

# Belmore Arena Board Meeting MINUTES September 18,2023

*Time: 8:00pm Location: Lounge, Belmore Community Centre*

**Attendees:** Marvin Grimes, Mark Ireland, Kim Harris, Jenn VanDyk, Corrine Gautreau, Kyra Wright, Nigel VanDyk, Warren Weber, Ian Inglis, Bill de Vos, Lori Willits, Jeremy Underwood, Lindsay Underwood

**Secretary/Recorder:** Kyra Wright *(in Darlene's absence)*

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
8:00	<b>Call to Order</b> <b>Approval of September 18, 2023 Agenda</b> - <i>Jeremy Underwood</i>		Jeremy called the meeting to order at 8:04
8:02	<b>Approve Previous Meeting Minutes August 21, 2023</b> (attached) - <i>Team</i>		Motion to approve minutes by Jenn, seconded by Marvin.
<b>Agenda Items</b>			
8:05	<b>Update Previous Action Items</b> (below agenda items) - <i>Jeremy Underwood</i>	<b>Standing</b>	See below.
8:15	<b>Grant Recognition Event</b> - <b>Chamber</b>	<b>Discussion</b>	Confirmed date for November 12th. Kyra will reach out to OTF. Discussed having refreshments like last year, hot chocolate, popcorn, etc. Will be bundled with memorial tree unveiling. Media will need to be arranged; Kyra will ask OTF who does this.
8:25	<b>Correspondence</b> - <i>Board</i>	<b>Standing</b>	Mildmay is seeking submissions from volunteer organizations on where to donate \$\$\$. Chris Inglis drafted a letter seeking submission for the memorial tree. Kim read the letter, and all agreed it should be sent on.
8:35	<b>Grants Update</b> - <i>Kyra Wright</i>	<b>Standing</b>	<b>Notes below in action item. Action item can be closed out to regular update.</b> No further updates.
8:45	<b>Treasurer's Report</b> - <i>Jenn VanDyk</i>	<b>Standing</b>	Additional bill to be paid not included in report. Bill for double doors installed by Donkers Harris for \$3,334.97. Motion to pay bills by Ian (1), Warren (2).

8:55	<b>Belmore Catering</b> - <i>Chris Inglis/Catering Member</i>	<b>Committee Report</b>	Nothing to report.
9:00	<b>General Maintenance</b> - <i>Jeremy Underwood/Warren Weber</i>	<b>Committee Report</b>	Notes below in action item. Cover will be placed over the weeping bed pump switch. Flat roofs at the back are in dire condition. Warren is trying to find someone to do the work, but it is difficult.

9:05	<b>Parks Board</b> - <i>Jamie Dickson</i>	<b>Committee Report</b>	Nothing to report.
9:10	<b>Rentals - Hall &amp; Lounge</b> - <i>Kim Harris</i>	<b>Committee Report</b>	Donation received (\$40) for pavilion usage. Same people want to use the pavilion next year. 6 picnic tables missing. Lots of rentals for November/December. Some concern over Pickleball conflicts with fridge usage, as well as alcohol at their final event. Need to ensure that any alcohol sales take place with proper permits and insurance.
9:20	<b>Ice Rentals &amp; Installation</b> - <i>Warren Weber</i>	<b>Committee Report</b>	Lots of rentals, going to be a busy year. Warren suggested Kim send out an email asking for volunteers for flooding. Anyone wanting to learn is welcome.
9:30	<b>Belmore Curling</b> - <i>Bill Devos</i>	<b>Committee Report</b>	Insulation complete. Nothing further to report.
9:35	<b>Belmore Figure Skating</b> - <i>Mary Inglis, Heidi Dupuis, Sharon Hofman</i>	<b>Committee Report</b>	Figure ska.ng has reported first day of ska.ng for November 1st. Jeremy will reach out to her to ensure that it is pushed back to November 6th so that the ice has time to set fully. Figure Skating update submitted by Heidi Dupuis: <ul style="list-style-type: none"> <li>• Registration has opened. So far, we have about 30 skaters registered.</li> <li>• First day if skating is planned for November 1st.</li> </ul>
9:40	<b>South Bruce</b> - <i>Mark Ireland</i>	<b>Committee Report</b>	Expansion of Formosa/Teeswater Waste Water Plant commencing.
9:45	<b>Morris-Turnberry</b> - <i>Jamie McCallum</i>	<b>Committee Report</b>	Absent.
9:50	<b>Howick</b> - <i>Marvin Grimes</i>	<b>Committee Report</b>	Bi-Law Officer has taken a new job. Nothing further to report.

