

**German Mills Community Centre Board
August 29, 2022**

Attendance:

Present: Athena Hui, Lorena Zuniga, Eileen Smith, Denise Devlin Li, Tracy Nwonyimi, Florence Wang, and Ameet Khanderia, Councillor Keith Irish.

Absent: Martin Barrow (City of Markham Facility Co-ordinator West).

The German Mills Community Centre Board convened at 7:35p.m. with Eileen Smith presiding as Chair.

1. Introductions

2. Approval of the Minutes:

Moved by Lorena Zuniga

Seconded by Denise Devlin Li

That the Minutes from the June 27, 2022 meeting of the German Mills Community Centre Board be approved.

CARRIED

3. Election of Executive Members:

Chair: Lorena Zuniga nominated Eileen Smith; Denise Devlin Li seconded.

CARRIED

Vice-chair: Eileen Smith nominated Florence Wang; Councillor Irish seconded.

CARRIED

Treasurer: Athena Hui nominated Lorena Zuniga; Florence Wang seconded.

CARRIED

Secretary: Eileen Smith nominated Denise Devlin Li; Florence Wang seconded.

CARRIED

4. Treasurer Report:

- Status

- The GMCC board is solvent.

- Treasurer has been working to move all utility billing to ebilling and automatic payment. Issue with changing the hydro bill,

Alectra, to ebilling because it was originally set up by Markham so our board doesn't have authorization to change it.

- Follow up: ask Martin Barrow to look into city staff making the change.
- GIC
 - GIC is coming due. Bank will be asked to renew it for one year.
- Bell
 - Current phone is a land line in the building with no features. Since a phone number must be given to renters and because messages retrieved must be returned, in order to protect the privacy of board members' personal phone numbers the basic phone service isn't sufficient.
 - Discussion took place starting with adding new features to the existing line or porting number over to a cell phone with a no data plan. Further suggestions were to use a VOIP phone and the pros and cons of two different providers of this type of service (Mitel, Google Voice).
 - Since it was concluded that more information was needed about the VOIP services and whether they would meet the GMCC's needs, Councillor Irish volunteered to ask City of Markham IT for information.

5. Maintenance updates:

- Painting
 - Will begin next week, High Grade will be painting the exterior.
- Structural integrity assessment
 - Markham hired a structural engineer to assess the structural integrity of the floor. The consultant's report was distributed to all board members. In general, the current rental uses can continue with the restriction no dancing or high impact aerobics or high impact activities are allowed until Markham's asset management improves the structural integrity of the floor.
- Washroom doors
 - Fixed. Weather stripping was placed on both washrooms' door frames on the side facing the exterior door so that there is no longer a view into the washrooms when the door is closed. The south washroom door's hook near the floor was put back on.
- Furnace filters
 - Furnace filter replacement will go back to once every three months as per maintenance recommendations. A year supply of furnace filters will be delivered to the building in January by asset management. Asset management asked GMCC board to

replace the filter themselves since Markham asset management maintenance only has two employees for all 20 community centres.

- Squirrels
 - Asset management and Martin Barrow have been made aware of the squirrel debris and damage in the basement and shed. Asset management will decide what needs to be done. No decision has been made as to what the GMCC board will have to pay for to remediate the basement and shed.
- Mice:
 - Mice getting into the basement and causing damage was brought to asset management's attention during the pandemic but because of staffing change-over and closures the issues was lost. This has been brought to asset management's attention again.
 - It was discovered in early summer that this building's routine pest control could be covered by Markham's PCO contract for free. Orkin contract has now been cancelled.
- Nursery School chattels:
 - New board members were made aware of the nursery school chattels that are in the basement and the shed and the squirrel problems with a tour of the basement and grounds prior to the start of this board meeting. Discussion and decision of what to do with all the items will be tabled until a future board meeting after the basement and shed remediation is done because the squirrel debris shouldn't be disturbed for health reasons.

6. Acoustics:

- Denise emailed her acoustic report to all board members prior to the meeting. Presentation and discussion tabled until the next board meeting.

7. Rentals:

- Rentals since last board meeting and booked rentals – list will be sent after this board meeting.
- Scheduling rental coverage, previewing the building, other routine duties such as moving garbage bins to the front for garbage pick-up and then wheeling back. – Tabled.
- COVID vaccination clinic request – All agreed it would be a good idea. Eileen will email the public health contact giving approval.
- Wedding request for May 2023 & no alcohol building class – Tabled.
- The self-locking door means renters can possibly lock themselves out. This requires the board member looking after the rental to be close by and

available during the rental period to let them back in. Options considered were; give them a key at the beginning of their rental, give them the lock box code, install a key pad locking system. Since the easiest and quickest option is to give renter the key at the beginning of the rental, it was agreed that would be done for now until the issue could be more thoroughly thought through.

- Change and cancellation fees - Tabled
- Outside sound amplification - Tabled
- Rental rate – Tabled until next board meeting. Board will need to decide what it will be for 2023 and if there should have different rates; e.g., minimum price, non-profit rate, long-term rate. As with previous rate changes, the board will need other Markham community centre rates, an estimate of GMCC’s maintenance costs, and cost analysis to determine a new rate.
- Will ask Martin to get another blue bin and garbage bin.

8. Business planning:

- Marketing, advertising, public relations: Sub-committee report back on ideas to grow rentals
 - Florence presented ideas for using Instagram and Facebook.
 - Lorena presented ideas for creating a website and what to put on it; history of the building and grounds, rental information, and ‘about’ page, rental rules, and contact information.
 - Website suggestions: 1-page website cheaper than multiple pages, Google business has a free website builder, Councillor Irish asked if anything is needed from the City, more information is needed on who could do a website and maintain it, how to do one, and its formatting and content.
 - Suggestion to change the name from German Mills Community Centre to German Mills Schoolhouse. A short discussion took place about the pros and cons of removing ‘community centre’ and replacing with ‘schoolhouse’ or adding ‘schoolhouse’ to the existing name. Councillor Irish said to not let a possible name change hold the group back from doing social media.
 - Idea of doing an events calendar was mentioned.
 - Florence and Lorena will go ahead and set up some social media presence and Ameet volunteer to join them.

- City of Markham’s involvement & training – Tabled.

- Other community centres' procedures –Tabled.
- Financial Forecast – volunteer to do budget estimate/ financial forecast – Tabled.
- More GMCC board members – Tabled.

ADJOURNMENT

The German Mills Community Centre Board was adjourned at 9:16 pm by Councillor Irish and seconded by Athena Hui.

Future meeting Dates:

November meeting will be rescheduled. (Rescheduled to November 7 @ 7:30pm over ZOOM.)

New secretary will need to schedule 2023 meetings after next board meeting.