

# Belmore Arena Board Meeting MINUTES September 16, 2024

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

**Attendees:** Jeremy Underwood, Lindsay Underwood, Marvin Grimes, Kim Harris, Mark Ireland, Coreen Gautreau, Ian Inglis, Brett McPherson, Heidi Dupuis, Nigel Van Dyk, Jenn VanDyk, Kyra Wright, Jamie McCallum

**Regrets:** Chris Inglis, Randy Scott, Warren Weber, Dave Eadie, Wanda Inglis

**Secretary/Recorder:** Darlene Loos

<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 16, 2024 Agenda</b> <ul style="list-style-type: none"> <li>• <i>Jeremy Underwood</i></li> </ul>		Called to order 8:02am Motion to approve agenda by Kim Harris, 2 <sup>nd</sup> Jamie McCallum  Additions to Agenda: None
8:02	<b>Approve Previous Mtg Minutes August 19, 2024 (attached)</b> - <i>Board</i>		Motion to approve minutes by Marvin Grimes, 2 <sup>nd</sup> Ian Inglis
<b>Agenda Items</b>			
8:05	<b>Move Into Closed Session</b>		Motion to move into closed session by Marvin Grimes, 2 <sup>nd</sup> Nigel Van Dyk
8:24	<b>Move Back into Regular Meeting</b>		
8:25	<b>Update Previous Action Items (below agenda items)</b> - <i>Jeremy Underwood</i>	<b>Standing</b>	Reviewed Action Items below.
8:40	<b>Correspondence</b> - <i>Board</i>	<b>Standing</b>	None
8:50	<b>Grants Update</b> - <i>Kyra Wright</i>	<b>Standing</b>	<ul style="list-style-type: none"> <li>• Kyra heard back from Trillium, and they asked for further information regarding the Arena Boards plans for the defibrillators. Kyra is expecting to hear back soon.</li> <li>• The Leland and Thora Vance Fund, if received, could be used to replace the brine header. Jeremy to get the quote for brine header to Kyra. Applications need to come from a Township. We will have to apply in partnership with Howick. Motion to have Howick apply for the Leyland and Vance Fund on our behalf, by Nigel Van Dyk, 2<sup>nd</sup> by Kim Harris.</li> <li>• Sport and Recreation Infrastructure Fund – Howick will apply for their asks and Belmore will apply for their asks and it will be lumped together.</li> </ul>

			<p>The ask will be under the 50% coverage guideline. Everything to Howick by October 15<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• What projects do we want to seek grant money for. Below is a list of upcoming projects. <ul style="list-style-type: none"> <li>○ Compressor</li> <li>○ New boards</li> <li>○ Sidewalk around the arena</li> <li>○ Baseball diamond lights</li> <li>○ Sandblasting and ceiling painting in the arena</li> <li>○ Asphalt at the back</li> <li>○ Resurfacing tennis court</li> </ul> </li> </ul> <p>Group decided to apply for grant money for: new boards, brine header (if can apply), ball lights, Sandblasting and Painting.</p> <ul style="list-style-type: none"> <li>- Motion to apply for new boards, brine header and ball lights and possibly Sandblasting and Painting. <ul style="list-style-type: none"> <li>○ <b>Can't move forward with our grant submissions until we know if we need to pay for Sandblasting and Painting.</b></li> </ul> </li> </ul> <p>Motion to partnership with Howick to apply for the Sport and Recreation Infrastructure Fund by Kyra Wright, 2<sup>nd</sup> by Lindsay Underwood, carried.</p> <p>Need letters of support from community members, Arena Board, Chamber, Figure Skating, other user groups, individuals, other municipalities. Mass email to be sent out after the Emergency Meeting (Kyra will send Kim an email template) on September 25<sup>th</sup>.</p> <p>Emergency Meeting – September 25<sup>th</sup> at 8pm to discuss the outcome of Howick's September 23<sup>rd</sup> meeting.</p> <p>Brett will send an email chain to Chamber to see how much they would be willing to fund.</p>
<p><b>8:55</b></p>	<p><b>Treasurer's Report</b> - <b>Jenn VanDyk</b></p>	<p><b>Standing</b></p>	<p>Received \$40,000 cheque from Chamber.</p> <p>Bills to be paid. \$33,120.90</p> <p>Motion to pay bills by Jamie, 2<sup>nd</sup> Nigel. Carried</p> <p>Major expenses coming up are:</p> <ul style="list-style-type: none"> <li>• Hydro</li> <li>• Electrical work for hand dryers</li> </ul> <p>Motion to ask Chamber for \$30,000 at their October Meeting to cover the cost of Karn's Roofing bill by Jenn Van Dyk, 2<sup>nd</sup> by Kim Harris. Carried</p>

