

# Belmore Arena Board Meeting MINUTES April 15, 2024

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

**Attendees:** Jeremy Underwood, Lindsay Underwood, Jenn Van Dyk, Marvin Grimes, Warren Weber, Randy Scott, Kim Harris, Mark Ireland, Coreen Gautreau, Dave Eadie, Wanda Inglis, Chris Inglis, Ian Inglis, Jamie McCallum, Krya Wright, Heidi Dupuis, Nigel Van Dyk

**Regrets:**

**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 April 15, 2024 Agenda</b> - <i>Jeremy Underwood</i>		Jeremy called the meeting to order at 8:02pm Agenda – motion to approve by Chris Inglis Additions – Maintenance Items Reported from Festival Committee
8:02	<b>Approve Previous Mtg Minutes March 18, 2023 (attached)</b> - <i>Board</i>		Motion to approve minutes by Randy Scott, seconded by Kim Harris. Carried.

**Agenda Items**

8:05	<b>Update Previous Action Items (below agenda items)</b> - <i>Jeremy Underwood</i>	<b>Standing</b>	Reviewed Action Items below.
	<b>Festival Maintenance Items</b>		<ul style="list-style-type: none"> <li>• One urinal is out of order. Not repairable – will need to be repaired.</li> <li>• Would like another 25 – 30 bucket chairs ordered.                             <ul style="list-style-type: none"> <li>○ Motion to order more chair buckets by Randy Scott, 2<sup>nd</sup> by Warren Weber.</li> <li>○ Chris Inglis will text Jane and let her know to order 25 more buckets.</li> </ul> </li> <li>• Toilet paper dispenser broken in Ladies washroom on hall side.</li> <li>• Old brown tables are damaged and free for taking by door to curling club.</li> <li>• Would like heavy duty plastic down in front of grills when they are stored in the tractor room.                             <ul style="list-style-type: none"> <li>○ Jeremy Underwood has plastic that can be used.</li> </ul> </li> <li>• Tractor Room needs to be cleaned out. Most of it is Festival’s – they can remove what they would like.</li> <li>• Wondered about having new Dyson hand dryers. May save considering amount of paper towels we go through).                             <ul style="list-style-type: none"> <li>○ Homecoming is happening. Should price before then.</li> </ul> </li> </ul>

			All new urinals and hand dryers maybe could be covered through a grant. Will get quotes for both – Kim Harris and Chris Inglis will look after quotes.
8:15	Correspondence - <i>Board</i>	Standing	Nothing
8:25	Grants Update - <i>Kyra Wright</i>	Standing	No update.
8:30	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	Bills to pay = \$4,809.84 Motion to pay bills by Nigel VanDyk, seconded by Jamie McCallum. Carried
8:35	Belmore Catering - <i>Chris Inglis/Catering Member</i>	Committee Report	Quite a few events happening this coming month. Team Penning, Birthday, Showers, etc.
8:40	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	Rope lighting over stage not working. Lighting in Lounge not working properly. Roof Quotes for Tractor Room and Compressor Room: <ul style="list-style-type: none"> <li>- Karn's Roofing at \$31,414 (included warranty)</li> <li>- Wilken Roofing at \$25,500 + HST</li> </ul> Randy Scott made motion to proceed with Karns, 2 <sup>nd</sup> by Jenn Van Dyk. Jeremy Underwood to email Karn's quote to Kyra Wright. <ul style="list-style-type: none"> <li>• Kyra will look to see if there are any grants that the roofing may fit into and will advise.</li> </ul>
8:45	Parks Board - <i>Jamie Dickson</i>	Committee Report	Jeremy Underwood was approached by Roger Erikson who lives in Seniors Building, he is very interested in doing lawn care here at the Community Centre. He is experienced. <ul style="list-style-type: none"> <li>- He would like to do it a couple of times and then discuss a price</li> <li>- Currently, it takes approximately 6 hours to do cutting and trimming</li> </ul> Kim Harris motion to let Roger try it out, 2 <sup>nd</sup> by Lindsay Underwood.  Ball Diamond bookings are done through Dave Eadie. <ul style="list-style-type: none"> <li>- Users line diamond and put bases out</li> </ul> Jeremy Underwood will ask Jamie Dickson if there is a Parks Board Committee.
8:50	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	Stag and Doe request for Mitch Inglis. Depending on number of tickets sold whether they will want arena floor or hall. <ul style="list-style-type: none"> <li>- If in hall they would like a 2<sup>nd</sup> bar station</li> </ul> Cuneo, sent a \$400 invoice for extra prep work.

