

**TOWNSHIP OF PUSLINCH**  
**RECREATION COMMITTEE MEETING**

**MINUTES**

Date: Tuesday, March 15<sup>th</sup>, 2011

Time: 7:00 p.m.

The Third Regular 2011 Recreation Committee meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers at the Township Office.

**ATTENDANCE:** All members of the Committee (except Chairman Jim McMillan) and the Secretary Colleen Sutton were in attendance.

**OTHERS IN ATTENDANCE:**

1. Councillor Fielding

**ADOPTION OF THE MINUTES:**

Motion: MOVED by Councillor Roth and SECONDED by Councillor Stokley;  
THAT: The Minutes of the Second Regular 2011 Recreation Committee Meeting dated February 15<sup>th</sup>, 2011 be and are hereby adopted as presented.  
CARRIED.

**ACCOUNTS FOR PAYMENT:**

Motion: MOVED by Fred Law and SECONDED by Councillor Stokley;  
THAT: We acknowledge payment of the attached statement of expenses for February 2011.  
CARRIED.

- i) Concern was raised re BFI Invoices and dumping the second bin when it doesn't need to be dumped. One bin should be used until it is full and only dump them if there is garbage in it. Chain the second bins so it won't be dumped. Secretary to look at the contract and see what our requirements are. What about emergency calls for dumping?

**BOOKING AGENT REPORT:**

- Wall is being damaged by the storage of chairs and tables. Lisa feels it is need of repair. MOTION by Councillor Stokley and SECONDED by Mary Helen Hohenadel; that we look into two estimates for repair and painting of the Archie MacRobbie Room. CARRIED.
- Chairs need to be stacked against the cement wall. Consider a more neutral color. We should also look at a price for the ceiling tile replacement.
- Lisa has suggested that a minimum charge for 2 hours for the gym for a birthday-type party and we charge \$75.00 plus HST. The Committee agreed to this suggestion and Lisa is to use her own discretion.
- Lisa had an inquiry to rent the kitchen. The charge is \$100.00 but for what time frame? The Committee agreed that the charge be \$100.00 (minimum for up to 4 hours) and \$25.00/hr after that.
- Boynton Marketing Group – request to meet regarding advertizing for ORC boards – decline regretfully. We also had a letter from the Optimist Club wherein Ken Williams advising that he already has some commitments for advertizing. MOTION by Wayne Stokley and SECONDED by June Williams, that Ken Williams on behalf of the Optimist Club proceed with his work on the advertizing on the boards. CARRIED.
- Go Plastics – noting at this time.
- Two comment sheets were provided for Committee's information. Lisa should be very proud of the comments received.

### **THIRD REGULAR 2011 RECREATION COMMITTEE MEETING**

- Groupex – this is a group we can join that would provide some savings on purchases. A membership fee would be paid but the savings would cover this fee very quickly. A number of the companies involved and some of them we already deal with. Lisa to make arrangements to have someone come to a meeting to give an explanation. Get some testimonials.
- MOTION by Councillor Roth and SECONDED by Fred Law; that we sign the contract with Groupex now just to deal with Pepsi for now and look at others in the future. CARRIED.
- Lisa was asked what percentage of people that she shows the Community Centre to actually make a booking. Lisa thinks approximately 90-95% will make a booking and some of the reasons for not booking include: too small; bride wants something more elaborate; location; date not available.
- Lisa was asked to include a statement of income each month with her report.
- The Committee agreed that Council passed the rental fee by-law for a 6 month period and we may have to look at it again soon. The Sunday rental fee was discussed as Lisa is booking a lot of Sunday afternoons. A concern was raised regarding how many bookings have no charge associated with them. Are we trying to eliminate our ability to assist the Community Groups by allowing them to hold their meetings, etc. free of charge? Can we limit the number of free dates for each group? Do we want to discourage the ‘community’ feel of the Centre? We do need to brain storm on new ideas for hall rentals and ideas on how to reduce our expenses. This will have to be a separate meeting as it needs to be a thorough discussion.

#### **BUSINESS ARISING FROM MINUTES:**

- ORC up-date – Memo from Dave Thompson with a short update on the progress being made to finalize the work at the ORC.
- Sub-Committees – job descriptions were discussed and small changes made; further discussion to take place at April meeting. Should be looking at standardized time sheets for all employees, check lists for each position for certain jobs that need to be done (daily-weekly-monthly-yearly)
- Soccer request – wait for soccer to come back with quotes (asap) on grass cutting, etc. as budget deliberations are almost complete
- Five Year Capital Expenditure Plan – Committee to look this over and further discussion will take place in April
- Health & Safety Report – Secretary to report back on action that was taken
- Pay phone has been removed from the foyer.

#### **NEW BUSINESS:**

- Optimist Club request to put a trailer in the parking lot at the Community Centre for their sale of fireworks was granted.
- We need to tighten up the procedure within the next meeting. Too many people are speaking at once and all comments should be going through the Chairman.

#### **ADJOURNMENT:**

MOTION by Councillor Stokley and SECONDED by June Williams;

THAT: The meeting is adjourned.

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Chairman

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Secretary

#### **NEXT MEETING:**

Tuesday, April 19, 2011 at 7:00 p.m.