

## NEWCASTLE VILLAGE COMMUNITY HALL BOARD

August 18, 2020

Main Hall 7 pm

Present Were: Barry Carmichael, Chair  
Crystal Yaki  
Janeen Calder  
Marg Zwart, Local Councilor via phone  
Sierd DeJong

Regrets From: Robert Malone  
Grandville Anderson, Regional Councilor

Also Present: Gabrielle Bell, Secretary

Delegation – Newcastle Horticultural Society - President Jeany Barrett and Eileen Parry and Karen Delaney

Horticultural Society would propose to take care of urns and fountain gardens. The Society would like input on how fountain garden is cared for i.e. removal of plants. Chair informed club that the fountain garden is part of the contract with Municipality – no plants will be removed without consultation with the board. Chair noted once the plantings were put in they became the property of the Municipality.

Board is in agreement - Newcastle Horticultural Society will care for the urns going forward. Board will give input if needed on plantings. Urn plantings will be changed 4x per year, spring, summer, fall and winter.

### 1. MINUTES

Moved by S. DeJong , seconded by C. Yaki

**That June 2020 minutes are accepted as presented.**

**“Carried”**

### 2. BUSINESS ARISING

#### a) Heritage Envelope:

As per Chair, there will be a site meeting with Municipality and companies wanting to bid on work at hall on Aug 19<sup>th</sup>.

#### b) Garden Art:

As per chair he discussed placement of art with Sarah Allin – the artist is not in agreement that the art should be moved as he created it to be placed by fountain. Board discussed placement again. Question was asked are these permanent fixtures? Board will arrange meeting through Municipality with artist to discuss further.

#### c) Clock Tower:

As per chair the clock has been repaired. It is still 5 minutes slow, but custodian can correct when he winds. Custodian has been given direction on care going forward.

d) Gardens:

As per Director of Operations garden maintenance will be done by Clarington Contracting beginning August 1 2020. See attached for scope of work.

### 3. FINANCIAL REPORT

a) Moved by J Calder , seconded by S DeJong

**That financial report is received as presented.**

**“Carried”**

b) Montague Fund as of Dec 31 2019 \$11,407 (principal of \$10,000.00 not to be withdrawn)

c) Rinch Fund as of Dec 31 2019 \$150,314 (principal of \$140,000.00 not to be withdrawn)

d) March 2020 to Aug 15 2020 refunds total \$13,000.00

Secretary has asked for current status of above funds from finance. We are reminded that both of these funds are for capital use not operational expenses.

e) Fundraising account balance is \$12,652.64

f) Hall has approximately 8 events still booked from Sept through to December.

g) 2021 has 29 bookings, 26 of which are events moved from 2020 – Total outstanding on these events is approximately \$12,000.00.

### 4. INVOICES

Motion by J. Calder, seconded by M Zwart

That the following invoice be paid as presented:

G Bell \$248.78

Home Décor \$695.80

**“Carried”**

### 5. CUSTODIAL

Chair has continued to work with custodian to have work done that would normally be difficult to do while events were running. The basement foyer has been painted off white, lower kitchen is being prepped for painting.

### 6. CORRESPONDENCE

a) Horticultural Society – discussed under delegation

b) Newcastle Bowling Association has submitted letter (see attached) - bowling alley will not open until January dependant on status of CoVid19, this may be extended to Sept 2021.

c) Citron Hygiene (Pest Control) has given us a 3 month suspension of services as of June. We will follow up to extend further if necessary.

d) Tenants were sent a letter asking for their intentions for reopening their space so that we could plan. We have not heard from Historical Society or Durham Lodge. Lions Club have

started to meet. Soper Valley is ready when we give go ahead. A letter will be sent next week after the Chair has met with the Municipality for final direction.

e) Large lily was removed from fountain garden this past week.

## 7. RISK MANAGEMENT REPORT

Report not received.

## 8. NEW BUSINESS

- a) Signage – as per chair signage for building re: CoVid19 has been received from the Municipality.
- b) Municipal CoVid19 grant – we have informally been notified that we will receive \$4500.00 from this grant.
- c) Sanitizing Equipment – chair supplied information on ISF Pro for product that will disinfect and sanitize in 4 minutes. Product is on Health Canada list and does have DIN #. This would involve an applicator as well which will greatly decrease the labor required. Applicator (backpack) cost is \$2450.00, product at 5 gallons is \$220.00. To do a meeting room coverage would only require 2 – 3 ounces. Quote attached.

Motion by M. Zwart, seconded by C. Yaki

That we purchase a Victory Backpack from ISF Pro at \$2450.00 and use product.

**“Carried”**

- d) Window Cleaning –Chair has received a quote from Blue Diamond Window Cleaning of \$500.00 to do windows that we can't be reached. We will obtain 2 additional quotes.
- e) Website – we have a student working on updating our website.
- f) Re Opening – chair is working with Municipality on guidelines and date to reopen. Capacity in meeting rooms is greatly reduced. Suggestion that we offer tenants the use of the Main Hall for their meetings to allow them up maximum of 50 attendees. We would implement a cleaning fee only – use of main hall would be part of their contracted room usage. Board agreed to usage of main hall.
- g) Chair presented a touchless hand sanitizer for consideration. Cost is \$30.00. It was thought this may an item that would go missing.
- h) Walk About – board members did a walk around building to identify any additional work that should be done while events are not running.

ADJOURNED 9:00 pm

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Chair

Secretary