			<ul style="list-style-type: none"> <li>- Kim sent an email. They will reverse the charges.</li> </ul> <p>Cooler behind bar is being turned off. Kim will send out an email asking that it's not turned off unless they are instructed too.</p> <p>Would like to suggest that Festival put the recycle bins/ beer can bins and garbage bins all beside each other so bags aren't mixed.</p> <p>June is very busy for rentals</p>
8:55	<b>Ice Rentals &amp; Installation</b> - <i>Warren Weber</i>	<b>Committee Report</b>	\$69,243.75 (including tax) revenue for ice rentals. 155 days. Average of 15.4 hours per day.
9:05	<b>Belmore Curling</b> - <i>Dave Eadie</i>	<b>Committee Report</b>	Dave Eadie is now Curling rep. <ul style="list-style-type: none"> <li>- 12 to 13 new members. Now over 100 members.</li> </ul> Experiencing some flaking in the painting
9:15	<b>Belmore Figure Skating</b> - <i>Heidi Dupuis, Andrea Warwick</i>	<b>Committee Report</b>	Booth \$937 profit. Will split with catering. Next year Mary and Sharon want to step down from stocking the booth. <ul style="list-style-type: none"> <li>- Will have to send email out looking for interested volunteers</li> </ul>
9:25	<b>South Bruce</b> - <i>Mark Ireland</i>	<b>Committee Report</b>	DGR hosting agreement is coming close. <ul style="list-style-type: none"> <li>- May 15<sup>th</sup> there will be an information evening in Mildmay to</li> </ul>
9:35	<b>Morris-Turnberry</b> - <i>Jamie McCallum</i>	<b>Committee Report</b>	Budget has been passed.
9:45	<b>Howick</b> - <i>Marvin Grimes</i>	<b>Committee Report</b>	Keeps following up with Katelyn re: the JK Whitewashing issue.
9:55	<b>Communication</b> - <i>Lyndsay Underwood</i>	<b>Committee Report</b>	Nothing
10:05	<b>Belmore Chamber of Commerce</b> - <i>Kyra Wright/Nigel VanDyk</i>	<b>Committee Report</b>	GIC's being rolled over. AGM went well. New members joined.
	<b>Pickle Ball</b>		Pickleball is wanting the arena floor 2.5 hours on both Monday & Thursdays. <ul style="list-style-type: none"> <li>- They charge \$20/member and then \$2 per game</li> <li>- Advertised start date as: May 2<sup>nd</sup></li> </ul> <p>For Indoor Sporting Events (arena Floor) – we charge \$40/hour  Communication to go out to Pickle Ball Group</p> <ul style="list-style-type: none"> <li>- Rates \$40/hour</li> <li>- Bookings done through Kim Harris</li> </ul>

