

Markham Train Station Community Centre
Board of Management
Minutes of Meeting Thursday, January 9, 2014.

Present: Dianne More, Dorothy Gilbert, Donna Wigmore, Ken Rudy, Ina Campbell,
Allan Stevenson (Station Master), Wayne Moss, Mari Lin Van Zetten, Theo Rothe.

Regrets: Annette Ali.

Called to Order 7:15 PM: By Dianne.

1.0 Approval of Agenda:

Moved by Mari Lin, seconded by Dorothy.

Motion to approve the agenda.

Carried

2.0 Approval of Minutes:

Moved by Theo, seconded by Donna.

Approval of Minutes of Meeting held on November 14, 2013.

Carried

3.0 Business Arising:

3.1 Ken – replacement registers – Donna, sourced out
www.HeatRegisters.com , Ken to forward to Asset Department City of Markham with sizes required.

3.2. Microwave Oven: Panasonic Convection Microwave ordered and installed from Canadian Appliance – Invoice # 43600 dated 12/2/13 - \$848.36 (Includes 4 year warranty).

3.3 Cabinet's over counter with shelf for Microwave: Ken – Quote from Casella Carpentry services (Dan) "To build and install microwave cabinet and storage cupboards to suit existing mill work". \$1666.75.

3.4 Handicap Door Entrance: It has been repaired and working. Allan keys on reserve, if needed.

4.0 Station Management – Allan Stevenson; Bookings update:

Activity Report: November 1st – November 30th, 2013.

Total rent collected this period: \$1294.

Year to date 2013: \$18401.

Year to date 2012: \$17188.

Breakdown of rent collected:

JKA	\$416	Karate	Regular renter
David Jacobs	\$188	Meeting	Previous renter
Harvey Meek	\$330	Meeting	Regular renter
Monika Winnicki	\$80	Shower	Web
Jessica Dever	\$140	Party	Web
Camille Nghiem-Phu	\$140	Birthday	Referral

5 future tentative bookings not yet paid for: 1 in December, 2 in February, 2 in May.

7 Telephone calls received this period: 3 from the Web, 2 referrals, 1 previous renter, and 1 lives nearby.

Activity Report: December 1st – December 31st 2013.

Total rent collected this period: \$1124.

Year to date 2013: \$19525.

Year to date 2012: \$18922.

Breakdown of rent collected:

JKA	\$544	Karate	Regular renter
Harvey Meek	\$66	Meeting	Regular renter
Nadia Delmedico	\$140	Party	Previous renter
Josie Scala	\$140	Shower	Previous renter
Gerardo Hernandez	\$234	Birthday	Previous renter

6 future tentative bookings not yet paid for: 2 in January, 3 in February, 1 in May.

12 Telephone calls received this period: 3 from the Web, 1 referrals, 5 previous renter, 1 lives nearby, and 2 did not return my calls.

5.0 Station Management & Improvements:

5.1 Fire Inspection November 20, 2013: An inspection was carried out at the Train Station on November 20, 2013 by Jacqueline Dyson (Fire Prevention Officer) of Markham Fire and Emergency Services.

Following Fire Code Violations were noted:

1. Inspection & testing of Fire Alarm Systems not up to date.

Carried out by Robertson Fire Equipment on December 5, 2013 S/R # 582688.

2. Provide the Fire Department with a copy of the annual inspection and maintenance of the fire extinguishers.

Report sent to Fire Department by City of Markham Asset Department.

3. Post Emergency Signs "In case of Fire" near each manual pull station.

Completed: January 8, 2014. Cost \$115.26 Safety Media Inc. Invoice # 75321.

4. Prepare a Fire Safety Plan.

Being worked on.

5. Check emergency lighting.

Completed by Robertson Fire Equipment on December 5, 2013.

Repairs carried out.

6. Maintenance Room, combustible materials are not to be stored adjacent to the electrical breaker panels or disconnect switches (clearance of 1 m. to be maintained).

Completed.

Re-inspection to be carried out on February 19, 2014.

5.2 Sign Markham Train Station Station & GO: Needs cleaning deferred to March (warmer weather).

6.0 New Business:

6.1 Maintenance Room: Needs cleanup and repairs to Mop Sink area.

Quote from Casella Carpentry Services - \$758.23 "To install fiberglass around Mop Sink & additional shelving in Maintenance Room.

7.0 Adjournment:

Moved by Mari Lin, Seconded by Donna.

Motion to adjourn at 7:46 PM.

Carried.

**Next Meeting: Thursday February 13th, 2014.
Markham Train Station
7 PM.**