

BOX GROVE COMMUNITY CENTRE BOARD
Box Grove Community Centre 7651 9th Line, Markham, L6B 1A8
 Minutes of November 3, 2014 at 7:30 p.m.

Attendance: Ponniah Balasunderam(Chair), Tahir Khan, Syed Aziz, and Sangeetha Thanayagam Staff: Portia Lee Absent: Deputy Mayor Jack Heath, Nishanthan Balasubramaniam, Kandiah Panchalingam, Andrew Moonilal 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	1. They are now requesting the use of the centre for extended hours up to 9:00 pm. 2. The Box Grove Seniors Association has 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	1. The board will use the cleaning logs from the Maintenance Representative and Community Centre Manager to tracking cleaning 2. There will be a cleaning done on every Friday night and Sunday morning and after each party 3. Shahab Shaik has submitted his report to the chair.	Shahab Shaik Tahir Khan

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4. Approval of the August 11, 2014, September 8, 2014, October 6, 2014 and November 3, 2014 BGCCB Meeting Minutes	Will be moved on next board meeting.	
5. Updates from the City of Markham	1. The garbage bins outside the centre have not been sealed close. City to look into temporarily closing the top of the garbage bins. 2. The board will research prices for table tennis, carom boards and laptops/computers. 3. The City of Markham to provide subsidized pricing guidelines and suggestions for senior programs or similar to it.	Portia Lee Portia Lee, Syed Aziz, Tahir Khan Portia Lee
6. Improvements to the Community Centre	1. Hand dryer quotes will be reviewed and Ponniah Balasunderam will select a contractor to install the units in both male and female bathrooms. 2. Board will consider installing brighter light bulbs in the community centre to increase the light inside the main hall. (postponed for an year, consider led lights in the future) 3. Sump pump hole was covered with aluminum cover 4. The board has approved the installation of regular lock for the front door of the community centre. Shahab Shaik will get 3 quotes for the locks. 5. Air Conditioner-maintenance contract will be given to a company. Get quotes from 3 maintenance contractors.	Ponniah Balasunderam Syed Aziz Shahab Shaik

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	6. Look into new cleaning services. Get 3 quotes individually.	Shahab Shaik, Syed Aziz and Sangeetha Thananayagam
7. Discussion of Financial Statements	1. Tahir Khan reviewed the financial statements. 2. Tahir Khan has developed a monthly revenue tracking sheet which he will forward to Caroline Harvey and Shahab Shaik to track rentals. 3. Shahab Shaik will also forward the cleaning tracking log to Tahir Khan. 4. Volleyball team makes quarterly payment – do a routine check	Tahir Khan
8. New Business	Box Grove Community Centre Board logo - Picture of our Community Centre.	
9. Next Meeting Date	Next meeting of the Box Grove Community Centre Board will take place on Monday, December 1, 2014 at 7:30 p.m. at the Hall. The board will meet on the following upcoming day: Monday, January 5, 2015 at 7:30 p.m.	
10. Adjournment	Moved by Ponniah Balasunderam Seconded by Syed Aziz That the BGCCB adjourn at 8:50 pm.	