

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

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**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

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**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 |

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 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 14<sup>th</sup>, 2013.**