

Belmore Arena Board Meeting MINUTES October 20, 2025

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

Attendees: Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Brett McPherson (*Parks & Rec*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Marvin Grimes (*Howick Rep*), Mark Ireland (*South Bruce Rep*)

Guests: Nigel Van Dyk, Coreen Gautreau, Paul Inglis, Cheryl Robertson

Regrets: Darlene Loos, Randy Scott (*Vice Chair*), Kyra Wright (*Grants*), Lindsay Underwood (*Communications & Programming*), Dave Eadie (*Curling*), Heidi Dupuis (*Figure Skating*), Jamie McCallum (*Morris Turnberry Rep*)

Secretary/Recorder: Jenn Van Dyk (in Darlene's absence)

Time	ITEM	(Discussion, Approval, Information Sharing)	Meeting Notes/Action Items
8:00	Call to Order Approval of October 20, 2025 Agenda - <i>Jeremy Underwood</i>		Meeting called to order: 8:07pm Any Additions to Agenda? No Motion to approve agenda: Kim, Ian. Carried.
8:02	Approve Previous Mtg Minutes September 15, 2025 (attached) - <i>Board</i>		Amendment to minutes: Randy was to speak to Belgrave Motion to approve minutes with amendment: Lorne, Marvin. Carried.
Agenda Items			
8:05	Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i>	Standing	Reviewed Action Items below.
	Addition to Agenda Updated Arena Board Membership List - <i>Chris Inglis/Jeremy Underwood</i>	Information Sharing	Chris has copies to hand out. Structure was born out of the save the ice campaign. Nigel put forth interest in being an arena board member if a position were to come up. Discussion about having an even number of voting members.
8:15	Ice Rental Agreement Request - <i>Chris Inglis (Rose Weber)</i>	Discussion	Request has been made by hockey teams for an ice rental agreement from Belmore. Chris obtained rental agreements from Howick and South Bruce. A draft has been forwarded to Township of Howick, to share with insurance for review. Hard copies of draft agreement shared with Board. Email motion to approve ice rental agreement will be sent out to arena board, along with any changes if requested by insurance or Howick.
8:20	Correspondence - <i>All</i>	Standing	<ul style="list-style-type: none"> - Cheryl Robertson: request to have a donation box placed in arena lobby to collect for the Dupuis family. - Motion to move lock box from the pavilion to the lobby for the winter

			<p>season: Chris, Mark. Carried.</p> <p>Gord to be requested to move lock box. Cheryl and others will make a sign/blurb to put on the box.</p> <ul style="list-style-type: none"> - Paul Inglis – piano has not been tuned yet. Donna Inglis is coordinating piano tuning for other locations. Board agreed to having Donna getting the piano tuned.
8:25	Grants Update - <i>Kyra Wright</i>	Standing	No updates.
8:35	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	<p>Motion to pay listed bills: Jenn, Kim. Carried.</p> <p>Motion to request from Belmore Chamber of Commerce \$40,000 for operating costs and the costs of the brine header when invoices are received: Jenn, Chris. Carried.</p> <p>Operating budget: draft budget to be sent to Howick ideally by end of month. Expenses to date have risen 7%. Last year draft budget had a 20% increase. No objections to moving forward with a 20% increase within draft budget.</p> <p>Capitol budget: items that may be included in 2026 capital budget include boards (grant application pending), bar fridge (Kim will look into pricing) and compressor rebuild.</p> <p>Bar mat and hall entrance mat: Jenn will get three quotes for each and email out to board for approval to purchase within this month due to many rentals coming up</p>
8:45	Belmore Catering - <i>Chris Inglis/Kim Harris</i>	Committee Report	Health inspection occurred this past month. Two things noted: (1) door of cooler can not be easily wiped down/made of wood, Warren will look after it, (2) pest control records are not on site, Jenn will ensure a copy of report is brought onsite each month.
8:55	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	<p>Discussion about flooring at end of the ice. Rubber is too thick and will catch on ice board doors. For now nothing will go in.</p> <p>Lawn tractor will be going for maintenance this fall, stored at Warrens and back to Belmore in the spring.</p>
9:05	Parks Board - <i>Brett McPherson</i>	Committee Report	Outdoor garbage cans – will be stored out in the ball park food booth.
9:15	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	<p>Bluetooth hook up now in the hall so music can play throughout the hall.</p> <p>Light in the cooler is out again.</p> <p>New signage for washroom lock box.</p> <p>New lobby bench top has been installed and in the lobby now. Old lobby bench still there and should be moved before skating.</p> <p>Pepsi moved and changed phone number, never notified anyone. Kim tracked down new number to place an order.</p>

9:25	Ice Rentals & Installation - <i>Warren Weber</i>	Committee Report	Few things to do before ice goes in. Warren and crew looking after it.
9:35	Belmore Curling - <i>Dave Eadie</i>	Committee Report	No report
9:45	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	Committee Report	No report
9:55	South Bruce - <i>Mark Ireland</i>	Committee Report	New Teeswater water tower is up in the air, in operation next year. Subdivisions moving ahead in Mildmay and Teeswater. Some misinformation was published regarding a municipal drain and landowner; a correction should be in the local paper this week.
10:00	Morris-Turnberry - <i>Jamie McCallum</i>	Committee Report	No report.
10:05	Howick - <i>Marvin Grimes</i>	Committee Report	Applying for a grant to install a generator transfer switch in each arena within Howick (Howick and Belmore). A generator would then be rented in an emergency and building would be wired and ready for hook up.
10:10	Communication - <i>Lindsay Underwood</i>	Committee Report	No report
10:15	Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i>	Committee Report	Homecoming presented final proceeds to Chamber this evening (total profit of \$128,269.94, which includes the 50/50 proceeds)

