

Markham Train Station Community Centre

Board of Management

Minutes of Meeting Wednesday October 12, 2016.

Present: Dianne More, Kugan Subramaniam, Ken Rudy, Donna Wigmore, Allan Stevenson (Station Master), Karen Harris, Mari Lin Van Zetten.

Guests: Adam Santos, Wayne Moss, Theo Rothe.

Regrets: Mathew Harris, Annette Ali Chris Flood (City of Markham), Linaire Armstrong.

Minutes:

Action:

Called to Order 7:08 PM: By Dianne.

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

2.0 Approval of Minutes: held September 8, 2016, as amended, moved by Karen, seconded Mari Lin. Carried.

3.0 Business Arising: 5.1 New Furnaces: Email from Sameem Shah, Asset Department.

October 12, 2016:

"For your tonight's meeting a quick update regarding the subject project. I have reviewed part of the tender package for the subject project and have returned it to the consultant due to several mistakes being repeated. The consultant is to send me the revised tender package during the next week. I will keep you posted with the progress. A tentative schedule of the project is given below,

Activity	Start Date	Finish Date	Duration	Comments
Draft Tender Package Review				Completed
Tender Package Review (Internal)	Oct. 19, 2016	Oct. 28, 2016	1.5 weeks	Assumes no more revisions are required.
Tendering	Oct. 31, 2016	Nov. 18, 2016	3-weeks	Purchasing will release the bid document identifying the mandatory site visit and closing date. Assumes no more extension is granted due to issues identified around the mandatory site visit.
Staff Award	Nov. 21, 2016	Nov. 25, 2016	1-week	Staff will be drafting up the staff award report prior to closing to minimize duration.
Mobilization On-site	Nov. 28, 2016	Dec. 02, 2016	1-week	Contractor to submit a work schedule and enclose the work area (identified in the attached drawing).
Demolition / Construction	Dec. 05, 2016	Jan 13, 2017	6-weeks	Assuming no work for a week due to Christmas Holidays and New Year.

Please note that the above schedule is a TENTATIVE schedule and a confirm schedule will be issued following the award of work. This schedule is just for planning and preparation purposes and based on assumptions such as availability of equipment being replaced etc.”

Discussion: Allan to contact Markham JKA and advise them of the upcoming construction, where the front entrance will be closed for a couple of weeks and the wash room will not be accessible inside from the Mingay Room. To use the wash rooms, tenants have to go outside and enter the Station through the Emery Room.

Block off renting the Train Station from November 28, 2016 to January 13, 2017.

6.1 Painting of the wash rooms: Motion from June 9, 2016 Meeting:

4.4: Markham Train Station: Motion moved by Kugan, seconded by Donna, that the entrance door and window sills that are peeling paint be touched up for 2016/17. The Exterior of the Building is scheduled for painting in 2018 by the Asset Department. Cost not to exceed \$600.00. Carried.

The cost was increased to \$870.80 (HST included) to include the washrooms. Completed October 11, 2016 by P&J Painting. Invoice 69B.

4.0 Station Management – Allan Stevenson: Bookings update:

4.1.1 September 1- September 30, 2016:

Total Rent Collected This Period –	\$2231	Year to date 2016	\$18652
		Year to date 2015	\$16414

Breakdown of rent collected:

JKA	\$800	Karate	Reg
Steve Lusk	62	Meeting	Prev renter
Harvey Meek	198	“	Reg
Lyriss Tsang	14	Shower	City staff
Sonya Patterson	175	Birthday	Web
Christina Assenza	254	“	Prev renter
Christina Dimitropoulos	593	Party	Web
Wendy Banh	135	Birthday	ref. by museum

15 Future tentative bookings: Oct 2, Nov 6, Dec 2, Jan 2, Feb 2, Mar 1,

26 Calls rec'd this period: Web 7, Ref 3, did not ret calls 8, Previous renter 3, Lives nearby 5.

Megavision (Rotary Choir) who have rented the Mingay Room for choir practice each Saturday morning for around 10 months each year since 2013 have found another Practice Venue. Loss of revenue is \$64.00 each Saturday.

4.1.2 Web Site: The web site has not been updated since March 2012. After the rental rates review, the web site will be updated. Include photos, video. **Ken.**

4.1.3 Hex key: A hex key is included with each rental set to lock the front entrance (Handicap) if the push bar is locked so that the push button for the handicap door opener is working. A hex key is hanging in the Electrical Room by the Fire Log Cabinet.

5.0 Station Management & Improvements:

5.1 Improvements update: See 3.0.

5.2 Hardwood Flooring: Scheduled for November 26, 27.

5.3 Rental Rates Review- Last increase March 1, 2012. Deferred to November Meeting.

6.0 New Business:

6.1 Tables, Chairs. Inventory: October 10, 2016.

Chairs – on hand 75 (Started with 96)

Tables – 30”X96” on hand 11 (2 broken to be removed) (Started with 18)

- 48”X48” on hand 2 (Started with 8)

The City of Markham has stated that according to the current MOU, this is a scope for the Board to purchase additional tables.

6.2 Waste containers: Blue bins have disappeared from the Train Station. New ones including Green food waste bins to be ordered from City from City of Markham Recycling Dept. **Ken.**

7.0 Adjournment: Motion to adjourn; Moved by Kugan, Seconded by Mari Lin. Carried. 7:45 PM.

Next Meeting: Wednesday November 9, 2016 Markham Train Station 7 PM.