

BOX GROVE COMMUNITY CENTRE BOARD  
Meeting Minutes – OCT 28<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, Amber D'Aguiar, Killi Chelliah

City of Markham – Shawn Hermans, Carolyn Thompson

Rental Manager – Shahab Shaikh

**Regrets:**

Kevin Wong

Ward 7 Councillor – Khalid Usman

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**Call to Order:** 7:42 pm

**Secretary's Update**

- Corrections to last meeting's minutes:
  - Jumpstart program will start on Feb 28 and run for 8 weeks
- Action items from meeting minutes:
  - Complaint from Aug 3<sup>rd</sup> re: AC – renter called Jeremiah to say thank you for taking care of the issue, action complete
  - All bars have been removed from windows in CC; caulking done as well
  - Quotes for renovation:
    1. Shahab contacted City of Markham contractor; approx. cost to sand and stain hardwood floors is \$2800
    2. Shahab contacted Home Depot; approx. cost is \$4800
    3. Nimisha got quote for approx. \$4000 to sand floors + \$3500 to stain floors
  - **Action: Shahab to get quotes from City of Markham contractor and Home Depot for painting walls, panels, ceiling, foyer**
  - **Action: Shahab to ask City of Markham contractor and Home Depot for quote on tiling (same as kitchen floor)**
  - Shawn suggested that if City is planning to do exterior work on CC in 2020, BGCC will be closed, so may want to do above mentioned renovations at that time; but we

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- don't know what date City is going to start/end; another possibility is to do piece by piece
- **Action: get all 3 quotes for paint and tiles by next Monday (Nov 4) and send by email**
- **Action: Amber get 3<sup>rd</sup> quote for painting and tiles**
- Mike spoke to TD, can do investment savings account, like mutual fund, allows us to access money when needed
  - Seems like good idea, Mike to speak to Councillor Usman for advice
  - Shahab suggests Scotia Bank has account that can give rate of 3%, but must lock in for 12 months
  - **Action: Mike will look into it**
- Windows need cleaning; Shahab said cleaner can't do it, need to hire professional window cleaner
  - Jeremiah got a quote for \$768.40 to clean all windows inside and outside
  - **Action: Shahab, Mike, Amber will also get quotes for window cleaners**
- Job posting for dance instructor for JumpStart program; Shawn/City looking internally, but if none, then will post job in mid-November to mid-December to external candidates
- Tamil Senior's Wellness Group accepted trial offer for 2<sup>nd</sup> day
- Human Endeavour Senior's Group rents Tues 11:30-2:30, \$30/day, started Oct 8<sup>th</sup>, 2019
- Shahab's written review not done yet
  - **Action: Jeremiah and Shahab will set time to meet; Jeremiah will have review ready and sent to Board by Nov 4<sup>th</sup>, 2019**
- Councillor Usman absent for this meeting; will review his action item in next meeting
- Nimisha sent google doc; not everyone completed it; Jeremiah requested all to complete this next time; Nimisha discussed the feedback that was given
- Location suggestions for BGCC dinner on Nov 18, 2019, 7:30pm were Kelsey's or Paramount; by vote it was decided to be held at Paramount
  - **Action: Nimisha to make reservations**
- Shawn to contact BGCA rep, but Nimisha to give Shawn info first; Shawn will eventually send letter to Clerk's Office
  - **Action: Nimisha to follow up with Shawn**

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### Rental Manager's Update

- Syed Aziz (former BGCA President) approached Shahab to start a senior's group; Shahab sent him form, but not returned yet
- Shahab noticed sometimes the floor smells, even after cleaning
  - Maybe not cleaned properly, proper cleaning supplies not being used
  - Shahab purchased Lysol cleaner for cleaning company to use on floors; who should pay? Cleaner should pay
  - **Action: Jeremiah and Amber to talk to cleaning manager re smell and purchase of cleaning products**
- Tables and chairs in CC need to be replaced
  - City doesn't supply, but can share info of who they buy from
  - Board decided to table this discussion until renovations are complete
  - A renter damaged one of the tables, but will reimburse CC (\$95)
- There is a new information box in the front foyer

### Treasurer Update

- Current balance = \$40,000 approximately (see document)
- See handout for further details of transaction history

### New Business

- Shawn has suggested that Board should identify a month that we would prefer to have the City do renovations, then block out that month (or 2) in CC calendar and not take any rentals
- Board let City know, let renters know, avoid cancelling any booked parties
- Board asking Shawn what City's timeline is on renovations start and end
  - **Action: Shawn will find out timeline and suggest do work in Sept 2020 because July and August are busy months for CC**
- Junk removal service (1-800-GOT-JUNK) didn't show up to remove junk in basement; Shahab has set up a 2<sup>nd</sup> service
- Jeremiah did speed test on Roger's service for internet because service was down; all ok now
  - **Action: Jeremiah will talk to Rogers about compensation for no service**

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- Contract with Orkin will be complete at end of 2019; Orkin has offered to reduce frequency of appointments; Jeremiah has suggested to make it quarterly

### **Website**

- students from robotics team have worked on and completed website for free
- Board members reviewed website at meeting and suggested the following:
  - **Action: Nimisha to ask for revisions on:**
    - Website Calendar – don't include detailed one, just a general one that shows blocks that are regularly taken and blocks that are available for rental
    - Need to simplify the rental request form
    - Need to add pics of previous events at CC
    - Send screen link to Jeremiah

### **Community Engagement**

- Board to think about ideas
- Set up committee: Alia, Nimisha, Mike

**Adjournment: 9:16pm**

**Next meeting: TBD for Jan 2020**