

NEWCASTLE COMMUNITY HALL BOARD

March 16 2021
Zoom 7 pm and Main Hall

Present Were: Barry Carmichael, Chair
Crystal Yaki
Janeen Calder - zoom
Henry Corvers
Granville Anderson – Regional Councilor - zoom
Marg Zwart – Local Councilor

Regrets From: Sierd DeJong

Also Present: Gabrielle Bell, Secretary

1. MINUTES

Moved by M. Zwart seconded by H. Corvers

That minutes of February 2021 are accepted as presented.

“Carried”

2. BUSINESS ARISING

- a) Security System update – Rob Groen, Supervisor of Buildings and Property, Community Services Dept. has forwarded a Privacy Impact Assessment for proposed surveillance system. We have requested a copy of the Municipal Surveillance Policy for information. H. Corvers had a number of questions regarding report:

- Do we have copy of video surveillance policy
- Should video be reviewed even if there is no detected damage since the video gets deleted each 2 weeks
- If we are maintaining copies of video for 1 year, how are we storing it? Where are we storing it? How do we review it later?
- If the police are involved, is 1 year retention long enough? What about legal matters that could stretch out for longer than 1 year?
- Appendix A – shouldn't arrow out of Copy of Footage Created go into Copy provided to Clerks rather than out of Supervisor box?
- Are we really giving a copy to DRPS if we are doing an internal investigation? That is what flowchart indicates.
- Who is accountable for ensuring DRPS and Clerk copies are destroyed?

Chair asked if H. Corvers would follow up with the Municipality for answers and report back to the Board for consideration. H. Corvers has agreed to speak with our contact for details. It is noted that our custodian S. Fogg does a check of outside of building daily as part of job description. We also do a monthly inspection report, would it be advisable to keep tapes for a month.

- b) Hotel California event – we have received new contract with cancellation deadline of May 1 2021 with full refund. Decision to be made at April meeting to proceed or cancel event.
 - c) Restoration Project update as per Rob Groen on schedule to be completed end of April 2021. Chair has spoken with company and has been assured that weather permitting they will be working outside to complete project. Clock tower is close to completion.
 - d) Municipality has responded that they are issuing full refunds due to CoVid19 (see attached)
 - e) Durham Lodge Lease – notes attached. Chair asking for permission to negotiate 1 free weeknight rental or 2 at \$350.00 each discounted from \$700.00.
- Motion by H. Corvers, seconded by J. Calder

That contract states for 2021 2 weeknight rentals at \$350.00 discounted from normal fee of \$700.00 **“Carried”**

3. FINANCIAL REPORT

Moved by M. Zwart, seconded by H. Corvers

That financial report is accepted as presented. **“Carried”**

Balance in fundraising account \$12,628.14
 Request updated report on Trust Funds from Municipality
 Budget request received from Municipality in the amount of \$71,700.00 for 2021.

4. INVOICES

Motion by C. Yaki, seconded by M. Zwart

That invoices for Geek Girl Media \$615.00 be paid as presented. **“Carried”**

4. CORRESPONDENCE

- a) Victory Sprayer recall –Chair will follow up with custodian to send information to company.
- b) Capital Budget Request has been received in the amount of \$71,700.00. A letter of thanks will be sent to Council for their support.
- c) Canadian Blood Services has let us know they will no longer be using the hall for clinics after March 10 2021. The lighting and lack of A/C has been an issue for them. They have been able to book Newcastle Baptist Church for future clinics.
- d) Clarington Volunteer Nominations – M. Zwart suggested we nominate S. DeJong

5. RISK MANAGEMENT REPORT

Report has not been submitted for 3 months. Chair will follow up with S. Fogg

6. CUSTODIAL

- a) Painting has begun – men’s washroom in main hall has been done
- b) Woodwork has been touched up with stain to cover the worst marks. It has made quite a difference in the appearance of the wood.
- c) C. Yaki and secretary will review benefits package and ensure staff understand their options.

7. NEW BUSINESS

- a) Secretary brought up the need to update our website. It has not been updated since inception in 2010. Quote from Geek Girl Media who currently maintains our domain and site is attached. Emagine is also submitting a quote this week. H. Corvers will assist with development of site.
- b) CEWS – Board agreed to continue to apply for subsidy.
- c) Future bookings - secretary has reported 3 showings last week with all 3 confirming their dates. Secretary is informing new bookings going forward that no refunds due to CoVid19, but no penalty to move date if necessary. We have 3 more showings in the next 2 weeks.
- d) J. Calder reported on meeting with BIA, they met with S. Brake Director of Operations and discussed their assistance with installing Christmas lights. Would Board be interested in lights permanently installed to be used for events throughout the year? Although this would look great to be lit up for events, would all want this as some prefer the Historic feel of the building.
- e) Discussed capital expenditures for future – replacement of railing in main hall to be in keeping with the historical nature of building.
- f) Discuss committee for 100th celebration at April meeting to include projects.
- g) C. Yaki will check with Historical Society on whether there is a plan to purchase cupboard doors.

Motion by M. Zwart to adjourn at 8:42 pm