

## Markham Train Station Community Centre

### Board of Management

#### Minutes of Meeting Wednesday April 12, 2017.

**Present:** Dianne More, Donna Wigmore, Allan Stevenson (Station Master), Annette Ali, Ken Rudy, Neera Chakravorty, Mari Lin Van Zetten, Kugan Subramaniam, Chris Flood (City of Markham),

**Guests:** Wayne Moss, Theo Rothe.

**Regrets:** Mathew Harris, Linaire Armstrong, Karen Harris, Joe Li (Regional Councillor).

**Minutes:**

**Action:**

**Called to Order 7:05 PM:** By Dianne.

**1.0 Approval of Agenda:** Motion to approve by Donna, seconded by Mari Lin. Carried.

**2.0 Approval of Minutes:** held Wednesday, March 8, 2017, as amended, moved by Mari Lin, seconded by Kugan. Carried.

**3.0 Business Arising: 4.1.4 Smart Server:** Ken;

City of Markham: Satellite Recreation Centre Policies: (February 15, 2006)

Section 111: Alcohol Policy

"The City of Markham and the Boards are committed to providing a safe and enjoyable environment for the users of City facilities by ensuring that Smart Serve trained bartenders/supervisors are used for all functions at which alcohol is served or available.

Each Board shall comply with, and ensure that all Licensees comply with, the City's Alcohol Policy. (The policy is attached as Appendix D **and** forms part of the Satellite Recreation Centres policies.)"

#### 4.0 Station Management – Allan Stevenson

##### 4.1.1 March 1 – March 31, 2017: Bookings Update.

Total rent collected this period	\$2658	YTD 2017	\$4591
		YTD 2016	\$5924

Breakdown of rent collected:

JKA	736	Karate	Regular renter
Lea-Anne Mohamid	122	meeting	reference
Oliver Li	354	birthday	web
Cecilia Remo	175	"	previous renter
Sandra Benedetto	254	"	reference
Renee Torrington	247	"	"
Danielle Diva	195	"	web
Ameeta Dudani	98	meeting	previous renter
Nick Nunes	373	party	reference
Wendy Wise	104	birthday	"
Terry Tice	172	party	previous renter

22 Future tentative bookings: Apr 3, May 6, Jun 6, Jul 4, Aug 1, Sep 1, Dec1.

42 Calls received this period: Web 15, Reference. 15, previous renters 5, No ret call 7.

BFL insurance collected \$103.83 and paid on April 1, 2017 cheque #706 to the City of Markham.

## **5.0 Station Management & Improvements:**

**5.1.1 Construction:** New furnace and A/C completed April 7, 2017.

**5.1.2 Station Maintenance:** Ken:

1. Extra Cleaning: **Motion: Moved by Kugan, seconded by Mari Lin, that National Cleaning Contractors be awarded the cleaning of the Train Station after Construction is complete: \$380.00 plus HST. Carried.**

### **Scope of work:**

Cupboards washed inside & out. Wall wiped down behind sinks in the Mingay and Emery Room

Refrigerator and Microwave cleaned. Clean and dust behind refrigerator

All light fixtures washed and dusted including Exit Lights, fire alarms

Washroom walls washed and dusted. Sink and toilet cleaned (Painting the Walls this week)

Vents vacuumed

Windows cleaned inside and out, sills washed and vacuumed

2. Maintenance Room: Referred to the City for cleanup.

3. Flooring: Kourtis Flooring has not been paid for the job in November, we decided to wait until the construction was done and review it in the summer when no salt is tracked in.

4. Re Hanging of the framed art work and certificates. To be done by MDHS Shop Class after the walls in the Mingay Room have been touched up;

Quote to touch and repair holes in the wall Mingay Room:

P&J Painting: \$225.00 plus HST:

Mingay Room: Remove screws, brackets and repair damaged drywall in the east, south and north facing walls. Apply one coat of paint excluding the wainscoting to the aforementioned walls and touch certain areas of the wainscoting.

5. Dan Casella, as the contractor finished the wainscoting on the wall with the boards Dan left in the Station will have Dan finish off some minor touch ups.

He has been paid in full.

6. Vents, as white has been installed, it is suggested that they be spray painted brown. (MDHS).

**6.0 New Business: Tables and chair holders:** Deferred.

**7.0 Adjournment: Motion to adjourn; Moved by Annette, Seconded by Donna. Carried. 7:48 PM.**

**Next Meeting: Wednesday May 10, 2017. Markham Train Station – Emery room.**