			2025 Budget – if any unique or large expenses are coming up please email Jenn V. Jenn would like to prepare a budget.
9:00	<b>Belmore Catering</b> - <i>Chris Inglis/Kim Harris</i>	<b>Committee Report</b>	Belmore Catering has been discussing the kitchen rental policy and would like the Arena Board to Would like the Arena Board to make a policy that the kitchen can only be rented out with the small or large hall. Motion to amend rental policy to read: “Kitchen rental will only be allowed in conjunction with the rental of the small or large hall unless Belmore Catering has been hired.” by Kim Harris, 2 <sup>nd</sup> Nigel Van Dyk.
9:05	<b>General Maintenance</b> - <i>Jeremy Underwood/Warren Weber</i>	<b>Committee Report</b>	Nothing new to report.
9:10	<b>Parks Board</b> - <i>Brett McPherson</i>	<b>Committee Report</b>	<ul style="list-style-type: none"> <li>• Big tree outback is a mess, will take some limbs down.</li> <li>• Back ball fence – can come down and possibly be reused around the diamond.</li> <li>• Batting Catch – screen is starting to fall apart. Hasn’t been used in 10 years. <ul style="list-style-type: none"> <li>- should consider taking down except for the screen against the diamond.</li> </ul> </li> </ul> <p>Once fence topper comes, a work bee will be arranged to address above.</p>
9:15	<b>Rentals - Hall &amp; Lounge</b> - <i>Kim Harris</i>	<b>Committee Report</b>	<p>Pop order has been placed and an invoice will arrive for this order. Lots of bookings being made. Every Saturday and Sunday in December are booked.</p> <p>Need four strong guys to help put in arena glass.</p> <p>Saturday, Sept 7<sup>th</sup> – Hanover Pickleball was here and it wasn’t booked.</p> <p>Warm Room rental - \$225 for the weekend.</p> <ul style="list-style-type: none"> <li>- Some people comment about the warm room not available for the ice rentals. We feel the income from the room is likely of more value as the warm room was never used.</li> </ul>
9:20	<b>Ice Rentals &amp; Installation</b> - <i>Warren Weber</i>	<b>Committee Report</b>	<p>Warren recommends that ice rentals go up \$5/hour.</p> <ul style="list-style-type: none"> <li>- Hockey \$135/hour.</li> <li>- Broomball \$105/hour.</li> </ul> <p>Motion to increase ice costs by \$5/hour by Jamie McCallum, 2<sup>nd</sup> by Mark Ireland, carried.</p> <p>Correspondence to be sent to Howick Township along with approved minutes showing the increase was passed.</p>

			Vending Machines – Lindsay Underwood will contact the owner. Pop machine is freezing pop.  Hockey sticks going on to Public Skating. We need to discuss what we want to happen this year. <b>PUT ON NEXT MONTH'S AGENDA</b>
9:25	<b>Belmore Curling</b> - Dave Eadie	<b>Committee Report</b>	None
9:30	<b>Belmore Figure Skating</b> • Heidi Dupuis, Andrea Warwick	<b>Committee Report</b>	Registration is open – 21 skaters registered to date. Season runs Nov 4 to March 12 <sup>th</sup> . Still looking for Star Skate Coach
9:35	<b>South Bruce</b> - Mark Ireland	<b>Committee Report</b>	Referendum on Oct 28 <sup>th</sup> . Get out and vote.
9:40	<b>Morris-Turnberry</b> - Jamie McCallum	<b>Committee Report</b>	Nothing new to report.
9:45	<b>Howick</b> - Marvin Grimes	<b>Committee Report</b>	Nothing new to report.
9:50	<b>Communication</b> • Lyndsay Underwood	<b>Committee Report</b>	Nothing new to report.
9:55	<b>Belmore Chamber of Commerce</b> - Randy Scott	<b>Committee Report</b>	Nothing new to report.

**Emergency Meeting – September 25, 2024 at 8pm**  
**Next Regular Meeting - October 21, 2024 at 8pm**

**Adjournment of Meeting at 9:48pm**

**Motion to adjourn by Marvin Grimes**

**Previous Action Items**

<b>Lead</b>	<b>Agenda Item/Topic</b>	<b>Actions for Follow Up</b>
Jeremy/Jenn	<b>General Maintenance</b>	20231218: Jeremy will talk to Paul Inglis regarding closing in gap in table storage container 20240115: A plan has been set to close the gap in the table storage container. <b>20240226</b> : Paul did measuring and is to be fixing the gap. <b>20240415</b> : No update on Container
Kyra / Jeremy / Kim	<b>Grants</b>	20240415: Jeremy to email Karn's quote to Kyra Wright for grant research 20240527: No update 20240527: Suggestion made that stone be put between parking barriers and wall ( <i>very difficult to cut the grass &amp; adds a lot of weedeating</i> ). If grant money available poured concrete sidewalk would be the way to go – possibility accessibility grant? Kyra may know more. 20240617: No update 20240715: Kyra will look into grants for defibs, hand dryers and urinals

