

NEWCASTLE COMMUNITY HALL BOARD

December 21, 2021

Zoom 7 pm

Present Were: Barry Carmichael, Chair
Henry Corvers
Crystal Yaki
Marg Zwart, Local Councilor
Granville Anderson, Regional Councilor

Regrets From: Janeen Calder
Sierd DeJong

Also Present: Gabrielle Bell, Secretary

1. AGENDA

Moved by H. Corvers, seconded by G. Anderson

That the agenda is accepted as presented.

“Carried”

2. MINUTES

Moved by C. Yaki, seconded by H. Corvers

The minutes of October 19 2021 are accepted as presented.

“Carried”

Moved by H. Corvers, seconded by C. Yaki

That minutes of November 16 2021 are accepted as presented. “Carried”

3. BUSINESS ARISING

- a) Security System – no response to email sent to R. Groen, Supervisor Buildings & Property
- b) Accessible Parking spot will be located in front of cenotaph
- c) Clock Tower - B. Carmichael reported that we have had the clock looked at by one company to see we can mute or stop the clock chimes at night. We have not received report back. Danny Hooper will also be looking at clock when he is available.
- d) Centennial Room display case – tabled to January. B. Carmichael will give C. Yaki contact information to follow up with Horticultural Society in the New Year.
- e) Blinds for Early On – G. Bell is gathering information for quotes
- f) Keys for Hall Board members will be limited to 3 – master key for all outside doors, main hall and custodial closets. All other keys will be in custodial closet if needed. S. Fogg has been instructed to ensure all keys are accounted for within the key lock box. Board members to return all other keys to Steve for storage.

- g) Dishwasher update – B Carmichael reported that cost is looking like \$11000.00. We have committed \$5000.00 from fundraising account. Secretary is obtaining information on balances in Trust Funds. Municipality has been asked what process would be for obtaining loan from them. We are also investigating refurbished or second hand.

4. FINANCIAL REPORT

Moved by M. Zwart, seconded by C. Yaki

That financial report is accepted as presented.

“Carried”

5. INVOICES

Moved by C. Yaki, seconded by M. Zwart

That the following invoices be paid as presented:

B. Carmichael \$160.00 Flags

B. Carmichael \$75.00 Employee Xmas Gift

“Carried”

6. CORRESPONDENCE

- a) ISF Pro has sent notice that products we are presently using cover the variants – received for information.
- b) Municipality of Clarington has changed policy for appointment to Board and Committee “The appointment recommendation shall either (i) be ratified at council; or (ii) pulled at Council, the vote shall proceed in the same manner as if the vote were taking place at Committee”
- c) Municipality has received grant to offer free seniors programming. They are asking for free space in Community Buildings for same.

Moved by G Anderson, seconded by C. Yaki

That Board gives approval to participate in Seniors Program offering free space during the day when it does not impact a booking.

“Carried”

- d) Building Services sent out request for Operating Funding Requests with due date of November 29th. Secretary has already submitted Budget Requests to Finance Department as requested. There is no need to submit to both departments as per Director G. Acorn.
- e) Secretary requested contact information for Security Company used by Municipality for checking proof of vaccination in case scheduled security does not show up. Lee-Ann Reck, Manager Client Services has sent this information. All Board members have been copied. This information should be posted at hall so it accessible to whoever is on duty.
- f) Rob Groen, Supervisor, Buildings & Property has sent out updated information for approved trades contacts and after hours Municipal contact in case of emergency at building. All Board members have been copied. This information should be posted at hall so it accessible to whoever is on duty.

7. COVID19 Update

- a) Updates have been sent out to staff and Board Members. We are now at 50% capacity. We do not have an event in the main hall scheduled until February 2022, other than use by yearly tenants for meetings, which are all well below 50%.

8. RISK MANAGEMENT REPORT

Has been received for information. Copy will be sent to Building Services

9. CUSTODIAL

Moved by M. Zwart, seconded by H. Corvers

That the meeting go in camera

“Carried”

Moved by H. Corvers, seconded by G. Anderson

That meeting come out of camera

“Carried”

10. NEW BUSINESS

- a) Request by Early On to add paragraph to contract (see attached) – M. Zwart will consult with R. Mclvor at Municipality for clarification on re-enter and re-letting terms.
- b) Vaccination Policy – tabled to January meeting.
- c) 100th Committee is requesting approval of recommendation to take on capital project of an elevator for the 100th anniversary.

Moved by M. Zwart, seconded by G. Anderson

- d) Early On has requested installation of 2 new fans in their room. Secretary has purchased and Early On will reimburse Hall. We will arrange install through Building Services. The present fans are over 25 years old.
- e) Curtains in main hall – Vanessa Bilenduke-Guppy notified B. Carmichael that purchasing is obtaining multiple quotes as per policy. Stage curtain will be replace (color match) and side curtain hardware will be replaced.
- f) Secretary reported Bowmanville Kinsmen have been contacted numerous times to confirm holding of May 2022 date for Lobsterfest. There has been no response. Boar approves recommendation to no longer hold a date for this client.
- g) B. Carmichael will be out of country from December 31 2021 to April 2022. He will attend meetings via Zoom or What’s App.

Motion by H. Corvers to adjourn 8:35 pm