

ELMWOOD COMMUNITY CENTRE BOARD MEETING MINUTES

Tuesday, August 3, 2021 at 7:00 p.m.

PRESENT: Dale Ahrens, Dean Leifso, Michael Sugden, Beth Hamilton, Ernie Falkiner, Hazel Pratt

STAFF: Patsy Becker

ABSENT: Kodey Hewlett, Mark Coleman, Steve Lehman, Alicia DeVisser

1. **Call to Order** – 7:05 p.m.

2. **Approval of Amended Agenda**

Motion: Moved by D. Leifso Seconded by E. Falkiner
That the August 3, 2021 agenda be adopted as amended.

Carried

3. **Declaration of Pecuniary Interest (direct or indirect)**

- none

4. **Approval of Amended Previous Meeting Minutes**

Motion: Moved by M. Sugden Seconded by E. Falkiner
Amendment to #6 (bottom of 1st page) “a contractor through Brockton to ensure any potential damage caused by construction is identifiable”, and 2nd page change “counties” to “partners”

That the amended minutes from the July 6, 2021 meeting be approved.

Carried

5. **Treasurer’s Report**

June 2021 Expenses: \$3,131.13

Motion: Moved by D. Leifso Seconded by E. Falkiner
To accept the June Financial Statements as presented.

Carried

6. **Business Arising from the Previous Minutes**

- E. Falkiner continues to work on access to online Hydro records on behalf of the ECCB
- **Booking Agent** – Board received letter of resignation from Alyssa Harvie as she is leaving the area. D. Ahrens to interview with new candidate interested in the position for secretary/booking agent. MOTION: “That upon successful interview with candidate for Secretary/Booking Agent that the Chair be authorized to offer the position on the same terms and conditions as previous agent.” Moved by D. Leifso Seconded by E. Falkiner. **Carried**
- **Promoting facilities and Website and Facebook Page** Both M. Coleman and K. Hewlett absent
- **Insurance for facilities and events** Need M. Coleman and K. Hewlett present, West Grey and Brockton working to provide insurance for users booking facilities
- **Letters of understanding from Municipal partners re: Operating and Capital B.** Hanilton will email the letters of understanding to the ECCB

7. Ongoing Business

Covid 19 – Provincial Re-opening Plan Provincial Re-opening still in stage 3, opportunity to open up further. Limit of 25 indoors/100 outdoors and masking, contact tracing for events will be important.

Elmwood Community Hub Sub-Committee update Consultation/survey with Users – how was facility used, how will it be used in the future. Discussion as to mode of survey – paper/survey monkey/phone calls? D. Ahrens will send out meeting minutes

Implementation of capital projects – technology, pavilion, lighting Funding for pavilion lighting is coming from West Grey. Action: D. Ahrens will speak with M. Coleman re: process

Fire Plan, Alarm Systems, Panel

Book King Software Facility Booking system. New booking agent/secretary will need training. ECCB needs to set up e-transfers/online banking for booking events and paying bills. E. Falkiner will investigate e-transfer process with bank.

8. New Business

- **Accessibility Grant Application** – monies are available, government will provide up to 65% of amount of grant request. All buildings need to be fully accessible by 2025. Grant application period closed last Thurs. toured facility and discussed elevator, location (internal vs exterior), functionality for caterers.
- **Sneakers and Speakers Grant Application** – has been submitted by Brockton to Ministry of Seniors and Recreation for project “Sneakers & Speakers” to fund weekly programs for seniors to provide exercises, meals, speakers relevant to seniors (eg. home safety, fraud). Letter of support from ECCB
- **ECCB services and procedures review** – to have a special meeting in fall dedicated to discussion of job descriptions, etc. This should be updated every 2 years. At meeting, discuss ways of doing things, HR, financial responsibilities, contracts, H&S plans. To be an agenda item in future
- **Digital Support for Secretary** – ECCB needs computer/laptop to store/use for secretary, back-up is important. Possibly need a printer
- **Water concerns re: pond access** - concern about the water condition from the spring near the pond. Where is the water coming from? Need new warning signs.

9. Next Meeting

Tuesday, September 7, 2021 at 7:00 p.m. in person at Elmwood Community Centre pavilion.

10. Adjournment

Motion: Moved by D. Leifso Seconded by E. Falkiner
That the ECCB meeting be adjourned.

Carried