

BOX GROVE COMMUNITY CENTRE BOARD
Box Grove Community Centre 7651 9th Line, Markham, L6B 1A8

Minutes of October 6, 2014 at 7:30 p.m.

Attendance: Ponniah Balasunderam(Chair), Tahir Khan, Syed Aziz, Sangeetha Thanayagam, Kandiah Panchalingam, Shahab Shaik and Andrew Moonilal Staff: Portia Lee Absent: Deputy Mayor Jack Heath, Nishanthan Balasubramaniam and Councillor Logan Kanapathi	
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Item	Discussion	Action Item
1. Call to Order	Ponniah Balasunderam welcomed members to the ninth Box Grove Community Centre Board (BGCCB) meeting of the year.	
2. Boxgrove Seniors Association	Box Grove Seniors Association president has presented at the October meeting. They have raised their target funds of \$2000 and completed the grant application. The Box Grove Seniors Association consists of 44 members out of 75 members meet at the community centre on Thursdays from 5:00 pm to 7:30 pm for meetings. They are now requesting the use of the centre for extended hours up to 9:00 pm. They are conducting Yoga class from 5:30 to 7:00 pm. The Box Grove Seniors Association have requested the Boxgrove Community Center Board to get 2 computers (preferably labtops), carom board and table tennis equipments.	Syed Aziz Portia Lee
3. Maintenance Representative and Community Centre Manager Log	- The board will use the cleaning logs from the Maintenance Representative and Community Centre Manager to tracking cleaning - There will be a cleaning done on every Friday night and Sunday morning - Shahab Shaik to take photos after each party/events in order to keep track of any damages to the centre.	Shahab Shaik

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	- Shahab Shaik has submitted his report to the chair. - Back up invoices are to be presented with the report each month - Purchases from Costco and Home Depot to be done by Shahab Shaik. - Purchase one/two large recycling bins for community centre with lock	Tahir Khan Shahab Shaik
4. Approval of the August 11, 2014, September 8, 2014 and October 6, 2014 BGCCB Meeting Minutes	Will be moved on next board meeting.	
5. Updates from the City of Markham	- The garbage bins outside the centre have not been sealed close. City to look into temporarily closing the top of the garbage bins. - City is not able to provide any table tennis equipment. They will provide a carom but it is missing some equipments. The board will research prices for table tennis, carom boards and laptops/computers. - The City of Markham to provide subsidised pricing guidelines and suggestions for seniors programs.	Portia Lee Portia Lee, Syed Aziz, Tahir Khan Portia Lee
6. Improvements to the Community Centre	- Hand dryer quotes will be reviewed and Ponniah Balasunderam will select a contractor to install the units in both male and female bathrooms. - Board will consider installing brighter light bulbs in the community centre to increase the light inside the main hall. - The board has approved the installation of a keypad lock for the front door of the community centre. Shahab Shaik will purchase and installed the unit.	Ponniah Balasunderam Syed Aziz Shahab Shaik
7. Discussion of Financial Statements	Tahir Khan reviewed the financial statements. Tahir Khan has developed a monthly	Tahir Khan

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	revenue tracking sheet which he will forward to Caroline Harvey and Shahab Shaik to track rentals. Shahab Shaik will also forward the cleaning tracking log to Tahir Khan.	
8. New Business	Boxgrove Community Centre Board logo will be discussed at the next meeting.	
9. Next Meeting Date	Next meeting of the Box Grove Community Centre Board will take place on November 3, 2014 at 7:30 at the Hall. The board will meet on the following upcoming days: Dec 1, 2014	
10. Adjournment	Moved by Ponniah Balasunderam Seconded by Syed Aziz That the BGCCB adjourn at 8:50 pm.	