9:55	<b>Communication</b> - <b>Team</b>	<b>Committee Report</b>	Snow Removal Contract submission letter complete, and Lindsay is going to send out. Additionally, will be advertised for 2 weeks, Belle Haven is going to cover 50% of the cost of the advertising.
10:00	<b>Belmore Chamber of Commerce -</b> <i>Kyra Wright/Nigel VanDyk</i>	<b>Committee Report</b>	Mentioned about Maple Tree replan.ng which was an outcome of the Homecoming Mee.ng. Chamber is going to cover cost of replan.ng the trees. Let's Talk DGR Mee.ng was tentatively scheduled for November 16th.
<b>Next Meeting - October 16, 2023</b>			
<b>Adjournment of Regular Meeting</b>		Motion to adjourn by Mark Ireland.	
<b><i>Previous Action Items</i></b>			
<b>Lead</b>	<b>Agenda Item/Topic</b>	<b>Actions for Follow Up</b>	

Kim	<b>Container/SeaCan – Extra Storage</b>	<p>20221121: Kim is to have Gord check availability on container listed for sale online.</p> <p>20221219: Nothing to Report – defer to next mee.ng</p> <p>20230116: Previous one sold. Still looking. Bryce Weber bought out DAC – Jeremy will check with him.</p> <p>20230228: Jeremy talked to Bryce - \$3700 estimate for used SeaCan. Delivery not included. Jeremy will talk to him again and get one lined up for spring.</p> <p>20230320: Nothing new to report.</p> <p>20230417: Jeremy spoke with Bryce and he has lots on hand - \$3700 for 20T. Bryce would like a taxable receipt.</p> <p>20230417: Jeremy will speak to Brenda at Howick re: taxable receipt</p> <p>20230417: Kim will talk to Gord about putting double doors in for container – needs to be done before container is placed. Before wedding season starts in July.</p> <p>20230417: Propane tank may need to be moved – if that turns out to be the case, Jeremy will talk to Sparlings.</p> <p>20230515: Gord talked to Nelson, 5ft doorway to 20ft container to store chairs. Mike to cut masonry for door. Bryan Dobbyn to check for hydro.</p> <p>Can't get 5 ft door – going 2 – 3ft doors to give you a 6ft doorway. Cost of door \$1497.00. Welding \$545.00. Only other cost would be Mike Reinhart for masonry and drywall touchups. Wedding end of June 24<sup>th</sup>. Then contractors could do after that as July is open. Motion to go ahead with door installation in the hall by Kim, 2<sup>nd</sup> by Corrine, carried.</p> <p>20230515: Jeremy will talk to Bryce regarding container.</p> <p>20230515: Kim to get quote from Bryan for pain.ng SeaCans – if he is interested in doing that.</p> <p>20230619: Doors come in Wednesday, July 21<sup>st</sup>. Mike has been told timeline – July to beginning of August is open to complete work. Gord is gone July 8<sup>th</sup> to 15<sup>th</sup>. Bryan is going to paint container brown to match.</p> <p>20230717: To start later this week.</p> <p>20230821: no update, Kim absent. Container previously found was sold so going back to Mildmay. Double doors are complete &amp; pain.ng complete in hall. Expec.ng bill for masonry work.</p> <p>20230918: Seacan arrived, bill received, Ace's Towing donated 50% of the cost. Painting to be completed next week pending weather. Few final touches to be done. <b>This item can be closed.</b></p>
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Chris	<b>Donation Tree – display for arena</b>	<p>20230417: Chris will contact Cox Signs and order a tree.</p> <p>20230515: no update.</p> <p>20230619: Down payment of ½ has been sent. We will do the installation. The remainder of the bill is due once we receive the tree.</p> <p>20230717: No update</p> <p>20230821: Tree leaves have arrived; waiting on trunk to arrive – should be soon.</p> <p>20230918: Still waiting on trunk. Mentioned that unveiling of the tree will happen at the “first skate event” same time as the grant recognition (Nov 12th). Chris is still taking names. Letter written to Mildmay Homecoming asking for donations for the memorial tree as they are seeking submissions for where to donate \$ for those organizations who volunteered.</p>
Kim	<b>Team Photos – dry mounting</b>	<p>20230515: Kim to get team photos dry mounted.</p> <p>20230619: Photos being worked on.</p> <p>20230717: no update</p> <p>20230821: Dry mounting photos to be done by Friday.</p> <p>20230918: Dry mounting complete. Email to be sent out regarding who would like the original photos. First come first serve approach. This item can be closed out.</p>
Jeremy	<b>General Maintenance</b>	<p>20230515: Repairs needed:</p> <ul style="list-style-type: none"> <li>- toilet lid is broken in Women’s Washroom.</li> </ul> <p>20230717: Toilet still needs to be fixed. Jeremy to look at.</p> <p>20230717: Water dripping in walk-in cooler. Jeremy to look at.</p> <p>20230821: still not fixed</p> <p>20230821: no repairs made</p> <p>20230821: Lawnmower has flat tire.</p> <p>20230918: Lawn mower .re fixed. Toilets in need of replacement. Motion made to replace the hall/lobby toilets as well as the toilets outside (total of 16) by Lindsay (1), Kim (2) PENDING that the quote to do this work is reasonable. Kim is going to get toilet prices.</p>
Kyra	<b>Grants Update</b>	<p>20230619: Kyra is going to speak to our grant rep to see if it is possible to reallocate funds or an extension on grant.</p> <p>2023047417: Kyra advised Jeremy we can reallocate funds. No other update.</p> <ul style="list-style-type: none"> <li>- Suggestions: Roof needs repaired, carpet ... we will wait until Kyra is back to discuss. <ul style="list-style-type: none"> <li>o Warren will look into getting an estimate from roofing guys</li> </ul> </li> </ul> <p>20230821: Warren made some calls but never heard back from anyone</p> <p>20230821: Kyra will try to get Curling Club spray foam and fireproofing paid by OTF funds which were allocated for painting. Kyra will call Bill or Dave when she hears back from OTF.</p> <p>20230918: Curling Club insulation complete and Kyra received invoice from Bill. Unfortunately, the roof cannot be covered under the grant. This item can be closed out to the regular update.</p>
Lindsay	<b>Tender Ads</b>	<p>20230717: Lindsay Underwood will touch base with Jamie and get ads into the paper.</p> <p>20230918: Close item out.</p>

