



**NEWCASTLE COMMUNITY HALL BOARD**

Board Meeting

Tuesday March 18, 2025 7:00pm

Council Chambers

In Attendance:

J. Calder-Rowsell, Chair

P. Martin

S. Payton

D. Frost

J. Blake

M. Green

Regrets: W. Woo, Regional Councillor

Staff In Attendance: McKayla Park, Secretary/Treasurer

**1. CALL TO ORDER CLOSED SESSION**

Chair called the meeting to order at 6:58pm

**2. LAND ACKNOWLEDGEMENT**

J. Blake opened the meeting with the Land Acknowledgement statement.

**3. APPROVAL OF AGENDA**

Motion to Approve Agenda with changes by M. Green

Seconded by Deanna

**"CARRIED"**

**4. DECLARATION OF PECUNIARY INTEREST**

None to report

**5. APPROVAL OF MINUTES**

Motion to approve minutes

P. Martin

S. Payton

**"CARRIED"**



## **6. BUSINESS ARISING FROM MINUTES**

### **6.1. Gardens**

**6.1.1.** Discussion regarding managing and upkeep of Hall gardens. Newcastle Gardening Club offered some suggestions on upkeep and how to make them easier to maintain. Newcastle Gardening Club offered to assist in removing some plants and splitting them to sell or transport. Suggestion to form a volunteer group to do the initial spring clean-up and planting/transporting any plants/flowers that may need to be removed. Watering system would need to be repaired and unbursed if we plan to use an automated watering system. Will gather quotes to hire a landscaper for weekly maintenance; J. Rowsell to get a quote from How's Your Yard.

### **6.2. Main Hall – Audio Equipment**

**6.2.1.** Deferred to next meeting.

### **6.3. Purchase of Dishwasher**

**6.3.1.** Will review rental terms and cost; leaning towards continuing the rental vs. outright purchase. M. Park to look into descaling service and regular maintenance included with rental

### **6.4. Centennial Room Closure**

**6.4.1.** Updated board members on Centennial Room; it is currently closed due to air quality test results. Discussion regarding April 6<sup>th</sup> rental that has booked all 3 rooms within the hall. Will discuss with renter to see if it would be acceptable to add an enclosed tent in our patio area to provide a space for equipment to be stored.

### **6.5. Tables for Main Hall & Centennial Room**

**6.5.1.** Need to replace banquet and craft tables that are damaged. Preference to find tables that are lighter than what we currently offer. Inventory and condition report of all tables, including round tables that stored in the basement is required.

Motion by M. Green to replace damaged craft and banquet tables, up to 10 tables with a budget of \$2000.00.

Seconded by D. Frost

D. Frost assigned to this task.

**“CARRIED”**



## **7. FINANCIAL REPORT & EVENTS UPDATE – M.PARK**

**7.1.** Motion by J. Blake to accept the financial report as submitted.

Seconded by M. Green

**“CARRIED”**

**7.2.** Motion by P. Martin to look into investing some of our current operating balance. Will map out the next 6 months of expenses to provide an amount that we could safely invest without affecting operations that can be drawn when needed.

Seconded by S. Payton.

**“CARRIED”**

## **8. NEW BUSINESS**

**8.1.** Discussion regarding changing the day of the week our regular board meeting falls on. M. Park to discuss with municipality to see if it is an option.

**8.2.** Employee Contracts

Employment lawyer to review and revise our employee contracts. Hourly rate quoted is \$375.00. Motion by S. Payton to spend up to \$2000 on lawyer fees for employee contract revisions.

Seconded by M. Green

**“CARRIED”**

## **9. ADJOURNMENT**

Motion to adjourn by P. Martin at 8:30pm

Seconded by D. Frost