

**Box Grove Community Centre
Meeting Agenda**

Monday January 24th,2022, Time: 7:30pm
Zoom Meeting: 872 5382 8857 Password: #nZ#peP3

Attendees:

Board Members: Jeremiah Vijeyaratnam – Chair
Alia Khan – Recording Secretary
Marcius Bansavatar - Treasurer
Nimisha Patel, Ismail Bhayat
Killi Chelliah, Sharon Gabriel (members joined meeting late)

City of Markham, Box Grove Liaison – Shawn Hermans

City of Markham, Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

City of Markham, Asset Management - Colby Brygidyr

Regrets:

Yash Kapur

Type of Meeting: Monthly Board Member Meeting

Meeting Facilitator: Jeremiah Vijey

- I. Call to order (2 mins) 7:40pm start
- II. Roll call (1 min) see above
- III. Open Issues
 1. Renovation Update
 - (a) Colby Update

- Exterior waterproofing is almost complete, next steps will happen in May 2022 and should be done by June 2022
- Interior renovation of washrooms is currently underway, should be complete in 2 weeks
- Exterior ramp and staircase at main entrance has started, but due to weather work has slowed down, design slightly changed to extend ramp and handrail, once weather better then work will continue
- **Action: Colby will let Board know when we can get contractors in to do other interior work, aiming for mid-February 2022**
- Nimisha asked if asset management life cycle includes tiling back room in 2022? If so, can we get it done now, while work is going on?
- **Action: Colby will check and follow-up with Board**
- Nimisha asked if Heritage Flooring or Curtis Flooring are the contractors to go with for floor renovation since they did work in Markham Train Station
- Colby said he is not that familiar with the contractor.
- **Action: Colby will check and get back to Board.**
- Nimisha mentioned that Tamil Seniors asked if a flower garden can be part of landscaping plan? They can participate in planting and maintaining it.
- Colby asked if it would be maintained by Board/groups? (Answer: yes).
- **Action: Colby will follow up with parks and Shawn re: flower garden space.**
- Patch of grass that could be for flower garden is on back side of centre between building and gazebo

(b) Possible Opening Date

- Tabled till next meeting

(c) COVID protocols

- Colby said anyone that comes to the centre (contractor or Board member) must sign in on the Markham website, contractors must be vaccinated, masks are mandatory when indoors
- Board will inform any contractors they use about the protocols
- Colby left meeting at 8:02pm

2. Financial Update

(a) Balance update

- 2021 audit has been given to the City By Jeremiah
- \$18,010.82 current balance
- Marcius is now on the account
- Switched to single signatory on cheques, previously 2 signatures were required
- Shahab has received payment for Rental Manager services

(b) Treasurer transfer to Marcius

- Transfer will be made later this week or early next week

3. Update from Chair

(a) Thank you

- Jeremiah said thanks to everyone for coming out to Christmas dinner, it was great to see everyone who came, it was an enjoyable evening
- When the community centre re-opens, we can all look forward to in-person meetings again

(b) Cleaning company / Opening ideas

- Board should start thinking about possible cleaning companies we can use once centre opens again
- Information of potential cleaning companies can be sent to Jeremiah or Shahab

IV. Shahab

- Shahab has received calls inquiring about bookings for August.
- Jeremiah suggested that Shahab doesn't book yet or promise anything. Shahab can tell them he will call them back in April and let them know if we are booking for August.
- **Action: Shahab can change voicemail to say reach out in April 2022 for potential bookings.**

V. New business (5 mins)

- Councillor Usman commented that City should know that the province is pushing for re-opening services soon, so if things can be done faster and we can be ready for a specific date, that would be best
- Nimisha suggested Councillor Usman connects with Waqar Khawaja or Mary Creighton regarding the City's schedule on work completion
- **Action: Councillor Usman to contact City contact re: work schedule completion**
- **Action: Jeremiah will also get info from Colby re: deadlines to see when Board can go ahead with next steps**
- Shawn asked if flooring contractor ready to go → Jeremiah said that Board voted on Heritage Flooring.
- **Action: Shahab will follow up with them regarding vaccinations and other Covid protocols City has put in place**
- Councillor Usman suggested that once everything is ready and the center is re-open, Board should do aggressive marketing to develop interest in the community to rent out the centre. Use social media to help generate interest.
- Nimisha raised issue that booking of facilities at other centres are booked through City of Markham, but not BGCC. Can we get back on the City booking website? We used to be on there in the past, but not anymore.
- Nimisha made motion to ask City of Markham to recognize BGCC on their website. Councillor Usman and Sharon seconded the motion

- Shawn asked what information Board would like on the website. Shawn will create a ticket for this to be done.
- **Action: Nimisha will send Shawn necessary info**
- Shawn → community centres will be open as of Jan 31st, including rec programs. Please check websites for more information.
- Next meeting will take place on Monday February 28th, 2022, 7:30pm

VI. Adjournment

- Councillor Usman motioned adjournment, Nimisha seconded. 8:31pm