

McKenzie Towne Council
Tuesday, December 13, 2016
Board of Directors Meeting @ 6:00 p.m.
McKenzie Towne Hall
MEETING MINUTES

Attendance

Attending: Laura St. Croix, Brian Henderson, Preston Thirlwall, Jessica Smith, Shawn MacDougall Via Phone, Ute Davies, Roger Doucet, Rick Leigh, Jacquolynn Coughlin, Malik Amery, Margaret MacPherson (Acting as Chair)

Regrets: Rob Van Gestel

Meeting Called to Order at 6:08

Meeting Moved in Camera

Open Meeting (6:12)

Amendments to the Meeting Agenda

- None

Motion: To approve minutes from November 15 Board Meeting – circulated by email

Moved by Preston Thirlwall Seconded by Jacquolynn Coughlin

Carried

Motion: To approve meeting agenda

Moved by Roger Doucet Seconded by Brian Henderson

Carried

Introductions & Attendance

- Sheldon and Sami (staff)

1. GM Report —

- a. Fee Collections – payment plans have decreased from 65 to 11
- b. Christmas party well attended and was a big success
- c. One staff member didn't attend (had a baby-100 Gift card provided)
- d. Basement Renovations
 - i. Options distributed via email
 - ii. One idea is a rubberized flooring but costs is about 15\$/sq ft
 - iii. Board desires increased utilization rates
 - iv. Tabled until January when we will have more detail of costing of options
- e. Good Food Box
 - i. We will require a rider on insurance for this program
 - ii. Tabled until January when we will have specific insurance costs.
- f. Communications
 - i. Dan will now focus on marketing, Molly recreation and programming, Brit social media and special events

2. Committee Reports
 - a. Executive Committee – Nothing to report
3. Finance/HR/IT
 - a. Working with Ivernet on a project renewal
 - b. Looking for better accounting coding
 - c. Further information in January
 - d. Recruitment of GM
 - i. Aiming for a start time of January 17
4. Financial Update –
 - a. Budget: On target at this time.
 - b. Programming use to be reported in January
5. Policy –
 - a. New policy on secondary employment

Motion: employees are not to undertake any work that is a perceived or actual conflict of interest with MTC without board or designate approval. Moved by Jacquolynn Coughlin
 Seconded by Brian Henderson

Carried

6. Operations – None
7. Prestwick Common

Motion: to approve funds of \$1.770 Million for the Prestwick Common Revitalization Project
 Moved by Brian Henderson seconded by Roger Doucet

Carried Unanimously

Motion: The Prestwick Common committee with Sheldon to provide funds for deposits to:

\$171 000 Water Play Inc

\$50 000 Eagle Builders

\$75 000 GLVT

Contingent on a development and Building Permits. These are refundable if permits are not issued. Moved by Jacquolynn Coughlin Seconded by Brian Henderson.

Carried

8. Community Association No one in Attendance
9. Other Business/ New Business Arising
 - a. Community garden
 - a. Two separate groups looking at the concept.
 - b. Rental process of Towne Hall
 - a. Discussion on process
 - b. Need to ensure the best customer service and experience
 - c. Sami will ensure CSRs are providing the best service
 - d. Look at adding a special instruction line on form to better know of specific needs of renters.

10. Next Meeting Dates

- a. January 17,
2017
- b. February
21, 2017

Motion to adjourn at 8:31
Moved by Roger Doucet