

**Markham Train Station Community Centre
Board of Management
Meeting Minutes - Thursday April 12, 2018**

Present: Dianne More, Ken Rudy, Allan Stevenson (Station Master), Karen Rea, Donna Wigmore, Linaire Armstrong

Guests: Ina Campbell, Wayne Moss, Kathy Hardy

Regrets: Mari Lin Van Zetten, Kugan Subramaniam, Chris Flood, Jo Li, Neera Chakravorty, Laura Gold

Minutes:

Action:

Called to Order 7:08 PM: By Dianne.

1. **Approval of Agenda:** Motion to approve by Donna, seconded by Linaire. Carried.
2. **Approval of Minutes:** held Feb 8, 2018, as amended, moved by Ken, seconded by Donna. Carried.
3. **Station Management – Allan Stevenson**

Total rent collected in March 2018: \$3024; YTD 2018: \$6707; YTD 2017: \$4763

Breakdown of rent collected:

JKA	704	Karate	Regular
Hindu Swayamsevak Sangh	130	Meeting	" (Non Profit)
Shana Betz	175	"	Prev renter
Wendy Wise	227	Bday	" "
Cassandra Belo	135	Shower	" "
Portia Sitchon	54	"	City staff
Daphne Blunden	92	Meeting	Prev renter
Susan Hurley	332	Shower	Referral
Shayanika Suresh	512	Party	Web
Stu Hawkins	43	"	City staff
Rita Diestl	327	Shower	Web
Joanne Petropoulos	293	Bday	Prev renter

16 Tentative future bookings: Apr 2, May 7, Jun 4, Jul 1, Sep 1, Dec 1.

20 Tel. calls rec'd : Web 5, Ref 7, Prev rent 3, Did not ret calls 3, Lives nearby 2.

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.
- 4.2.3** Tables: ordered and received 12 tables, 8 – 30”X96” and 4 – 30”X72” from Costco delivered for a cost of \$1459.06. 4’X4’ unavailable looking for a source. Tables will be picked up and stored at Milliken Storage City of Markham for use as needed for Major Functions.
- 4.2.4** Thermostat installed in Emery Room moved from the GO Office to control the Temperature in the Emery Room.
- 4.2.5** Electrical outlet in Mingay Room replaced and Breaker 8 replaced in electrical room.
- 4.2.6** No Fire Inspection completed in March, contacted Asset Dept to follow up in April.
- 4.2.7** New windows in the Emery Room (South) will be installed by May, being manufactured.
- 4.2.8** April 12, 2018 window East entrance right side broken by GO, will be repaired. (Changing a sign that was attached to the window).
- 4.2.9** Complete clean in April of the Train Station including windows washed. – National Cleaning.
- 4.2.10** Tenders’ to be issued by the Asset Dept. for quotes to paint the exterior of the Markham Train Station.

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. Concerns were noted and will be followed up at the next meeting. ***Refer to MVC Meeting Minutes Section 7 for an update.***

- 6. **Adjournment:** Motion to adjourn moved by Donna, seconded by Linaire; Carried 7:39 PM.

Next Meeting: Thursday May 10, 2018