

**BOX GROVE COMMUNITY CENTRE BOARD**  
**Box Grove Community Centre 7651 9<sup>th</sup> Line, Markham, L6B 1A8**  
AGM Minutes of February 4, 2013 at 7:30 p.m.

In attendance: Tom Farrar, Angelica Gutierrez, Syed Aziz, Frank Orovits, Tahir Khan, Deputy Mayor Jack Heath  
Guest: Caroline Harvey  
Regrets: Nishanthan Balasubramaniam, Kandiah (Punch) Panchalingam, Ponniah (Bala) Balasunderam, Councillor Logan Kanapathi

**Welcome and Introduction**

**7:30** The meeting began late as present Board members were awaiting some members to attend the meeting. Tom welcomed everyone and asked members to introduce themselves. Tom has chaired the BGCB for 22 years although due to new City Council regulations, this will be Tom's last meeting as Chair. Syed has been a member for the past 3 years; Angelica has been a member for 3 years and this will be her last meeting as Recording Secretary; Frank Orovits has been a member and building manager for years; Deputy Mayor has been on the Board for the last 22 years; Caroline Harvey has been the rental manager for 7 years; Councillor Kanapathi has been on the Board since elected as ward councillor and new member Tahir Khan has recently been appointed Board member after completing an application to the City and interviewed with Board executive members as of January 21, 2013. Absent Board members, Nishanthan Balasubramaniam, Kandiah Panchalingam and Ponniah Balasunderam were appointed as well on January 21, 2013 following the same process. The list of the 2013 Board of Directors which is to increase to 10 members is still incomplete as 3 positions are still to be decided.

**Chair's Report      Tom Farrar**

**7:35** Tom informed the members that the Clerk's Office at the City of Markham had wanted to nullify the new appointments that the 2012 Board members interviewed and recommended on January 21, 2013 as City Council wanted the Councillors to *interview the interviewers* however Tom rejected the idea as he explained that the process had already been completed by Council's original protocol and the CAO acquiesced. Although the BGCB has been in operation for 22 years and members were also members of the Box Grove Community Association, City Council decided to standardize the make up and process of membership on all community centre boards and in 2011 the Box Grove Community Centre Board and the Box Grove Community Association became independent of each other. Due to new policies and regulations, it was determined that since Tom was a part time employee of the City of Markham, he could no longer be a member of the BGCB despite his 22 years of service and experience in the successful management of the centre.

### **Purpose of the AGM meeting**

- 7:45 The purpose of the meeting was 3 fold: discussion of what is needed on the Board; decide executive members of the Board; rental report by Caroline Harvey.

### **Rental Report Caroline Harvey**

- 7:45 Caroline listed her duties as rental manager for the BGCC. These include:
- picking up an average of 3-4 community centre inquiries per day
  - arrange showing of facilities
  - booking of facilities
  - completing contracts and arranging insurance (BFL Assurance through City of Markham) for events of a non alcohol nature
  - informing clients that events involving alcohol require additional insurance (Easy Insure)
  - providing invoices and monthly statements of earnings
  - liaises with Co-op School informing them of upcoming events and the need to clear the premises
  - present clients include: Co-op School rents the premises from Mondays to Fridays in the mornings for \$650.00 per month (not in July-August) and has been in this location for the past 30 years.
  - Christian Tamil group rents on Sunday afternoons
  - Moslem prayer group on Friday afternoons

### **Discussion of Financial Statements**

- 8:00 Tom explained the financial statements and that 2012 was the first full year that the statements of the community centre were separated from the BGCA. The two accounts separated are new and at the neighbourhood Toronto Dominion Bank. All NSF cheques have been recovered. A GIC will mature this summer. The issue of the monies paid for the centre's aging furniture was explained that it came out of the centre's budget instead of being paid by the City as is the case in other community centres. The furniture's replacement had been in discussion for over a year and it was Rob Bell that gave permission for the purchase. Deputy Mayor Heath would like the receipts to reimburse the community centre's expenditure. Tom went over the repairs made in 2012. Frank suggested the City consider the installation of hand dryers in the washrooms as the waste of paper towels has become a garbage issue and a growing expense to keep supplied. Tom would like to continue the \$2500.00 yearly donation to the Markham Stouffville Hospital.

A tour of the premises would take place at the end of the meeting for those interested.

### **Executive members of the 2012 BGCC Board**

- 8:15 Deputy Mayor Jack Heath inquired about the new executive. It was the consensus that the choosing of executive positions be deferred as there was no quorum. Tom informed the group that Nishanthan would consider the position of Vice Chair. Tom reviewed the duties of the positions of Chair, Treasurer, and Recording Secretary. Tom explained that all Board members are covered by the City of Markham insurance. The attending members agreed that Mondays would be a good evening for future meetings but that new dates would need to be decided at the next meeting.

Next meeting of the Box Grove Community Centre Board will take place on March 18, 2013 at 7:30.

Motion to adjourn-Angelica seconded by Syed.

- 8:30 Adjournment.