

Markham Train Station Community Centre

Board of Management

Minutes of Meeting April 14, 2016.

Present: Dianne More, Kugan Subramaniam, Allan Stevenson (Station Master), Ken Rudy, Karen Harris, Chris Flood (City of Markham), Donna Wigmore, Mari Lin Van Zetten, Linaire Armstrong, Annette Ali.

Guests: Wayne Moss, Ina Campbell, Eugene Martell.

Regrets: Mathew Harris.

Minutes:

Action:

Called to Order 7:10 PM: By Dianne.

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

2.0 Approval of Minutes: held February 18, 2016, as amended, moved by Annette, seconded by Kugan. Carried.

3.0 Business Arising: 6.2 Locks on Washrooms: Ken; emailed Asset Dept. for keys to the Washrooms as there is none in the inventory in the Train Station.

Reply, "On Mar 18, 2016, at 7:11 AM, Shah, Sameem <SShah@markham.ca> wrote:

Hi Ken,

I will try to locate them and let you know once I have a copy for you." As of today no keys, will send another email.

5.1 Cards for advertising: Ken, cards were ordered and have arrived, 1000, cost \$160.66.

Thank you to Natasha Ali for designing the cards and placing the order.

4.0 Station Management – Allan Stevenson: Bookings update:

4.1.1 March 1 – March 31, 2016.

Total Rent Collected This Period –	\$1854	Year to date 2016	\$5924
		Year to date 2015	\$5804

Breakdown of rent collected:

JKA	\$544	Karate	Reg
Harvey Meek	132	Choir	Reg
Pinky Dumasal	354	Bday	Ref
Charles Herriot	134	Bday	Prev renter
Maryam Majoo	122	Party	“ “
Joanne Petropoulos	373	Bday	Web
Mary Georgio	195	Bday	Ref.

14 Future tentative bookings: Apr - 4, May - 2, Jun - 3, Jul - 3, Aug - 1, Dec - 1.

30 Calls rec'd this period: Previous renters 5, Web 9, Ref 7, did not ret call 5, City staff 1, Saw sign 1, Lives nearby 2.

5.0 Station Management & Improvements:

5.1 Cards for advertising: See 3.0 5.1.

5.2 Improvements update:

- New Furnace: No date of installation.

5.3 Correspondence with Asset Management – Station Maintenance: Ken

- Robertson Fire – Completed inspection S/R # 600679 March 30, 2016. No deficiencies. Noted that the ServerRoom in the GO office should have a CO2 extinguisher because of the fibre wiring for their Computers.

Email sent to GO, and Earl Browning replied that one was ordered and it is now installed.

- Maintenance: Arsenal Cleaners contract was terminated by the City March 31, 2016 and replaced by National Cleaners, the Board not informed of the change and on Monday April 4 the floors were not cleaned for Markham JKA. National changed the hours of cleaning to 10 PM and this has been rectified to accommodate renters during the week.
- Men's Wash Room – Left tap leaking requires maintenance. Email sent.
- Hardwood Flooring in Hallway and Emery Room – Meeting set up with Andrew Donaldson to review. **Ken**

6.0 New Business:

6.1 Storm windows Emery Room: Donna (email) brochure for storm windows from Greenheart Buildings Inc. 905-941-0382.

6.2 Heart Defibulator: It was noted that 10 out of 32 Markham Community/Rental Facilities do not have Heart Defibulators. As Markham Train Station is used by GO Monday to Friday in the AM and rented to the general public, the Board should investigate the feasibility of purchasing a defibulator. See Addendum.

6.3 BFL Insurance: Fred Rich, Manager, Strategy & Insurance Risk Management

Corporate Services Commission City of Markham:

"BFL has confirmed the rates will remain the same for 2016. Attached are all the 2016 documents for your information. Let me know if you require any printed copies. Again sorry for the mass confusion, however I believe the attached documents are now correct." Fred

7.0 Adjournment: Motion to adjourn; Moved by Mari Lin, Seconded by Donna. Carried. 7:40 PM.

Next Meeting: Thursday May 12, 2016 Markham Train Station 7 PM.

Addendum:

1. Defibulator:

From: Lee, Portia
Sent: April-15-16 2:14 PM
To: Flood, Chris
Subject: RE: Defibulator

Hi Chris,

The best discount would be for me to order one for them, pay for it with my corporate VISA and then they write a cheque to the City. OR I can provide the vendor contact and they can work with them directly.

Our cost is \$899 + \$275 for the case. They can install on their own or the vendor can do it for \$40.

If they need training or anything else, please let me know!

Portia Lee | Community Program Coordinator - South

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2. Email To

[Sameem Shah](#)

krudy@rogers.com

Apr 1 at 5:01 PM

Hi Sameem, I checked the Markham Train Station at 2:30 PM on Friday April 1, 2016.

Men's washroom, the left water tap is running a steady stream of water into the sink. The tap needs to be adjusted as it drips if a person doesn't push it all the way back.

Lights were on in both the men's and ladies wash room.

Mingay Room door not closed.

Arsenal Cleaning Services Ltd. had not done the daily maintenance, or the water tap would have been closed.

Recommend that GO personnel (Monday to Friday) do a sweep of the premise to be sure there is no taps leaking, lights are off and doors are closed and locked.

Also Arsenal Cleaning Service upon leaving the building should do a check of the premise. (Lights, washrooms and doors).

The exterior doors especially in the Emery Room if not pulled completely shut will stay open even they are locked.

The door lock handle to the Mingay Room needs to be serviced.

Have the keys to the wash rooms been located?

Thank you

Ken Rudy

905-471-9741.