

**Grand Valley and District Community Centre  
Meeting Minutes**

Members Present: Gail Little, Chair, Deb Halls, Co-Chair, Sue Graham, Paul Latam, Brett Lyons, Steve Soloman, Clinton Taylor, Jeremy Zukowski

Staff Present: James Allen, Helena Snider, Secretary/Treasurer

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**1. Call To Order**

**2. Agenda Approval**

Moved By: P. Latam  
Seconded By: C. Taylor

**Resolution Number: 2024-12-01**

***BE IT RESOLVED THAT*** the December 9, 2024 regular meeting agenda be adopted as amended. Jenny Docherty is addressing the Board under Section 5 Deputation and being removed from Section 9 Correspondence.

**CARRIED**

**3. Disclosure of Pecuniary Interest**

**4. Minutes of Previous Meetings**

**4.1 November 4, 2024 Minutes**

Moved By: S. Soloman  
Seconded By: C. Taylor

**Resolution Number: 2024-12-02**

***BE IT RESOLVED THAT*** the minutes of November 4, 2024 be adopted as amended, correct the spelling of member Zukowski's first name from Jamie to Jeremy and correct the spelling of construction in Section 5 Deputations/Presentations.

**CARRIED**

**5. Deputations/Presentations**

**5.1 Jenny Docherty - Refund Consideration**

J. Docherty addressed the Board regarding her experience in renting the Grand River Room for her daughter's Buck and Doe in June. There was no staff on site for the event to address her concerns. The Air Cadets were in the room she rented for the full day and she was advised that no one would be able to access the room. The air conditioning units were not functioning, therefore several guests left early. There was a tray of breakfast sausages in the oven that were old and moldy. The Board discussed J. Docherty's concerns and requested that J. Allen change the locks to the Grand River Room so in the future only the individual who rented the room will be given access to the room.

Moved By: S. Soloman  
Seconded By: C. Taylor

**Resolution Number: 2024-12-03**

**BE IT RESOLVED THAT** the Board approve to refund Jenny Docherty \$500 for the use of the Grand River Room for the June event.

**CARRIED**

Moved By: C. Taylor  
Seconded By: S. Graham

**Resolution Number: 2024-12-04**

**BE IT RESOLVED THAT** the Board rescind the 10% discount referred in the September 2024 resolution 2024-09-03.

**CARRIED**

**6. Unfinished Business**

**6.1 Joint Cost Sharing Agreement**

**6.2 Arena Expansion**

J. Allen advised the Board that the tender package for the expansion is almost complete.

**7. Financial Reports**

**7.1 Accounts Payable**

The Board questioned the Training and Workshops line, this is for XPlor Recreation training. There was also a question regarding the Telecommunications line, there was an invoice from HELM sue to a pin-pad malfunction.

Moved By: B. Lyons  
Seconded By: P. Latam

**Resolution Number: 2024-12-05**

**BE IT RESOLVED THAT** the accounts payable for November 2024 in the amount of \$42, 052.18 be approved and paid from the Operating Account.

**CARRIED**

**7.2 Accounts Receivable**

Moved By: D. Halls  
Seconded By: J. Zukowski

**Resolution Number: 2024-12-06**

**BE IT RESOLVED THAT** the accounts receivable for November 2024 in the amount of \$84, 809.71 have been deposited into the Community Centre bank account and are hereby approved.

**CARRIED**

**7.3 Budget Variance**

**B. Lyons left at 6:12pm**

The Board questioned a few line items. The Levy revenue line, staff advised that the November bank reconciliation has not been completed. Merchant Charges line, why is it so high? J. Allen advised minimal cash intake and the credit card use is high. Office Supplies line, there was a new employee hired, items were required for her desk/office space.

**8. Arena Manager's Report**

**8.1 HST Break and Concession Sales**

There was discussion regarding the HST Break, how will this effect the Concession sales and how do we proceed so J. Allen can inform his staff accordingly. The Board informed J. Allen that HST will be removed from all Concession sales. J. Allen informed the Board that the Concession sales are down, he is requesting to purchase a popcorn machine to increase sales.

Moved By: J. Zukowski  
Seconded By: S. Soloman

**Resolution Number: 2024-12-07**

**BE IT RESOLVED THAT** the Board receive the HST Break and Concession Sales correspondence;  
**AND FURTHER THAT** the Board authorize the purchase of a popcorn

machine up to the purchase cost of \$700.00.

**CARRIED**

**8.2 2025 Draft Budget**

J. Allen presented the 2025 Draft Budget to the Board. There were questions regarding a few line items.

Moved By: D. Halls

Seconded By: S. Graham

**Resolution Number: 2024-12-08**

**BE IT RESOLVED THAT** the Board receive the 2025 Draft Budget as presented;

**AND FURTHER THAT** the budget be revised with no adjustments to the 2024 levy.

**CARRIED**

**9. Correspondence**

**10. New Business**

**10.1 Eating Periods and Breaks**

The Board discussed the option between paid lunch/dinner and the time being deducted. There were various options discussed. The Board agreed that the half hour lunch/dinner is being deducted from all employees.

Moved By: P. Latam

Seconded By: S. Soloman

**Resolution Number: 2024-12-09**

**BE IT RESOLVED THAT** the Board receive the eating periods and breaks correspondence.

**CARRIED**

**10.1.1 Arena Sign**

The Board asked about the warranty on the digital sign, it has been down quite a few times in a short period of time. J. Allen informed the Board that he has requested that all squares be replaced.

**11. Confirmation of Meeting**

Moved By: D. Halls

Seconded By: S. Soloman

**Resolution Number: 2024-12-10**

***BE IT RESOLVED THAT*** leave be given to confirm the proceedings of the December 9, 2024 Grand Valley & District Community Centre Board meeting.

**CARRIED**

**12. Adjournment**

Moved By: D. Halls

Seconded By: S. Soloman

**Resolution Number: 2024-12-11**

***BE IT RESOLVED THAT*** we do now adjourn this meeting to meet again on January 13th, 2025 at 5:30pm.

**CARRIED**

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Gail Little, Chair

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Helena Snider,  
Secretary/Treasurer