-resident, for profit activity = \$40+/hour
    - **Action: Mike to create an event info form**

#### Cleaning Contract

- Already covered in Rental Manager's update

#### Shawn's Update

- Community centre bell update: Ernesto (former Board member) started a plan to purchase a bell from museum to replace the bell that community centre once had
- If bell is replaced, Board has to share cost with City for bell
  - \$25,000 to install bell; no cost to purchase bell because it is already at the museum
- Nimisha motioned to pause this plan right now due to high cost; Angelica seconded motion; Amber thirded motion; motion carried
- Councillor Usman suggested to have bell reserved for future option to install at community centre
  - **Action: Shawn to make request to City and/or museum**
- Shawn informed Board that City has a 25-year plan to do work/refurbishments, but no details yet
  - **Action: Shawn to request Asset Management to attend meeting with BGCC Board to give some info and details**

#### Complaints

- Recent renters of community centre for party had complaints; Board discussed issue and outcomes:
  - Renter got key night before event, they were asked to check hall to make sure hall was clean and ready, said it was ok

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- Next morning, during set-up, renter complained that hall was dirty and they were not happy
- Nimisha came to check hall right away; it wasn't as clean as it should have been (this is due to issues with Star Cleaning)
- Nimisha helped to clean up and apologized to renter; she said she would discuss with the Board
- Renter stayed longer than allowed and left outside in a mess
- Result: no compensation required
- Jeremiah suggested that in contract should add additional fee that we keep if hall (inside or outside) not left in clean condition
  - \$200 with alcohol, \$100 no alcohol
  - Unanimous vote to add this fee; will be added to renter contract by rental manager
  - Renters will now pay \$100 rental deposit + \$100 fee for no alcohol rental OR \$100 rental deposit + \$200 fee for with alcohol rental

#### **Community Outreach Event**

- Nimisha briefly went over feedback from Board;
  - July 14<sup>th</sup> – 5 votes (date no longer available)
  - August 4<sup>th</sup> – 8 votes
  - August 5<sup>th</sup> – 10 votes
  - Purpose of Open House day will be to provide info about community centre and type of activities, including rental; also serve as community outreach to residents; Provide food and games for guests
- Suggestion made to wait till floors are refurbished and hall is in better condition to do an Open House event
  - Board voted on when to do event; now = 4, later = 4; Jeremiah broke the tie, voted to have event later
- Jeremiah said BGCC will have table at Plaza Palooza for BGCC

#### **JumpStart Program**

- Board voted on accepting or declining; unanimous vote to go ahead with application
  - **Action: Shawn to go ahead with application process**

#### **New Business**

- Shahab inquired about getting new fridge; suggestion to wait till sales
- No meeting in Aug
  - **Action: Nimisha to send out vote for date of next meeting**

**Adjournment: 9:32pm**

