

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – FEB 24TH, 2020

Attendees:

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

City of Markham – Shawn Hermans

Rental Manager – Shahab Shaikh

Regrets:

Amber D'Aguiar, Ward 7 Councillor – Khalid Usman

Call to Order: 7:37 pm

Roll Call: see list above

- **Action: Shawn to reach out to Amber regarding attendance**

Approval of Minutes

- Corrections to last meeting's minutes: Zumba will be paid rental (start March 2nd, every Monday, 8-9pm)
- Minutes approved

Open Issues

a) Treasurer's Update/Report

- Filed all necessary documents with City of Markham
- BGCC received \$3000 for 2019 and \$3000 for 2020 from City to be used toward community centre -> engagement, maintenance, etc.
 - Takes 2 months to come through after application filed (applied in Jan 2020)
- **Action: have goals of community centre as standing item in agenda every month**
- **Action: Mike will create chart of cheques to be received every quarter from regular renters**

BOX GROVE COMMUNITY CENTRE BOARD
Meeting Minutes – FEB 24TH, 2020

b) Cleaning Service Review

- Supreme Cleaning has changed cleaning team and work is better
- Jason (Capital Assets – City of Markham) has suggested we use City vendors
 - Alex from National Cleaning, a City vendor, came to look around and will give quote
 - **Action: Shahab will let Board know quotes from City vendors**
- Board agreed to stay with Supreme Cleaning until closure for renovations (May 31st, 2020)

c) Website Update

- Issue: we have no control over website currently because we handed it over to Robotics group to create
- **Action: Ismail will gain access to hosting so we have control over website, Ismail will communicate with Robotics group**
- Board needs to reimburse Robotics group for money spent by them
- **Action: Jeremiah to contact Robotics group and ask them to submit invoice (parameters set for what work was done)**

d) Zumba Class

- Starts Monday March 2nd, 8-9pm, \$15/hour cost to users
 - 10 people have already signed up
 - **Action: Nimisha will send flyer to Board to share and circulate with other community groups and members**

e) Renter's Stamp

- Stamp (sample emailed to Board by Kevin) will cost \$45
 - **Action: Kevin will order stamp and give to Shahab**

f) Lights and Camera

- Ring doorbell is an option to track what time renters arrive and leave
- Lock box is an option to use as a place to leave key for renter and they can pick and drop key from there
- **Action: Ismail, Kevin, Killi to discuss options**
- **Action: Shawn to ask City security if Board can invest in surveillance**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – FEB 24TH, 2020

g) Window Cleaning

- There are City vendors that we can use for window cleaning
- Shahab has called one of them to get a quote (Rain or Shine Window Cleaning)
 - **Action: Shahab will share with Board when quote received**

h) Blinds

- Board will consider installing blinds after renovations complete
- Come back to this in May 2020 meeting
 - **Action: Alia & Angelica will look at options for blinds**
 - **Action: Shahab will send measurements to Alia & Angelica**

i) Rental Manager's Update

- Hyderabad Seniors Group
 - They have agreed to offer from Board and will sign contract in next couple of days
- Other rentals are going fine; have made bookings until end of May
- Jeremiah commented that he notices that parties with alcohol allowance, leave bottles and cigarette buds outside in front of centre
 - This makes the centre look messy and unkept, also potentially hazardous for kids that play in the park and surrounding area
 - Shawn said City operations department will post NO SMOKING sign, and where smoking is allowed (9 meters away from entrance)
 - Good idea to remind renters about this when signing contract that alcohol cannot be consumed outside
 - Verbal and written reminders (i.e. highlight on contract and ask renters to initial)

j) Shawn's Update

- Capital Projects: met with Colby and identified all additional projects (see attachment)
 - Project process has begun
 - Colby has suggested 4 months timeline should be enough, but Board may want to consider closing in October 2020 as well
 - May 31st, 2020 is the last day centre will be open
 - June 1st, 2020 work will start on renovations
 - Shawn suggested June 1 – Oct 31, 2020 closure
 - Board agreed to close for these 4 months

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – FEB 24TH, 2020

- Ismail made suggestion in meeting with Colby to get a quote to see if basement could be renovated and then used as rental space
 - Shawn said this may not be a viable option due to all the constraints, rules/regulations about using that space
- Letter to Users: Board needs to send letter to current renters re: closure
 - **Action: Angelica to draft letter to send to Board for approval**
 - **Action: Jeremiah to follow up on Vini's rental for June 2020**
- Dance Program: there are 3 programs running with 15 kids in each one; 3 staff members, program runs till end of May 2020
- Robotics Complaint: complaint made about loss of Monday space for Robotics due to start of dance program
 - Shawn explained that dance program is happening now in that time slot
 - Robotics Group's parent representative felt there was an issue with the pick up/drop off of centre keys
 - Shawn felt maybe she, and others, need to be reminded of rules
 - Maybe keys shouldn't be dropped off at people's homes
 - Nimisha stated the difficulties this renter has caused
 - Jeremiah told Nimisha that we (the Board) are all sorry that this happened to her
 - Jeremiah has now taken centre key from Robotics Group
 - He suggested maybe we need a 2nd key, but after some discussion, it was decided no need
 - A possible solution is a lock box on the centre door so renter can take key when they arrive and leave key in box when they finish
 - **Action: Killi will get us a lock box (1075)**
 - Killi and Ismail suggest that a new parent representative interface with Board representative
 - Nimisha wants to recuse herself from interfacing with the Robotics Group going further
 - Due to issues with the Robotics Group using centre, Board decided to honour dates as follows: Tues Feb 25, 4-7pm and Thurs Feb 27, 4-7pm
 - Robotics Group will be allowed to use centre (as unpaid rental) for these dates only
 - Board will not be allowing anymore free days for Robotics Group going forward
 - After Feb 27th, 2020, if the Robotics Group wants to use centre, they have to pay for rentals
 - Board will also request another parent representative for Robotics Group

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – FEB 24TH, 2020

- Angelica suggested that Robotics Group should not be given any rentals at all after honoured dates due to poor behavior
- **Action: Jeremiah to verbally let Robotics Group know:**
 1. Feb 27, 2020 is last day for free rental
 2. If they want future days/times, they have to complete application form
 3. Future rentals will be paid
- **Action: Kevin and Angelica to draft letter (with Nimisha and Jeremiah's input) to Robotics Group explaining the above and other stipulations for future rentals; email to Board for approval no later than March 5, 2020**
- **Action: once letter is approved, Jeremiah to email letter to Robotics Group immediately**
- **Action: Board will review application form submitted by Robotics Group**

New Business

- April 4th booking
 - Resident wanted to book this date, which was available, but she didn't sign contract immediately to secure date/time
 - A new booking was made in the meantime and first person lost their date/time
 - She was upset and spoke to Jeremiah about what happened
 - Board agreed that if contract not signed, then booking not confirmed
- No meeting in March 2020, next meeting in April 2020

Adjournment: 9:59pm

Next meeting: April 20, 2020, 7:30pm @ Community Office, Aaniin CC