

**MINUTES**  
**BOX GROVE COMMUNITY CENTRE BOARD**  
**Box Grove Community Centre 7651 9<sup>th</sup> Line, Markham, L6B 1A8**  
 July 11, 2016  
 7:30 p.m.

**Attendance:** Ponniah Balasunderam(Chair), Syed Aziz, Mandy Hayre, Sangeetha Thananayagam, Portia Lee, Tahir Khan, Jeremiah Vijeyaratnam and Councillor Logan Kanapathi.

**Absent:** Regional Councillor Nirmala Armstrong, Kandiah Panchalingam, Andrew Moonilal

Item	Discussion	Action Item
1. Call to Order	Ponniah Balasunderam welcomed the members to the third Box Grove Community Centre Board (BGCCB) meeting of the year.	
2. Approval of the April 11, 2016 BGCCB Meeting Minutes	Moved by Tahir Khan Seconded by Syed Aziz  April 11, 2016 Meeting minutes was approved.  CARRIED	
3. Improvements to the Community Centre	<ol style="list-style-type: none"> <li>Hand dryers will be installed in spring 2016.This is to be done during washroom upgrade. (Part of Renovation)</li> <li>Ponniah Balasunderam proposed to appoint an Architect at a cost of \$ 300.00 to prepare a plan to upgrade kitchen/bathrooms/front entrance etc. of the community center (proposed initially). The architect has proposed \$350.This proposal has been reviewed on Feb 8,2016 by the Board members.  Moved by Tahir Khan Seconded by Kandiah Panchalingam  That the Board accept the proposal.  CARRIED</li> <li>We are in the process of engaging an Architect to prepare drawings and specifications to renovate the entire community centre building</li> </ol>	

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	<p>except the main lobby, wash rooms &amp; kitchen areas. Preliminary drawings has been prepared to renovate washrooms, Kitchen areas and lobby areas as Ph1 . Required to get at least three different quote from other architects. Architect required to submit a price to prepare the drawings, specifications, submit samples of flooring, ceilings, etc., to carry out the following scope of work:</p> <p>Scope of Work: For Phase 1</p> <ol style="list-style-type: none"> <li>1. Rearranging the Lobby</li> <li>2. Washrooms - Hand dryers</li> <li>3. Modernize the kitchen</li> <li>4. Modernize lighting system to LED throughout (Replacing all the lights to LED costs \$ 818.13)</li> <li>5. Add security system to the exterior of the building</li> <li>6. Add projector screen in the main hall</li> </ol> <p>Decided to carry on with phase 1 for the year of 2016. Final drawings and samples should be submitted by November 2016.</p> <p>Scope of Work: For Phase 2</p> <ol style="list-style-type: none"> <li>1. Remove wainscoting from the interior walls (phase 2)</li> <li>2. New wall treating to interior walls in the main hall (phase 2)</li> <li>3. New flooring throughout (phase 2)</li> <li>4. Modernize the ceilings throughtout (phase 2)</li> <li>5. New floor tiles behind the main hall area (phase 2)</li> <li>6. Add new sound system (phase 2)</li> </ol> <p>Expected to get 2-3 quotes from architects to carry out phase 2 for the year of 2017-2018.</p> <ol style="list-style-type: none"> <li>4. Table tennis, Carom Boards and Computers to be stored in the storage room along with church items. Implement the decision made by the board members</li> <li>5. Councillor Logan Kanapathi has sent in the request to replace the bell that was stolen some 30 years ago at the top of the BGCC building. It will be replaced in the year of 2017.</li> <li>6. Water accumulating at the parking lot to be followed up</li> </ol>	<p>Ponniah Balasunderam</p> <p>Shahab Shaik</p> <p>Shahab Shaik Andrew Moonilal</p> <p>Jeremiah</p>

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	<p>7. Proposed that our community center has been charging well under the normal market rental charges. Need to come up with a new rental charges. Possibility of increment after the renovation phase 1.</p> <p>8. Projector Screen proposal need to be send to the board members. (product, materials, brands)</p> <p>9. Needed a second exit from the basement. Board has suggested for a spiral stairs for the second exit.</p> <p>10. Tennis court - required to allocate a proper time for the <i>community</i> members. BGCC needed to have an access to the tennis court. Poster needed to be posted with BGCCB phone number and public usage availability hours. Proposed by Tahir and Syed)</p> <p>11. No overnight parking sign bylaws needed to be posted at the parking lot.</p> <p>12. Yearly window cleaning needed to be done. (cost \$200)</p>	<p>Vijeyaratnam</p> <p>Portia Lee</p> <p>Portia Lee</p>
<b>4. Discussion of Financial Statements</b>	<p>1. May 2016 - grant of \$3000 has been received.</p> <p>2. Decided to spend 30-40% toward the phase 1 completion</p> <p>3. Telephone and internet charges has been discussed and needed to be changed.</p>	Tahir Khan
<b>5. New Business</b>	Box Grove Community Centre Board decided to appoint Ponniah Balasunderam(Chair), Tahir Khan (Treasurer) and Sangeetha Thananayagam (Secretary) at the end of July 11, 2016 BGCCB meeting.	MOVED by Board Members
<b>6. Next Meeting Date</b>	Next meeting will take place on <b>Monday, September 12, 2016 at 7:30 p.m.</b> at the Box Grove Community Centre.	
<b>7. Adjournment</b>	<p>Moved by Ponniah Balasunderam</p> <p>Seconded by Syed Aziz</p> <p>That the BGCCB adjourn at 9:00 pm.</p> <p style="text-align: right;">CARRIED</p>	