

MINUTES OF THE VICTORIA SQUARE COMMUNITY CENTRE

FEBRUARY 3, 2020

VICTORIA SQUARE COMMUNITY CENTRE

7:00PM

Attendance: Charlotte Frisby: Secretary/Treasurer/Temp. Chairperson, Desmond Ng, Paul Tiefenbach, Evan MacDonald, Jean McCron

Staff: Scott Hill; Recreational Dept., Kerry Wakefield, Melody Chan

Rental Agents: Mike Davis, Dawn Davis

REGRETS: Councillor Allan Ho, Ruth Brock Chairperson due to her passing away

Call to Order

The Victoria Square Community Centre Board convened at 7:00pm with Charlotte Frisby presiding as Temp. Chair.

Approval of Minutes of Last Meeting

Moved by Desmond Ng

Seconded by Paul Tiefenbach Carried

Treasurer's Report

Jan 31, 2020 Bank Balance \$40,93.50 + G.I.C.

Expenses owed to Charlotte Frisby for Invoices \$3507.08

G.I.C. Balance \$51,202.68

Moved by Desmond Ng

Seconded by Paul Tiefenbach Carried

Electronic Contracts

Kerry Wakefield resending electronic contract to Dawn, so she can start using which was approved by the committee last meeting.

Website

Desmond has updated pictures to gallery that Dawn provided.

Old Sign

Evan gave an approximate price of \$2500-\$3000, plus \$1000 for electrical for new sign for building. The committee decided to table till a future time

Evan is going to be putting the email address and taking the telephone number off existing sign as all rentals go through the email not the telephone.

Moved by Desmond Ng

Seconded by Paul Tiefenbach

There will be future discussions on giving Mike and Dawn a business cell phone for emergency contact purposes for renters at the center.

NEW BUSINESS

New Chairperson, Treasurer and Secretary to be assigned.

Kerry Wakefield presented the fact of a future development of a new recreational center being slated for approximately 2026, therefore stating that the City could start sooner than later to transition the take over of the center. This would take at least 6 months plus to put in place. This would still mean we could stay on as a Advisory Board.

Paul would like to see a transition proposal before proceeding with the City. This will be tabled till further information is provided.

Decided by the Board on February 3, 2020, the following positions have been filled by the following persons.

New Chairperson: Paul Tiefenbach

Treasurer: Evan MacDonald

Secretary: Desmond Ng

The above three people will have signing authority on all TD accounts. Evan being the initial signature and one other on cheques and or any other banking.

Once the changes have been made at the bank Charlotte Frisby will be reimbursed for bills paid by her for the center during the transition.

All emails which Ruth Brock was receiving will be redirected to one of the above persons that they should be allocated to in their position.

Scanner/Printer/Copier

Board gave approval that Charlotte Frisby can purchase a scanner/printer/copier for Dawn as it is necessary for her to do her job electronically.

Redirect Mail

Evan is making a mailbox with lock that will be attached to the wall underneath the awning at the front entrance of the building. The mail that Ruth Brock was receiving will be redirected electronically or to the center. Desmond will be contacting Canada Post to add the center's address to the mailing route once Evan has mailbox mounted.

Meter reading in center

Charlotte will be meeting with the person on February 10th and will get contact information and give it to Paul.

City Capital Items for 2020

Scott informed us the lighting, flooring and heating should be done this year. They will consult in 2021 about redoing both washroom which then won't be schedule to be done till 2022.

Ruth Brock Memorial Service

As Ruth Brock's memorial service is going to be in the center, the committee decided to wave the rental fee for her years of voluntary services to the board.

Moved by Paul Tiefenbach

Seconded by Desmond Ng Carried

Christmas Bonus to Mike and Dawn Davis (Rental Agent)

With Ruth Brock's passing Christmas passed without giving a bonus to the above. The committee decided that because of the extra work that they have taken on for the last two months that we give them \$400.00 in gratitude for their efforts.

Moved by Paul Tiefenbach

Seconded by Desmond Ng Carried

Next Meeting – Paul Tiefenbach, chairperson will contact the committee with a date.

Meeting Adjourned at 8:25pm

Moved by Desmond Ng

Seconded by Evan MacDonald

