

BOX GROVE COMMUNITY CENTRE BOARD  
Meeting Minutes – JAN 20<sup>TH</sup>, 2020

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**Attendees:**

Board Members - Jeremiah Vijeyaratnam – Chair  
Mike Hannikainen – Treasurer  
Alia Khan – Recording Secretary  
Nimisha Patel, Ismail Bhayat, Killi Chelliah, Kevin Wong

City of Markham – Shawn Hermans

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

**Regrets:**

Amber D'Aguiar, Angelica Gutierrez

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**Call to Order:** 7:38 pm

**Roll Call:** see list above

**Approval of Minutes**

- Corrections to last meeting's minutes: Jeremiah not Treasurer (typo)
- Minutes approved

**Open Issues**

**a) Rental Manager's update**

- Hyderabad Seniors Group:
  - requested rental for every Thursday 7-9pm or 8-10pm
  - They want to start renting ASAP
  - They have completed and submitted form
  - Up to March 31<sup>st</sup>, CC rented until 7:30pm
  - Board make offer of 3+1 months contract (Feb 1<sup>st</sup> – May 30<sup>th</sup>) at rate of \$15/hour + insurance; Feb-Mar 8-10pm, Apr-May 7-9pm
  - **Action: Shahab will make offer and approve if accepted**
- International Revival Church
  - Requested rental for first 2 Fridays of each month
  - Friday night is prime time and other non-profit/community groups were already asked to change their time to make Friday nights available -> we cannot accommodate this request
  - **Action: Shahab will let them know and ask if they have alternate day/time**

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- Painting quote for ceiling, walls, panels
  - 1) \$12,000 2) \$1600 3) \$8000
  - **Action: Shawn will ask Jason for contractors**
  - Table this task till next meeting
  - Duct cleaning will also be discussed at next meeting
  - All other maintenance is up to date and in good shape
- Nimisha made request to Board re: Zumba classes at CC
  - Will teacher rent space? Can we give for free? Will participants pay or will class be free?
  - Board suggests it can be done with no rental charge if for free
  - **Action: Nimisha will offer to Lisa (Zumba teacher) on Sundays 2-5pm, no rental fee, if classes are free for participants or will charge rental fee if classes are paid**
- Another resident has requested space for playdate/activities for special needs/autistic children's program
  - Board comfortable with space being used for community program like above if no renters at that time
- Issue: when CC is booked for 4-hour rental, we give 1 hour free, but renters are staying longer than 4+1 hours -> what to do?
  - Take security deposit if they stay longer than time allotted
  - Need to make amendment to contract that security deposit will be used to cover overtime
  - **Action: Kevin will make amendment to contract re: forfeiting security deposit if over time**
  - **Action: Ismail to contact Eric from Corp Security to check in re: lights and cameras for security**

**b) Treasurer Update/Report**

- End of Year Binder due to City
  - **Action: Mike will complete and submit**
- Mike will send out month end report before meetings from now on for board members to review
- Dec 31, 2019 balance approx. \$40,000
- See report for details (attached)

**c) Window Cleaning**

- Quotes:
  - #1 Riley Cleaning \$630, #2 Sky Pole \$282.50
  - **Action: Shawn to ask Jason for vendors as well**
- Shahab also got quotes for sanding and refurbishing floors
  - #1 Heritage \$4200 + HST
  - #2 Home Depot \$4700 + HST

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- #3 Acadia \$4100 + HST
- **Action: Shawn to get Curtis Flooring quote from Jason**
- Board will revisit this issue in next meeting

**d) Senior Wellness Club**

- SWC were renting every Monday
- They are very happy with experience and service
- They had end-of-year X-mas party and showed appreciation for Board
- Mondays no longer available for them Jan – Mar 2020
- Hall available on Mondays after 7:30pm or in daytime
- Club said they are ok to wait till April 2020 when hall is available again on Monday nights
  - **Action: discuss rate for them in April and later in March meeting**
- Issue: its cold in hall -> discussion about putting curtains on windows
  - **Action: Shahab will look into quote for blinds**
- Blinds won't help keep heat in, but will look better than bare windows
  - **Action: Shawn will ask City if re-pointing schedule will include looking at insulation of building**

**e) City Renovations, June – September 2020 (Shawn)**

- For 2020 building will be closed June – September to do bathroom renovations and waterproofing for exterior
- Contractors may not be able to do both items at same time; may need to do one after the other
  - **Action: Shahab will contact any booked parties to cancel**
    - offer info about Rouge CC or Cedar Grove CC
    - for resident that is using voucher, we will cover cost/difference of other hall if they want
- See minutes from City meeting for details re: renovations (attached)
- Capital Assets Dept. concerned about ceiling -> not in good condition
- City (Cap Assets) wants Board to maintain centre, its cleanliness, so they don't need to upgrade/renovate so soon
  - **Action: Shawn to contact Cap Assets to discuss refurbishing hardwood floors and painting**
  - **Action: Shahab will get timer switch for exterior entrance light**
- Shawn suggests hiring external vendors to do specific cleaning in centre (see minutes from City)
  - **Action: Board to get quotes for all the post renovation tasks**
- Mon Jan 27<sup>th</sup>, time: TBD at CC for meeting with Colby from Capital Assets to discuss Board's list of tasks

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**f) Orkin Contract**

- Orkin contract as of March 2020 will change to every other month
- Orkin knows we will pause service June – Sep 2020 due to renovations
- For past 6 months, Orkin has given all clear for no pests in building

**g) Rogers Service**

- Rogers has given credits due to complaints of poor internet service
- Board was able to tell who was using internet from inside and outside
- Outside still has strong connection
  - **Action: Jeremiah will change password to avoid misuse**
- Jeremiah has told Rogers that we are pausing service June 1 – Sep 30 for renovations and closing of centre
- Some renters have asked if Board can put up screen/projector in CC
  - **Action: Shawn will follow up with Jason from Cap Assets re: donating projection screen (size? Install?)**
- Board discussing if we should buy and install projector for renters to use or they bring their own
- Board also discussed TV versus projector screen
  - **Action: continue conversations at next meeting**

**h) Cleaning Services Review**

- Supreme Cleaning not doing a good job of cleaning services
  - Jeremiah has spoken to Savaas from Supreme Cleaning; he has given 5 free days and asked for 1 month to improve cleaning
  - **Action: Board will reassess in 1 month**
  - **Action: Shawn will ask Jason re: other cleaning services**

**i) Website Update**

- CC website is live: [www.boxgrovecc.ca](http://www.boxgrovecc.ca)
- Nimisha suggests we need pictures of CC to put online to show interior and exterior of building and what it looks like during a party
- Those renters that have provided pics have given Board consent to use them on website
- Can put some framed historical photos in lobby
- Front notice board needs to advertise website (after review complete)
  - **Action: Board to look at website and make suggestions**

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**New Business**

- a) **Google Doc Feedback/Robotics Team Update (Nimisha)**
  - Continue at next meeting
- b) **Update on Rental Schedule**
  - Was covered in other items (see above)
- c) **Basement Renovations**
  - Continue at next meeting

**Jump Start Program Update**

- Program has been approved and residents can register in system
- Program runs Feb – end of May 2020
  - **Action: Shawn will send promotional flyers to Board members**
- Shawn asked how will program leaders will access space?
  - **Action: Shahab and Shawn to meet in 2<sup>nd</sup> week of February to train staff on open/closing procedure**
  - **Action: Nimisha, Ismail, Shawn to discuss conflict of classes when Jump Start program starts**

**Adjournment: 9:35pm**

**Next meeting: February 24, 2020, 7:30pm @ Community Office, Aaniin CC**