

**Markham Train Station Community Centre
Board of Management
Meeting Minutes - Thursday May 10, 2018**

Present: Dianne More, Ken Rudy, Allan Stevenson (Station Master), Karen Rea, Linaire Armstrong, Theo Roth, Annette Ali, Kugan Subramaniam, Chris Flood

Guests: Ina Campbell, Wayne Moss, Kathy Hardy, Sency Gomes

Regrets: Mari Lin Van Zetten, Jo Li, Laura Gold

Minutes:

Action:

Called to Order 7:07 PM: By Dianne.

1. **Approval of Agenda:** Motion to approve by Kugan, seconded by Linaire. Carried.
2. **Approval of Minutes:** held April, 12, 2018, moved by Ina, seconded by Ken. Carried.
3. **Station Management – Allan Stevenson**

Total rent collected in April 2018: \$2436, YTD 2018: \$9143; YTD 2017: \$7032

Breakdown of rent collected:

JKA	640	Karate	Reg renter
Hindu Swayamsevak Sangh	52	Meeting	Reg renter
Lindsay Hawkins	292	Party	Prev renter
Jennifer Camposano	404	Bday	Referral
James Dunn	175	Bday	Web
Stacey Blake	464	Shower	Lives nearby
Roxanne Aguila	234	Shower	Web
Laila Schell	175	Shower	Referral

21 Tentative future bookings May 5, Jun 5, Jul 2, Aug 1, Sep 2, Oct 1, Nov 2, Dec 3.

27 Telephone calls received Web 11, Ref 8, Prev rent 4, No ret call 4.

4. **Station Management & Improvements: *Ken to Review and Update at each meeting***

4.1. *Budgets for 2018 - Ongoing: Capital Expenditures scheduled for the Markham Train Station:

4.1.1. The wash rooms are scheduled for 2026.

4.1.2. The counter top is scheduled for replacement in 2019. The cupboards are scheduled for 2026.

4.1.3. Flooring is scheduled for 2020.

4.1.4. Water Heater and Maintenance Room is scheduled for 2019.

*Note: These schedules are flexible and we can readjust the schedules during our annual condition audit meetings on-site. The next meeting for annual condition audit / review for capital projects will take place early this year.

4.2 Other Outstanding Items:

4.2.1 Kourtis Flooring – On going.

- 4.2.2 Tapestries will be secured in May, 2018. Ongoing.
- 4.2.3 Tables: Complete. Stored at Mt Joy instead of Milliken.
- 4.2.4 No Fire Inspection completed in March, contacted Asset Dept to follow up in April.
- 4.2.5 New windows in the Emery Room (South) will be installed end of May, being manufactured.
- 4.2.6 April 12, 2018 window East entrance right side broken by GO, will be repaired. (Changing a sign that was attached to the window).
- 4.2.7 Tenders' to be issued by the Asset Dept. for quotes to paint the exterior of the Markham Train Station.
- 4.2.8 Roof was inspected after wind storm. A few shingles were lost and need to be replaced.

5. **New Business:**

- 5.1. A revised Draft Memorandum of Understanding was presented by the Satellite Community Board to all centers during a meeting on January 31st 2018 that Di attended. **UPDATE:** An updated copy will be sent to Di with all feedback incorporated in May.

6. **Adjournment:** Motion to adjourn moved by Annette, seconded by Sency; Carried 7:18 PM.

Next Meeting: Thursday June 14, 2018