

**Markham Train Station Community Centre
Board of Management
Minutes
October 10, 2013**

Attendance:

Present: Dianne More, Dorothy Gilbert, Mari Lin Van Zetten, Ken Rudy, Donna Wigmore
Linaire Armstrong, Allan Stevenson (Station Master). Ina Campbell, Elizabeth Plashkes and
Wayne Moss

Regrets: Annette Ali

Minutes:

Action:

Called to Order 7:20 PM: By Dianne.

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

2.0 Approval of Minutes: Approval of Minutes of Meeting held September 12, 2013 moved
by Donna, seconded by Dorothy. Carried.

3.0 Business Arising:

1. Donna: report on convection/microwave of commercial grade. To be reviewed in November.

2. Search Engine Optimization (SEO): Elizabeth – Website for MVC , moved to Agenda of
MVC Meeting.

3. Display Cabinets: Linaire: On going.

4.0 Station Management – Allan Stevenson: Bookings up date:

Total rent collected this period-- \$1913. Year to date 2013 \$14897.
“ “ 2012 \$13840.

Breakdown of rent collected:-

Markham JKA	576	karate	Reg. renter
Harvey Meek	198	choir	Reg. renter
Anna Fermo	187	bday	referral
Carol Heck	392	bday	web
Rutherford Spraggon	173	meeting	previous renter
Kristen Cribari	200	bday	referral
Jonille De Los Santos	187	bday	previous renter

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10 future tentative bookings not yet paid for: 1 in Oct, 5 in Nov, 3 in Dec, 1 in Feb.

21 Telephone calls received this period.... 4 from the Web, 6 referrals, 5 previous renters, 1 attended an event, 5 did not return my calls.

Reports to City of Markham for Sports Can Insurance will be from the 1st of each month to last day. They will reflect only bookings for for the current month.

5.0 Station Management & Improvements:

Display Case: See 3.3.

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

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

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

6.0 New Business: Look into Wedding Shows in Markham for 2014 to promote Rental of Train Station.

7.0 Adjournment: Motion to adjourn Moved by Mari Lin, Seconded by Dorothy. 7:55 PM Carried.

Next Meeting: Thursday November 14th, 2013.