

## **Markham Train Station Community Centre**

### **Board of Management**

#### **Minutes of Meeting Thursday February 13, 2014.**

**Present:** Dianne More, Dorothy Gilbert, Donna Wigmore, Allan Stevenson (Station Master), Wayne Moss, Theo Rothe, Linaire Armstrong.

**Regrets:** Annette Ali, Mari Lin Van Zetten, Ken Rudy, Ina Campbell.

**Minutes:**

**Action:**

**Called to Order 7:00 PM:** By Dianne.

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

Carried.

**2.0 Approval of Minutes:** Approval of Minutes of Meeting held on January 9, 2014.  
Moved by Theo, seconded by Donna.

Carried.

**3.0 Business Arising: Maintenance Room-** Mop Sink Area repair deferred to March 3, 2014.

**4.0 Station Management – Allan Stevenson:** Bookings up date:

**Activity Report: January 1<sup>st</sup> – January 31<sup>st</sup>, 2014.**

Total rent collected this period-- \$1300.	Year to Date	2014	\$1300.
	Year to Date	2013	\$1940.

**Breakdown of rent collected**

JKA	\$448	Karate	Regular Renter
Harvey Meek	\$198	Meeting	Regular Renter
Shana Betz	\$92	Meeting	Previous Renter
Kathy Hardy	\$189	Party	Previous Renter
Muriel Ritchi	\$373	Shower	Referral

**12 future tentative bookings not yet paid for:** 1 in February, 4 in March, 1 in April, 4 in May, 1 in June, 1 in September.

**22 Telephone calls received this period....** 6 from the Web, 4 referrals, 6 previous renter, 6 did not return my calls.

**4.1 Station Master monthly Draw:** Allan thanked the Board for the increase effective January 1, 2014. New draw is \$400.00 per month.

**4.2 Fire Safety Plan:** not completed, review contents with Markham Fire Dept.

**Ken.**

## **5.0 Station Management & Improvements:**

### **5.1 City of Markham Info – Meeting tips – Laura Gold:**

1. Councillors who sit on your Board/Committee are referred to by their formal title (e.g. Councillor X, Regional Councillor X, Mayor X).
2. Board/Committee Resolutions are to be moved, seconded and carried.
3. Board/Committee actions of a significant nature or that require staff or financial resources are formally passed by resolution and that when recording the resolution in the meeting minutes it is clearly separated from the discussion section of the meeting minutes.
4. Advise the Clerk's Office of any Board/Committee Resolutions that require Council endorsement.

**6.0 New Business: Shelf & stand for Microwave in Mingay Room:** Obtain another quote for the shelf & stand. **Theo**

**7.0 Adjournment:** Motion to adjourn at 7:25 PM. Moved by Donna, Seconded by Theo.

Carried.

**Next Meeting: Thursday March 6th, 2014.  
Markham Train Station  
7 PM.**