		<p>20240819: Kyra was absent but sent word she has submitted an application to Trillium Mutual Roots Fund for \$5000 to pay for 2 Defibrillators. Won't hear back until November/December</p> <p>20240916: Kyra heard back from Trillium, and they asked for further information. Expecting to hear back soon.</p> <p>20240916: The Leland and Thora Vance Fund - need to be a Township to apply for this fund. We could use this to replace the brine header.</p> <p>20240916: Jeremy to get the brine header quote to Kyra.</p> <p>20240916: Motion to have Howick to apply for the Leyland and Vance Fund on our behalf, by Nigel, 2<sup>nd</sup> by Kim.</p> <p>20240916: Sport and Recreation Infrastructure Fund – Howick will apply for their asks and Belmore will apply for their asks and it will be lumped together. The ask will be the 50% coverage guideline. Everything to Howick by October 15<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• Group decided to apply for grant money for: new boards, brine header (if can apply), ball lights, Sandblasting and Painting. <ul style="list-style-type: none"> <li>- Motion to apply for new boards, brine header and ball lights and possibly Sandblasting and Painting. <ul style="list-style-type: none"> <li>○ Can't move forward with our grant submissions until we know if we need to pay for Sandblasting and Painting.</li> </ul> </li> </ul> </li> </ul> <p>Motion to partnership with Howick to apply for the CSRIF by Kyra Wright, 2<sup>nd</sup> by Lindsay, carried.</p> <p>20240916: Need letters of support for community members – Arena Board, Chamber, Figure Skating, other user groups, individuals, other municipalities. Mass email to be sent out after the Emergency Meeting (Kyra will send Kim an email template).</p> <p>20240916: Emergency Meeting – September 25<sup>th</sup> at 8pm to discuss the outcome of Howick's September 23<sup>rd</sup> meeting.</p> <p>20240916: Brett will send an email chain to Chamber to see how much they would be willing to fund.</p>
Kyra/Marvin	<b>Defibrillators</b>	<p>20240527: Marvin to check with Howick Twp if they install defibrillators in public facilities.</p> <p>20240617: We will have to purchase. \$2300.00 each through Huron County Paramedics. Currently the fire chief inspects them at all municipality buildings. Marvin will ask Howick Twp if there is a grant for this.</p> <p>Possibly this could be put into the Homecoming Budget</p> <p>20240617: Kim to ask Kyra if there might be a grant for defibrillator</p> <p>20240715: no update</p> <p>20240819: Kyra submitted an application to Trillium Roots</p> <p>20240819: Dave Mounsey Memorial Fund – donates Defibrillators. Marvin will give info to Kyra.</p>

<p>Jeremy / Kim / Chris</p>	<p><b>Festival Maintenance Items</b></p>	<p>20240415: Kim Harris and Chris Inglis will look after getting quotes for new urinals and hand dryers.  20240819: Two urinals were replaced  20240415: Chris Inglis will notify Jane they are approved to order 25 more bucket chairs.  <b>20240527:</b> Kim got quotes for hand dryers (PBJ -approx. \$1000/each and Elaine Fisher – approx. \$568/each).  <b>20240527:</b> Chris motion to purchase 6 from Elaine Fisher – for arena and curling club. Two of the older dryers will go to the outside washrooms. Second by Dave Eadie  <b>20240819: Hand dryers are here – need to be installed. Jeremy will contact Adam Harkness to see if he has time to install.</b>  <b>20240916: Adam is busy, Jeremy will contact Advance Electric.</b></p> <p><b>20240527:</b> Brian Dobbyn – provided a quote for 6 urinals for \$3349.00 plus HST. He may have to snake drains prior to install.  <b>20240617: No update</b>  <b>20240916: Urinals have been installed.</b></p>
<p>Jeremy / Brett</p>	<p><b>Parks Board</b></p>	<p>20240515: Jeremy Underwood will ask Jamie Dickson if there is a Parks Board Committee. If not, we will have to bring forward names for nomination to the Parks Committee.  20240527: No update.  20240617: Jamie said there isn't really a committee, just him remaining. Kim will send a mass email out looking for a couple of Parks Board members.  <b>20240715:</b> Brett MacPherson willing to help with Parks Board. Lorne Underwood will also help.  <b>20240715:</b> Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.  <b>20240715:</b> Donation box to be put up on outside wall by public washrooms and put sign up in pavilion advising of the donation box.  20240819: Mitch Inglis will manufacture a box for us. Put signs up, and give key to Ellen Underwood  20240819: Fence topper (heavier gauge) for baseball diamond to be purchased and installed. Stingers are willing to pay half.  20240916: Fence topper was ordered – cheaper than quoted \$1945 + tax</p>

