

Markham Train Station Community Centre

Board of Management

Minutes of Meeting Thursday April 10, 2014.

Present: Dianne More, Dorothy Gilbert, Donna Wigmore, Allan Stevenson (Station Master), Wayne Moss, Linaire Armstrong, Elizabeth Plashkes, Ken Rudy, Mari Lin Van Zetten, Martha Neely (City Of Markham).

Regrets: Annette Ali.

Minutes:

Action:

Called to Order 7:06 PM: By Dianne.

Introduction of Guest – Martha Neely – City of Markham. Liaison to Markham Community Centre's Board of Management and the City of Markham. (mneely@markham.ca)

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

Carried.

2.0 Approval of Minutes: Approval of Minutes of Meeting held March 6, 2014 as amended moved by Ken, seconded by Dorothy.

Carried.

3.0 Business Arising: Don Reesor Oil Painting Circa 1960's of Marmill Feed Mill & Markham Train Station: Restored and reframed, cost \$282.50 (Unique Frame). Don Reesor notified and pleased that MVC taking care of the painting. It is displayed in the Mingay Room.

4.0 Station Management – Allan Stevenson: Bookings update:

March 1 – March 31, 2014.

Total rent collected this period-- \$1071.	Year to date 2014	\$4551.
	Year to date 2013	\$5882.

Breakdown of rent collected

JKA	\$480	Karate	Regular renter
Harvey Meek	\$264	Meeting	Regular renter
Frank Miserendino	\$140	Birthday	Referral
Jonille De Los Santos	\$187		Previous renter

12 future tentative bookings not yet paid for: 3 in April, 3 in May, 3 in June, 1 in July, 1 in August, 1 in September.

12 Telephone calls received this period: 5 from the Web, 2 referrals, 3 previous renter, 2 did not return my calls.

4.1 Fred Rich- BFL Insurance:

The 2014-2015 BFL Certificates of Insurance (with and without liquor) and rate sheet (effective April 2014). Some rates have been lowered and there are some new categories. (Distributed to Station Master).

Note: BFL wanted to remind the City of the following:

- That hourly rates cannot be split into ½ hour increments.
- To include all relevant entries on a monthly report in order to ensure coverage in the event of a claim (applies to Satellites and Kerry).
- Take care not to include entries that do not take place during that month on the report.
- BFL will now be requesting reports right away after the end of the reporting period. This will require you to get your reports in within 5 business days of the previous month's closing, or confirm to them that no bookings have taken place.

5.0 Station Management & Improvements:

5.1 Cards for Advertising: on display.

5.2 Station Fire Regulations: Ken- in compliance as of March 12, 2014, Fire Safety Plan approved by Markham Fire Dept. and copy in the cabinet in the Electrical Room.

5.3 Go Improvements: Go is doing major improvements at the Train Station during April to June 2014. Adding a west platform, lighting West Parking, electrical bunker south of Main parking lot and new electrical panels in Train Station Electrical Room. Contact person: Karl Parss Cole Engineering (Site Inspector) 416-312-7339.

5.4 Maintenance: Painting interior, scheduled for 2015, should be done 2014. **Ken.**
Floor cleaning: Maintenance personal leave large pools of water during mopping in the Mingay and Emery Rooms causing deterioration of the floors.

Registers – need to be replaced.

Ken.

Windows need to be cleaned. Exterior window frames (East) paint peeling.

Thermostat – Emery Room to control heat is in the GO ticket office (no entry) after hours to change the temperature. Look into thermostat located in the Emery Room.

6.0 New Business:

6.1 Advertising: Book your event posters, send copy to Elizabeth & Martha. **Ken.**

6.2 Web site: Look into a video of the rooms for rent showing functions they can be used for. (Dorothy's Wedding Anniversary.)

6.3 New Community to Rent Cards: should have web site address.

6.4 Parking Lot: The GO signs (yellow posts) at each parking space stating no parking are not in keeping with signs in the Heritage District and not visibility attractive. Review with GO for a solution.

7.0 Adjournment:

Motion to adjourn at 7:50 PM. Moved by Linaire, Seconded by Donna

Carried

**Next Meeting: Thursday May 8th, 2014.
Markham Train Station 7 PM**