	<b>Lobby Bench Steel</b>	<p><b>20230717:</b> Arena Board paid Mr. Martin for lobby bench steel, not picked up yet.</p> <ul style="list-style-type: none"> <li>○ Gord Harris and Paul Inglis are looking after this project. Follow-up at August 21<sup>st</sup> meeting</li> </ul> <p><b>20230821:</b> No update on the steel.</p> <p><b>20230918:</b> No update.</p>
Jenn/ Jeremy	<b>Belmore Ball Park – Breaker Replacement</b>	<p><b>20230821:</b> Breakers were replaced in Belmore Ball Parks – By Sepoy on July 4<sup>th</sup></p> <ul style="list-style-type: none"> <li>○ Howick received invoice and forwarded to us <ul style="list-style-type: none"> <li>▪ Not sure why this work was completed</li> <li>▪ Will touch base with Parks Board, Howick &amp; Sepoy</li> <li>▪ Add to Action Items for next meeting</li> </ul> </li> </ul> <p><b>20230918:</b> Repairs were completed. This was a legitimate expense that Belmore must pay. There will be a second invoice coming for additional repairs. This item can be closed out.</p>
Nigel/ Jeremy	<b>Delegations for Council Budgets for Brine Header Replacement - Asking for Funds</b>	<p><b>20230918:</b> Nigel brought up it would be prudent to get letters/and attend council meetings to submit delegation for funds for brine header replacement. Would need a quote to get this letter together properly. Jeremy is going to work on it.</p>
<b>Parking Lot</b>		
Jeremy/ Warren	<b>General Maintenance – for Summer</b>	<p>20230228:</p> <ol style="list-style-type: none"> <li>1) Brine header – preventive maintenance by 2025. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Need to let Municipalities know (in November/December) about Brine Header replacement project before their budgets are made.</li> </ul> </li> <li>2) Roofs in tractor room need to be repaired – leaking. Currently flat roof, want to change to sloped roofs. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Warren made some calls but never heard back from anyone 3) Boards around the ice surface need to be replaced.</li> </ul> </li> </ol>

<p>Arena Board/Howick Twp</p>	<p><b>Sandblasting &amp; Painting</b></p>	<p>20221017: Due to unsatisfactory work, Board passed motion to hold back payment to J-K Sandblas.ng</p> <p>20221121: Jeremy contacted J-K and advised of partial payment and once he returned to do touchups and around door. J-K advised he could come back in spring, but more money would be due.</p> <p>20221121: Jeremy will advise J-K that the Board will pay for lift but will not be paying more money for the job quoted.</p> <p>20221219: Nothing to Report – defer to next mee.ng</p> <p>2023016: Supposed to come – we look. May charge interest on balance owing.</p> <p>20230228: No further communication.</p> <p>20230417: Next step is, we need to speak with Howick and see if they will back us if this goes to court.</p> <p>- Speak to CAO and Operations Manager to see if they can reach out to J-K regarding the contract and our (Belmore and Twp) concerns.</p> <p>Motion to continue to hold payment and speak to Howick Twp as to next steps.</p> <p><b>20230515:</b> J-K will not speak with Jeremy. Only wants to speak to Howick Twp. Howick Twp is in support of us. J-K is 100% at fault for the poor workmanship. Three townships are onboard and have their lawyers working on it. The lawyers want Burnside (Engineers) to come in and assess the work again. The matter is now out of our hands. <b>MOVE TO PARKING LOT</b></p> <p><b>20230821: No further update.</b></p>
<p><b>Adjournment:</b></p>		<p><b>Next Meeting: October 16, 2023</b></p>