

McKenzie Towne Council

Tuesday January 16, 2018

Board of Directors Meeting @ 6:00 p.m.

McKenzie Towne Hall

Attendance: Rob Van Gastel , Margaret McPherson , Rob Lapierre , Shawn MacDougall, Malik Amery, Laura St. Croix, , Wade Keller, Gwyn Schorno (via phone)

Regrets: Jackolynn Coughlin, Rick Leigh, Ute Davis, Preston Thirwell, Adam Collyer, Jessica Smith, Joseph Burke

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1. Call to Order 6:00 PM
 2. In Camera
 3. Open Meeting 6:30 PM
 4. Approval of Previous Minutes:

Motion: To Approve November 21st, 2017 minutes from previous monthly meeting – circulated by email. Note: Due to Christmas holidays, no December 2017 Board Meeting.

Moved by Malik Amery Seconded by Margaret McPherson

Carried

5. Introductions and Attendance.
 - a. No guests present – No introductions required.
6. GM Report –
 - a. GM Report – Attached and Submitted.
 - b. Rentals and Programs Updates: Uptakes in Rental requests, bookings, credit to focus and efforts of staff. Strong demand as well for program offerings.
 - c. Website update: Investigation of other RA websites / redesign ideas in general with a goal towards revamping MTC site to ‘refresh and revive’ to enhance user experience. Expected start of redesign is end of February 2018.
 - d. Optional Amenities Agreement Renewal – Further meeting held by city and MTC GM, focus on adjustments in garbage collection and invoicing process.
 - e. Hours Of Operation for 2018 – MTC President raised the desire to set the Holiday hours for full calendar year in order to be sure revamped Prestwick Common has coverage and general good practice. GM will bring forth hours of operation proposal for review at Q1 Strategic Planning Meeting.

7. Committee Reports

a. Executive – Annual Strategy Meeting for MTC Date set for March 9, 2018. All Directors expected to attend with a pre-read document in preparation stage now, to be distributed weeks in advance of Meeting.

b. Operations – Presented by Wade Keller on behalf of Preston Thirwell.

i Policy Recommendation – Prestwick Common Maintenance and Hours Of Operation.

Motion: To implement Policy as brought forth
Moved by Rob Van Gastel. Seconded by Wade Keller
Carried

ii Policy Recommendation – Hours of Work and Scheduling Policy.

Motion: To implement Policy as brought forth.
Moved by Rob VanGastel. Seconded by Shawn MacDougall
Carried

iii Project Status Updates: Mirror installation successfully completed. Partition replacement work continues, with order places and expected execution of end of Q1 2018

To supplement the Policy recommendations in points i and ii above, the Amenities Policy will have added additions:

- 1) MTC Staff members are encouraged to provide input and guidance to all who use MTC facilities and communicate MTC rules as required.
- 2) MTC Staff members will use available communication tools to inform in a timely manner any issues arising in regards to MTC facilities.

c. Finance – Treasurer Malik Amery provided Financial Profit and Loss for months June – November 2017 as well as Monthly Financial Minutes.

Motion: Approval of Monthly Financials
Moved by Malik Amery. Seconded by Wade Keller
Carried

8. McKenzie Towne Community Association – Meeting held Week Of January 8th, attended by Director Margaret McPherson. MTCA members to actively participate in MTC Winterfest event on Jan 19th.

9. Prestwick Common – Status Update: MTC President provided update on status of Common which is fully operational for winter season. Also provided update on Substantial Completion process being successfully concluded for site building. The Substantial Completion process is ongoing for the waterpark portion of the Common, tracking towards completion with Rob engaged with vendor on outstanding items

10. Other Business / New Business Arising:

- a. Social Media Resident Comments – Standing agenda item to review and be aware of all comments / feedback received via social media tools
- b. Emails Received From Members- Standing agenda item, no specific emails to be addressed in this January Monthly meeting.
- c. Emergency Exit – In basement of building, the gym door and locking system needs to be purchased and installed.

Motion: To approve the installation of proper fire exit panic bars combined with audible alarm on the external gym door.

Moved by Malik Amery. Seconded by Shawn MacDougall

Carried

- d. Events for 2018 – GM will send a list of MTC Events to Directors for all 2018.
- e. Sponsorship Policy – General discussion / review of Policy. No motion required.
- f. Investment of Funds – General discussion. No motion required.

11. Questions from Floor – None

12. Next Meeting Dates: February 20th, 2018. March 20th, 2018.

13. Adjournment –

Motion: To adjourn meeting

Moved by Rob VanGastel. Seconded by Margaret McPherson

Carried