

Belmore Arena Board

Belmore Community Centre ~ 91122 Belmore Line

Board meeting July 15, 2019

In Attendance: Jamie Dickson, Debbie McPherson, Ian Inglis, Eldon Bowman, Jim Nelemans, Roger Robertson, Deanne Dickson, Chris Inglis, Sharon Hofman, Kim Harris, Wanda Inglis.

The proposed agenda for the meeting was approved as circulated on motion of Chris Inglis and Jim Nelemans.

Minutes of the June 17, 2019 meeting were approved with a correction about the above-ground acreage required for the NWMO project; motion by Eldon Bowman and Deb McPherson. Carried.

Reports:

Catering:

Deb presented a draft copy of a Rental agreement to replace our current one with the necessary adjustments.

There are requirements that need to be carefully noted:

1. The form related to hosting a food related event where the public will be present needs to be completed and submitted for events that take place here, such as the Canadian Food Grains Bank Barbecue and others.
2. We need to be careful about "who uses our walk in cooler".
3. A recent "wing night" in Wingham was advertised as serving "Belmore wings". At that event there were concerns about the wings that were being cooked.
4. Jen (Underwood) Van Dyke has helped us to ensure that we are following the rules that apply. We need to be careful about this!

Other notes:

- We need new fatigue mats for the floor; the decision is to go ahead and order them.
- While Jane Harkness is unable to do the usual cleaning, Sarah Harkness and Janice Wilhelm will do the cleaning. The bill should be given to Roger R.
- The wooden pallet in the cooler is needing attention. A plastic one that can be cleaned effectively might be better; perhaps the wooden one could be painted.
- We need to clarify the rule about the bar being closed during a dinner when wine is on the tables.
- The annual rental that Belmore Catering usually pays needs to be addressed. A decision is needed about what the annual cost should be, considering the changes that are taking place.

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- When there is a catered meal in our building, the catering should be invoiced separately from the other costs such as bartenders' services.

Belmore Community Centre Rates:

The rates for use of the Community Centre have been revised also; the new rates are listed here:

Kitchen:		
Full use of the kitchen including stoves, ovens, cooler etc.:	\$ 105.	
Partial use of the kitchen limited to use of coffee makers and frig	\$ 55.	
Hall/ Auditorium:	no bar	with bar
Use of small hall	\$ 85.	\$125.
Price currently being charged	\$ 81.	\$ 118.
Large hall	\$ 250.	\$ 325.
Price currently being charged	\$ 215.	\$ 307.
Celebration of Life	\$ 175.	\$ 250.
Library:		
Four hours maximum	\$ 45.	
Price currently being charged	\$ 43.	
Over four hours	\$ 85.	
Price currently being charged	\$ 81.	
Bartenders:		
Per bartender per hour	\$ 17.	
Includes 30 minutes preparation prior to event and 1 hour after.		
Price currently being charged	\$65. each	
Corkage:		
Beer and coolers:	\$7. per case	
Liquor:	\$13. per bottle	
Keg:	\$48.	
Part case or bottle is counted as a case or bottle		
All costs listed include HST		

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Motion by Sharon Hofman seconded by Roger Robertson that these proposed changes are now our policy. Motion Carried.

Rentals:

The amount owing for any rental that includes a bar, will be paid when the contract is signed.

When a damage deposit is required, it will be paid by cheque two weeks in advance of the event and the cheque will be held by the Community Centre until the event is over. If there is no damage the cheque will be returned to the issuer.

Motion made by Roger Robertson, seconded by Wanda Inglis; Carried.

Stag and Doe:

For a Stag and Doe all forms required by the Municipal Alcohol Policy [MAP], Belmore's Stag and Doe policy, Security Firms, and the contract will be emailed to the renter.

The Renter is required to print, sign where necessary, and return these forms by email to the Community Centre's representative with a copy of the Special Occasion Permit [SOP] and Party Alcohol Liability [PAL].

The Renter will not be required to attend a meeting of the Arena Board for permission to hold the Stag and Doe.

Motion by Ian Inglis seconded by Sharon Hofman that the policy described here under "Stag and Doe", is effective as of today. Motion carried.

Rental Inquiry by River's Edge Training Services, Wroxeter:

There is an inquiry from "River's Edge..." about renting space of between 15 and 17 people for training sessions, two weekends per month throughout the fall and winter. The fee for this use was discussed.

Motion was made by Deb McPherson, seconded by Chris Inglis, that we quote a price of \$175.00 per weekend, with the understanding that the space that is used may not always be the same part of the C.C., depending on other users of the building. Motion carried.

Finance:

Roger provided a signed summary of current invoices and receipts; statement is attached to these minutes.

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Our account as of today: \$53,417.29.

Some receipts were handed to Roger during the meeting for the Jeffray wedding, the Jacques Family reunion.

Motion by Jim Nelemans and Ian Inglis that the bills be paid. Motion Carried.

Skating Club Representative:

Sharon asked that we consider making ice available for the Skating Club earlier than November. This is especially important for senior skaters. A decision will be made at next meeting so the club can make necessary plans and arrangements.

Dumpster:

Deanne presented a request that we consider having two smaller dumpsters instead of the large one we now have. The issue is that the lid is very heavy which makes it really difficult for many people to put garbage into the bin safely and get it closed again. Jamie will call to inquire about this.

Other Business:

Mark Goetz had informed us that the cheque from South Bruce which provides our Community Centre with \$10,000.00 of NWMO funds is written. Deanne will ensure that it is in the hands of Kate Dickson, the Chamber of Commerce treasurer, for their meeting tomorrow evening.

Signs are needed for the outside washroom doors; the doors stick and many people come looking for someone to unlock them.

Deanne will get the signs made and Jamie or Jeremy will install them.

Motion to adjourn by Chris Inglis.

Jamie Dickson, Board Chairperson

Deanne Dickson, Board Secretary