Next Meeting – November 17, 2025 at 7:30pm

Adjournment of Meeting:

Motion to adjourn by:

Previous Action Items

Lead	Agenda Item/Topic	Actions for Follow Up
Jeremy/ Warren /Kim	General Maintenance	<p>20231218: Jeremy will talk to Paul Inglis regarding closing in gap in table storage container</p> <p>20240115: A plan has been set to close the gap in the table storage container.</p> <p>20240226: Paul did measurements and is to be fixing the gap.</p> <p>20240415: No update on Container</p> <p>20241118: Rubber matting in players benches needs to be replaced; also patch by door going onto the ice. Jeremy will look into it.</p> <p>20250818: Brady (Howick Twp) getting a price for rubber flooring from their suppliers. Used for players benches.</p> <p>20251020: rubber flooring is here. Will be installed by Belmore volunteers.</p> <p>20241118: Glass broken along top of timekeepers' box.</p>

Gord Harris / Paul Inglis	Lobby Bench Steel	<p>20240916: larger bench 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.</p> <p>20250317: Jeremy mentioned to install bench top where it is</p> <p>20250616: To be completed this week.</p> <p>20250818: No update</p> <p>20251020: installed</p>
Chris/ Lindsay/ Darlene	Review Email List/Board Representation/Org Structure	<p>20250616: Chris and Lindsay will look for a copy of the Org Structure as needs to be updated. Add to July AGENDA</p> <p>20250721: ON JULY AGENDA</p> <p>20250721: Chris will update structure document and bring forward updated copy to next meeting.</p> <p>20250818: We will keep our Membership at 15, plus three Municipal Members. Chris will update list. Copies to be distributed.</p> <p>20251020: copies distributed.</p>
Arena Board	Terms of Reference	<p>20250721: Everyone to take home, review and bring back feedback and suggestions to next meeting</p> <p>20250721: Committee will be established to review the Draft Terms of Reference and bring suggestions back to this group.</p> <p>20250818: Committee is still reading through policies and procedures. This will take time. Making a list of questions to discuss with Caitlin and Amy.</p> <p>20251020: Committee met last Thursday with Caitlin and Amy. Better communication needed between arena board and Howick. A lot of talk about insurance and the insurance provider is available to attend the November arena board meeting to answer questions. Suggestion to start November meeting at 7:30pm – Wanda will confirm insurance representatives availability with Caitlin. Board members are encouraged to send insurance questions ahead of the meeting.</p>
Kyra	Grants	<p>20250818: Kyra will begin the grant application process for the Vance Grant. Will need 3 quotes for materials. Will be applying for 100% (<i>will proceed with project if receive 50% or more from the grant</i>).</p> <p>20250818: Motion made to apply for this grant through Howick.</p>
Dave Eadie	Women’s Institute Memorial Stone	<p>20250915: Dave will look into getting pricing for a concrete base for the Women’s Institute Memorial stone and moving it to a more desirable location.</p> <p>20251020: Stone has been moved and cleaned.</p>
Kyra /Arena Board	Organizations Which Lease from their Townships	<p>20250915: Kyra will reach out to Teeswater Medical Clinic.</p> <p>20250915: Someone to check with Belgrave to see how they run.</p>
Parking Lot		
Arena	Sandblasting & Painting	<p>20221017: Due to unsatisfactory work, Board passed motion to hold back payment to J-K Sandblasting</p>

<p>Board/ Howick Twp</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>20230515: 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. MOVE TO PARKING LOT</p> <p>20230821: No further update.</p> <p>20240226: Marvin reported no further word from Lawyer on this matter.</p> <p>20240226: 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>20240318: 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>20240617: 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, 2nd 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> <p>20241118: Another follow-up meeting with the Insurance Rep. Asked Jeremy dates that suit him.</p> <p>20250224: Jeremy and Paul Inglis and others have been talking to local Mennonites who are doing sandblasting and painting, all the labour. We would have to supply lifts. They are willing to do the job. \$40/hr. They would supply the manpower.</p>
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		<p>Man in Formosa, coating expert, would come after the sandblasting and advise what type of paint we should use to adhere properly. \$24,000 approximate in labour. We would have to supply 2 lifts. Likely close to \$5000 in rental equipment. This is something we need to consider. One concern is: do they have WSIB coverage. Could do before Homecoming but not before Syrup Festival. Jeremy will look into this further.</p>
Jeremy / Brett	Parks Board	<p>20240715: Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p>
Jeremy/ Warren	General Maintenance – for Summer	<p>20230228:</p> <ol style="list-style-type: none"> 1) Brine header – preventative maintenance by 2025. <ul style="list-style-type: none"> ○ 20230821: Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made. ○ 20231016: working on a couple of quotes for brine headers. ○ 20240617: spoke with Ben and his company should have time to repair it. Moving ahead with this. ○ 2024118: Q1-Q2 should hear whether or not we received grant money <ul style="list-style-type: none"> ▪ If we don't receive grant, we need to put it into a budget ○ 20250520: Jeremy will confirm with Ben if he can repair. Chamber will need to know by early June. <p>20250915: BRINE HEADER will be going ahead now and will be completed within a month. - Will need new boards over the Curling Header. Kyra will look for Gord's drawings from a few years ago. Then Kim will ask Gord to look at it.</p> <p>20251020: briner header is going in "as we speak"</p> <ol style="list-style-type: none"> 2) Boards around the ice surface need to be replaced. <p>PUT INTO PARKING LOT</p>
Adjournment:		Next Meeting - Monday, November 17, 2025 at 7:30pm