

# **Markham Train Station Community Centre**

## **Board of Management**

### **Minutes of Meeting November 14, 2013.**

**Present:** Dianne More, Dorothy Gilbert, ,Donna Wigmore  
Linaire Armstrong, Elizabeth Plashkes, Wayne Moss.

**Regrets:** Annette Ali, Mari Lin Van Zetten, Ken Rudy, Ina Campbell, Allan Stevenson (Station Master

#### **Minutes:**

#### **Action:**

**Called to Order 7:08 PM:** By Dianne.

**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 October 10, 2013 moved by Donna, seconded by Linaire. Carried.

**3.0 Business Arising:** **3.1 Ken** – replacement registers - deferred

**3.2. Donna:** report on convection/microwave of commercial grade – looking for a good microwave – to be possibly installed in a heritage –style cupboard above the counter – also a possible shelf above the counter – possible “kitchen consultation” – do we need more cupboards – existing cupboards to ne cleaned out on Nov. 28<sup>th</sup> at Christmas decorating – ask Daniel Casella to join us on the 28<sup>th</sup> to take measurements and design cupboard and shelf – Elizabeth will email Donna a suggested size for the microwave

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

**Activity Report-- Oct 10th 2013 to Oct 31st 2013**

The insurance reporting date has been changed to the end of the month & I have changed the Activity reporting date to coincide.

Total rent collected this period-- \$2210. Year to date 2013 \$17107.

**mrbigal@rogers.com**

Nov 29 at 8:50 AM

**Total rent collected this period-- \$1294. Year to date 2013 \$18401.**  
“ “ 2012 \$17188.

**Breakdown of rent collected**

<b>JKA</b>	<b>\$416</b>	<b>Karate</b>	<b>Reg renter</b>
<b>David Jacobs</b>	<b>188</b>	<b>Meeting</b>	<b>Previous renter</b>

Harvey Meek	330	Meeting	Reg renter
Monika Winnicki	80	Shower	Web
Jessica Dever	140	Party	Web
Camille Nghiem-Phu	140	Bday	Referral

5 future tentative bookings not yet paid for: 1 in Dec, 2 in Feb, 2 in May.

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

Prepared by Allan Stevenson

Allan Stevenson  
 28 Foundry Cres. Markham Ont. L3P 6W5  
 Tel: 905 554 8665 email: [mrbigal@rogers.com](mailto:mrbigal@rogers.com)

#### 5.0 Station Management & Improvements:

Display Case:

Interior Painting: Contacted the City of Markham for Budget 2014. – deferred - **Ken**.

Registers: Need replacing: Contact Ed Casella for Permanent Solution. - deferred - **Ken**.

Handicap door entrance: Require 10 Allan keys 3/16" for panic bar to activate the handicap entrance for Renters. –deferred - **Ken**.

6.0 New Business: Look into Wedding Shows in Markham for 2014 to promote Rental of Train Station – will look into this in the Spring 2014

Donna – advertising across the bottom of kiosks at the mall – advertising opportunity for us?

7.0 Adjournment: Motion to adjourn Moved by Donna, Seconded by Linaire. 7:35 PM Carried.

Next Meeting: Thursday December 12<sup>th</sup>, 2013 @ Jesterfield.