

BOX GROVE COMMUNITY CENTRE BOARD  
Meeting Minutes – SEPT 30<sup>TH</sup>, 2019

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**Attendees:**

Board Members - Jeremiah Vijeyaratnam – Chair, Treasurer

Alia Khan – Recording Secretary

Angelica Gutierrez, Nimisha Patel, Mike Hannikainen,  
Ismail Bhayat, Kevin Wong, Killi Chelliah

City of Markham – Shawn Hermans, Carolyn Thompson

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

**Regrets:**

Amber D'Aguiar

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**Call to Order:** 7:33 pm

- Shawn introduced his colleague, Carolyn, from City of Markham

**Secretary's Update**

- No change to minutes from July 8<sup>th</sup>, 2019, minutes approved

**Treasurer Update**

- Current balance = \$40,000 approximately (see document)
- Shahab has \$2414 cash and \$200 cheque for deposit
- **Action: Mike will talk to TD about suitable products to grow balance**

**Chair's Update**

- Some renters have made comments about unappealing look of bars on windows
- Jeremiah suggested that bars be removed; unanimous vote for YES
- Windows need cleaning; Jeremiah got quote (see document)
- Suggestion made to wait until renovations complete, then get windows professionally cleaned
- **Action: Shahab to ask cleaners do windows next time they are in**

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### Shawn's Update

- Canadian Tire application is complete
  - Program to run Jan – Apr 2019
  - Applications are now being accepted for dance teachers (2 staff members – teacher + assistant)
  - **Action: Sean to pass on job posting when available**
- Board should advise Sean on fee for class – no charge or nominal fee?
  - Board decided to charge no fee this time as trial
- Carolyn talked about Halloween event at Aaniin Community Centre
  - Alternative to Trick or Treating, free, no charge
  - Board talked about looking at a similar event at CC next year

### Rental Manager's Update

- Request from Tamil Senior's Wellness Group to have 2 days/week rental (Mon + Wed); they currently have only Wed, because more seniors have joined the group and they can't accommodate all on one day
  - May be potential conflict with day and time with current schedule and future classes (Arabic classes and JumpStart)
  - **Action: Jeremiah to email Senior's Group to let them know request is denied due to conflict; ask them if they can change time (to later); if they accept, then offer 3 months grace and revisit at end of year**
- Request from Human Endeavour Organization – Senior's Group
  - Rent every Tuesday, 10am – 12pm or 11am – 1pm
  - 30-40 seniors will participate, will have snacks, do activities to take care of physical and mental health
  - they accept \$30/hour rate, but want to see facility
  - Board suggested to reduce rate to \$30/day (\$15/hour) for seniors; majority voted YES
  - **Action: Shahab will inform group**
- Dance Group: wanted to pay \$250, but that worked out to \$20/hour
  - Board suggested \$300 (\$25/hour)
  - Shahab told renter, but no response
  - Board decided no further communication needed
- There has been lots of traffic and interest in the hall
- Shahab stays around all night when there is a party at the hall
- He is always available for renters

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### Rental Manager's Review

- Review was due Aug 2019
  - **Action: Jeremiah will do a review on paper for Shahab**
- Board will discuss raise and have it retroactive to Aug 2019
- When Ernesto was Chair, he kept saying Shahab will get a raise, but he never did
- Salary should be \$1000/month; was previously raised from \$700 to \$850 after 6 months of starting and has remained this for 4-5 months
- Motion made to increase to \$1000/month; motion seconded; unanimous vote YES; motion carried

### Renovations

- Need to do renovations in community centre; Board has been discussing this for a long time
- Nimisha asked local business for quote
  - Contractor to come to CC to look around and let her know what needs to get done; give quotes on things like tiles, walls
  - Another CC also doing upgrades/refurbishments; can ask them for quote as well
  - **Action: Nimisha to get quote and find out about other CC**
- Shahab has potential contractor as well
  - **Action: Shahab to get info**
- City of Markham Asset Management also another option
  - **Action: Councillor Usman will arrange meeting**
- Board members asked to give suggestions/concerns about renovations/refurbishments
  - **Action: Nimisha to make google docs**

### Complaints

- Renter made complaints about AC and fridge not working
  - Shahab brought fans, AC was fixed
  - Fridge was not broken; it was working ok
  - Board motioned to return 25% (\$100) to renter; motion seconded; motion carried
  - **Action: Jeremiah to send email to renter and cheque**
- Incident: someone used CC fire extinguisher and emptied it
  - Shahab took steps to get it refilled
  - Board suggested Rental Manager to do an exterior walk around during site check after renters leave
- Need update on 9 missing keys
  - **Action: Shahab to update**

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### Community Engagement

- In last meeting Board decided to wait until renovations are done to do some community outreach
- If quotes or renovations taking longer than expected then can do sooner
- Maybe a holiday event for early December
  - hold this plan until renovations date is set

### Website

- students from robotics team are going to work on website
- they are asking what we want on website
- Nimisha asked for ideas from Board
  - **Action: Nimisha will share list with Board**
- Sean will speak to Box Grove Community Association (BGCA) representative regarding separating BGCA and BGCC info
  - **Action: Nimisha to send Sean BGCA representative info**
- Board discussed validity of BGCA since no longer active
  - **Action: Sean will speak to clerk's department to look into bylaws and possible violation**

### New Business

- Jeremiah has proposed an Appreciation Day/Christmas Dinner/Thank You Party for Board members on Mon Nov 18<sup>th</sup>, 7pm, venue TBA
  - **Action: Jeremiah will send out email when venue is decided so everyone can RSVP**

**Adjournment: 9:23pm**

**Next meeting: Mon Oct 28<sup>th</sup>, 7:30pm**