		<ul style="list-style-type: none"> <li>○ Including special events – such as tournaments</li> <li>- Insurance – should consider private insurance</li> </ul> <p>Jenn will draft a letter and send out to a few Board Members for review. Once approved will go out to Pickleball.</p>
	<b>Arena Board Members.</b> - Parks Board	<p>Next meeting bring nominations forward.</p> <ul style="list-style-type: none"> <li>- Some members miss meetings consistently.</li> </ul>
<b>Next Meeting - May 27, 2024 at 8pm One week later due to long weekend.</b>		
<b>Adjournment of Meeting at 9:20pm. Motion to adjourn by Warren Weber</b>		
<b>Previous Action Items</b>		
<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. 20240226: Paul did measuring and is to be fixing the gap. 20240318: Outside bathroom light not working again. 20240415: No update on Container or Bathroom Light. Jeremy will message Advanced Electric 20240415: Jeremy to email Karn's quote to Kyra Wright for grant research
Jeremy/ Maintenance	<b>Belmore Catering - Health Inspection</b>	20231218: Trusscore has to be put on walls and ceiling of cooler...one year to complete. 20240226: Warren will look after putting Trusscore up once he can do the cutting outside. May not be done before Maple Syrup Festival 20231218: Jeremy is going to contact area Pest Control companies regarding monitoring our facility...hasn't been maintained since Covid. New traps are a must. 20240115: Jeremy spoke to Rural Route about coming out to do a walk through. 20240226: Jeremy will be meeting with Rural Route this week. Will hire Rural Route if comparable to past rates. 20240318: Jeremy met with Rural Route, bait stations have been put in (including curling club and tractor room/compressor), cost was around \$100 per month 20240415: COMPLETE
Parks/ Maintenance	<b>Pavilion Clean-up</b>	20240226: Pavilion needs to be cleaned up. Tables repaired, tarp removed, stove need to be cleaned up/cleared out. 20240415: Outlets at back of pavilion aren't working. Kim will mention to Advance Electric. 20240415: <b>Need to arrange a work bee to clean this up for summer usage.</b>
Jenn V.	<b>Correspondence</b>	20240318: Howick Optimist provided free chocolate milk to hand out during their sponsored ice time. Jenn V. will write a thank you card for the Howick Optimist thanking them for their donation.

		20240415: COMPLETE
Kim	<b>Rentals – Hall &amp; Lounge</b>	20240515: Would like to suggest that Festival put the recycle bins/ beer can bins and garbage bins all beside each other so bags aren't mixed.
Jenn / Board	<b>Pickleball</b>	<p>20240515: Communication to Pickleball Group</p> <ul style="list-style-type: none"> <li>- Rates \$40/hour</li> <li>- Bookings done through Kim Harris <ul style="list-style-type: none"> <li>o Including special events – such as tournaments</li> </ul> </li> <li>- Insurance – should consider private insurance</li> </ul> <p>Jenn will draft a letter and send out to a few board members for review. Once approved will go out to Pickleball.</p>
Jeremy / Kim / Chris	<b>Festival Maintenance Items</b>	<p>20240415: Kim Harris and Chris Inglis will look after getting quotes for new urnials and hand dryers.</p> <p>20240415: Chris Inglis will notify Jane they are approved to order 25 more bucket chairs.</p>
Jeremy	<b>Parks Board</b>	20240515: Jeremy Underwood will ask Jamie Dickson if there is a Parks Board Committee.
<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 – preventa.ve maintenance by 2025. <ul style="list-style-type: none"> <li>o 20230821: Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made.</li> <li>o 20231016: working on a couple of quotes for brine headers.</li> </ul> </li> <li>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>o 20230821: Warren made some calls but never heard back from anyone</li> </ul> </li> <li>3) Boards around the ice surface need to be replaced.</li> </ol>
Arena Board/ Howick Twp	<b>Sandblasting &amp; Painting</b>	<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.  Motion to continue to hold payment and speak to Howick Twp as to next steps.  <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>  20230821: No further update.  <b>20240226:</b> Marvin reported no further word from Lawyer on this matter.  <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.  <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>
Group	<b>Suggestion of Installation of Acoustic Panels in Arena – by Pickleball</b>	<p><b>200115:</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.</p>
	<b>Lobby Bench Steel</b>	<p>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.  <b>20231016:</b> Lobby benches arrived yesterday. Just needs to be attached.  <b>20231120:</b> No update  20240115: Will do after syrup festival – move to PARKING LOT  <b>20240115:</b> Moved to Parking Lot</p>
<b>Adjournment:</b>		<b>Next Meeting: May 27, 2024 at 8:00pm One week later due to long weekend.</b>