

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

Minutes of April 21, 2014 at 7:30 p.m.

Attendance: Ponniah Balasunderam, Chair, Nishanthan Balasubramaniam, Tahir Khan, Deputy Mayor Jack Heath, Syed Aziz, Andrew Moonilal, and Sangeetha Thanayagam.

Staff: Shawn Hermans

Regrets: Kandiah Panchalingam, and Councillor Logan Kanapathi.

Item	Discussion	Action Item
1. Call to Order	Ponniah Balasunderam welcomed members to the fourth Box Grove Community Centre Board (BGCCB) meeting of the year. The board welcomed new members Andrew Moonilal, and Sangeetha Thanayagam to the committee.	
2. Approval of the February 10 th , 2014 BGCCB Meeting Minutes	Moved by Tahir Khan Seconded by Syed Aziz The minutes from February 10 th 2014 meeting were approved. CARRIED	
3. Interview Caretaker Vacancy	The Board interviewed two candidates for the vacant caretaker position at the Box Grove Community Centre. A series of questions were asked to both candidates about their experience and knowledge of maintaining a large facility. The board discussed both candidates and decided on a candidate for the position. The successful applicant is considering the remuneration offered and has two weeks to decide whether they will accept the position.	Ponniah Balasunderam

Item	Discussion	Action Item
	Moved by Deputy Mayor Jack Heath Seconded by Ponniah Balasunderam That the caretaker be hired for a six month contact. CARRIED	
4. Updates from the City of Markham	1. Electrical panel is scheduled to be replaced in spring 2014. In addition two flood lights to be installed to illuminate the Box Grove sign. 2. Shawn Hermans stated that the City of Markham is collecting the rental fees from similar size community centres. He will provide the board the list upon its completion. 3. Summer programs on Monday and Tuesday have been cancelled due to insufficient number of registrations.	Ponniah Balasunderam Shawn Hermans
5. Improvements to the Community Centre	1. D.B Flooring has been retained to refurbish the community centre floor. Andrew Moonilal will inspect this work to ensure good quality workmanship is maintained specified products are used. 2. The community centre roof was installed in 2006 and is under warranty. Reported roof leak to be inspected. 3. Tahir Khan will issue Purchase Order to D.B. Flooring and for future contracts. 4. The Board will review the cleaning contract for the community centre with a view to regulate the cleaning costs. The board will review various quotes for cleaning at the next meeting. Nishanthan Balasubramaniam will create a tracking log for community centre cleaning. 5. The First Aid Kit will be installed on the wall in the kitchenette. Tahir Khan reviewed the financial statements.	Andrew Moonilal Ponniah Balasunderam Tahir Khan Nishanthan Balasubramaniam Ponniah Balasunderam
6. Discussion of Financial Statements	1. The board has decided to give a donation of \$2500 to the Markham-Stouffville Hospital. Syed Aziz will coordinate with the Hospital.	Syed Aziz Ponniah Balasunderam

Item	Discussion	Action Item
	Moved by Ponniah Balsunderam Seconded by Tahir Khan . That the Board donate \$2,500 to the Markham-Stouffville Hospital. CARRIED	
7. Seniors Community Centre Grant	2. Bell Canada has been charging the community centre using two separate accounts. Ponniah Balsunderam will contact Bell Canada to verify accounts. 1. The Board has reviewed the grant application forms. The Board will have to donate \$2,000 to the Box Grove Seniors Association in order to apply for the grant. The Board has decided to postpone a decision until the Box Grove Seniors Association provides the Board with the proposal and business plan. The Board wants to ensure that the seniors program will be able to sustain itself past the funding stage. Representatives of the Seniors Association to be invited to attend the Board Meeting on June 2, 2014.	Ponniah Balsunderam
8. New Business	In order to recognize Frank Orovits and Tom Farrar for their service to the Box Grove Community Centre, the Board decided to organize a Dinner and present them with a plaque . Nishanthan Balasubramaniam to coordinate this dinner.	Nishanthan Balasubramaniam
9. Next Meeting	Next meeting of the Box Grove Community Centre Board will take place on June 2, 2014 at 7:30 at the Hall.	
10. Adjournment	Moved by Tahir Khan Seconded by Syed Aziz That the BGCCB adjourn at 9:20pm. CARRIED	