Jeremy/ Warren	<b>General Maintenance – for Summer</b>	20230228: 1) Brine header – preventa.ve maintenance by 2025. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made.</li> <li>○ <b>20231016:</b> working on a couple of quotes for brine headers.</li> <li>○ <b>20240617:</b> spoke with Ben and his company should have time to repair it. Moving ahead with this.</li> </ul> 2) Rooves in tractor room need to be repaired – leaking. Currently flat roof, want to change to sloped rooves. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Warren made some calls but never heard back from anyone</li> </ul> 3) Boards around the ice surface need to be replaced.
Jeremy	<b>Correspondence – Diabetes Collection Bin</b>	<b>20240715:</b> Jeremy will talk to Bob and see if the bin could sit at his shop – more room and always accessible.
Kim	<b>Rentals</b>	<b>20240919:</b> Rental contract – Cancellation Policy to be amended: To receive deposit refund, cancellation must be made 6 months prior to booking date, with consideration for special circumstances.
Jeremy	<b>Repainting of Arena</b>	<b>20240919:</b> Would really like this looked after before Syrup Festival and Homecoming. Jeremy will contact Caitlin.
Gord Harris / Paul Inglis	<b>Lobby Bench Steel</b>	20230717: Arena Board paid Mr. Martin for lobby bench steel, not picked up yet. Gord Harris and Paul Inglis are looking after this project. Follow-up at August 21 <sup>st</sup> meeting 20230821: No update on the steel 20230918: No update. 20231016: Lobby benches arrived yesterday. Just needs to be attached. 20231120: No update 20240115: Will do after syrup festival – move to PARKING LOT 20240115: Moved to Parking Lot 20240617: Gord will look after this with a couple of guys on a rainy Friday. 20240916: Moved to Action Items. 20240916: small bench was put against windows in lobby. <b>20240916:</b> larger top will be too heavy to move. Will look at making aluminum legs for new top instead of installing on top on the old center bench.
Darlene	<b>Ice Rental Fees</b>	<b>20240916:</b> Correspondence to be sent to Howick Township along with approved minutes showing the increase was passed.
Kim	<b>Rental Policy</b>	<b>20240916:</b> Amend Rental Policy to read “Kitchen rental will only be allowed in conjunction with the rental of the small or large hall unless Belmore Catering has been hired.”

**Parking Lot**

<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 Sandblasting</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 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 meeting</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>20230821: No further update.</p> <p><b>20240226:</b> Marvin reported no further word from Lawyer on this matter.</p> <p><b>20240226:</b> Jeremy reported something will have to be done with the loose paint before Syrup Festival. Paint is falling off. Would be good to do between shut down and Syrup Festival. Marvin will report this back to Howick Township.</p> <p><b>20240318:</b> No updates regarding the bubbling/peeling paint in the arena. Marvin acknowledges something needs to be done before the syrup festival. Marvin will speak with Caitlyn (CAO). Jeremy spoke with Caitlyn today, told her the plan to remove peeling paint; was told to take pictures before doing the work.</p> <p><b>20240617:</b> Send an email to the Municipality about the status of this issue. Marvin will speak to Caitlyn and ask them to put a push on things due to Homecoming. Would Marvin ask Municipality if they could pay for sandblasting to Arena and Curling Club to be redone as the legal battle carries on. Formal request from the Arena Board for Howick to put it in their budget. Jamie made motion to send a letter to Howick, 2<sup>nd</sup> by Kim. Carried. Jenn V will draft a letter to Howick Township and cc other 2 municipality CAOs.</p> <p>20240715: 3 Municipalities met in Belmore, but no update received from that meeting yet.</p> <p>20240715: Lawyer has filed.</p>
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Group	<b>Suggestion of Installation of Acoustic Panels in Arena – by Pickleball</b>	<b>20240115:</b> Dan Renwick attended Board Mtg on behalf of Pickleball. He raised the suggestion of putting up Acoustic Panels to control the sound on the arena side. Board suggested the Pickleball group will have to do more research on the panels and get pricing. Putting in Parking Lot, will look back at this after the Whitewashing and Painting is looked after on the arena side.
<b>Adjournment:</b>		<b>Emergency Meeting – September 25, 2024 at 8pm</b> <b>Next Regular Meeting - October 21, 2024 at 8pm</b>