

## **Markham Train Station Community Centre**

### **Board of Management**

#### **Minutes of Meeting Thursday, January 8, 2015.**

**Present:** Dianne More, Ina Campbell, Linaire Armstrong, Annette Ali,  
Ken Rudy, Alex Giammarco (City of Markham),  
Allan Stevenson (Station Master),

**Guest:** Wayne Moss, Kugan Subramaniam.

**Regrets** Mathew Harris, Karen Harris, Dorothy Gilbert, Theo Rothe, Donna Wigmore.

#### **Minutes:**

#### **Action:**

**Called to Order 7:10 PM:** By Dianne.

**1.0 Approval of Agenda:** Motion to approve by Annette, seconded by Linaire. Carried.

**2.0 Approval of Minutes:** held November 6, 2014, as amended, moved by Linaire, seconded by Annette. Carried.

#### **3.0 Business Arising:**

**5.6 Safe in Emery Room:** Dianne, Markham District High School Shop Class will reposition safe on the platform. Also the stove in the Emery Room will be cleaned and refinished. Product – “Stove Black”.

**3.0, 5.5 Go Signs in parking lot in front of Station:** Follow up by Ken.

**4.0 Station Management – Allan Stevenson:** Bookings update:

**November 1 – November 30, 2014:**

Total rent collected this period \$931    Year to Date 2014 \$15882  
Year to date 2013 \$18401

Breakdown of rent collected:

JKA	\$320	Karate	Reg renter
Claudia Coore	175	Party	Ref.
Kerry McRorie	152	Art Sale	Previous renter
Elna Grazales	135	Bday	Ref.
Lois Burkholder	14	Shower	City staff
Luanne Corriveau	135	Bday	Ref.

12 Future tentative bookings: 2 in Dec, 4 in Jan, 2 in Feb, 2 in Mar, 1 in Apr, 1 in Jun.

19 Calls rec'd: 5 referrals, 5 from the web, 4 previous renters, 4 did not return my calls, 1 city staff.

## December 1 – December 31, 2014.

Total rent collected this period \$1631    Year to Date 2014    \$17512  
Year to date 2013 \$19525

### Breakdown of rent collected:

JKA	\$448	Karate	Reg renter
Harvey Meek	66	Meeting	" "
Nadia Delmedico	175	Party	Previous renter
Jonathan Ho	393	"	Referral
Gail Koidis	293	"	Previous renter
Kary Odiatu	122	Meeting	Referrral
James Wright	134	Shower	Lives nearby

13 Future tentative bookings: 6 in Jan, 2 in Feb, 1 in Mar, 3 in Apr, 1 in Jun.

17 Calls rec'd: 7 referrals, 2 from the web, 4 previous renters, 3 did not return my calls, 1 saw sign

**4.1: Long Term Renter:** Allan- Almighty Jesus Christ Church is looking at renting the Meeting Rooms every Sunday from 3 to 6 PM for Church Service.

**4.2: SoCan Music Contact Markham:** Alex- For information for Markham contact Kerry Wakefield – 905-477—7000 – Ext. 2350 –Markham City Hall.

## 5.0 Station Management & Improvements:

**5.1 Cards for advertising:** On going.

**5.2 Station Fire Regulations:** All systems in good working order, inspection done by Robertson Fire on October 15, 2014 S/R #032496.

**5.2 Go Improvements –update:** Electrical Room, panels for fuses not installed. The Electrical / Maintenance Room is not up to Fire Safety Standards, with the extra electric panels GO is installing the Maintenance storage and MOP sink might have to be relocated. The Electric Maintenance Log Book (Site 174527) work performed by GO contractors has not been entered since the project started spring 2014. Follow up with the City of Markham & GO.        **Ken.**

### 5.3 Correspondence with Asset Management:

1. Sign (6" X 18") needs to be rehung: NW corner of the Station exterior: spoke with Bob this morning & a work order needs to be issued. The sign is in the electrical room. Bob/Asset Management will do this.

Not completed (January 8, 2015)

2. Pigeons are roosting over the windows of the GO office (West side) causing quite a mess on the frame and the platform. Does the City have a policy in place of eliminating birds from nesting in buildings? Not aware of any policy. As nesting season is over – we can review this in 2015.

3. Door (Heritage) South entrance of the Mingay Room rotting lower panel. Asset Management has discussed and the scope of work will be completed in 2015. Planning with Heritage will commence late winter/early spring 2015.

4. Have the register covers been ordered? I noticed one missing South wall of the Mingay Room under the bench. Bob/Asset Management will replace register covers. Completed.

5. Washrooms- require motion sensing light switch as they are normally left on after GO closes up in the AM. Also programmable temperature controllers. As I understand, these controls are not very tamper-proof. Would the Board consider changing these items at your cost? At this time, since the units are operational – we may review replacement of these items to improve building efficiency at a later date.

6. Windows in the Emery Room & hallway (3) frost up in the winter as they are Heritage Windows require double pane glass to prevent ice build up & water melting onto the frame. Asset Management has discussed and the scope of work will be completed in 2015. Planning with Heritage will commence late winter/early spring 2015.

7. 12 - 6' tables (folding) Replace 8' tables (2001)

4 - 4' " (card table size) ( missing )

24 - folding chairs. (replace broken & missing chairs - 2001.)

We can provide the City's contact for the above equipment – but this equipment is not supplied by the City.

8. Roof: Shingles NW corner not replaced. No quote.

9. Interior Painting: the interior is in need of paint, check to see if this scheduled for 2015. Ken.

10. Power Stream- Outstanding invoice from 2013 for water.

Power Stream

Account # 80-75-17175-012

addressed to Markham Village GO Transit

600-20 Bay St.

Toronto, On. M5J-2W3

Amount \$437.89- This has been resolved with GO.

11. Floor cleaning: Had a complaint from Markham JKA (Raymond) about the condition of the floor in the Mingay Room. (See notes).

6.0 New Business:

6.1 Advertising the Rental Rooms: Rental Facility Pamphlet from Markham Centennial Centre: it shows rental information, facility rental rates, pictures of facility,

contacts. As Sattelite Rental Facilities in the City might start collecting Music Fees Socan and Re-Sound the cost is listed under Rental Information.

For 2015 a pamphlet should be designed for the Markham Train Station and displayed at all Markham Rental Facilities.

Ken.

6.2 Christmas Decorations: Take down work party Saturday January 10, 2015 - 9:00 AM.

7.0 Adjournment: Motion to adjourn Moved by Ina, Seconded by Linaire. Carried. 8:00 PM.

Next Meeting: Thursday February 12th, 2015.  
Markham Train Station 7 PM.