

## **La Salle Community Center Meeting Minutes: June 11, 2007**

**Attendance:** Carol Marshalok, Barb Agland O'Connor, Lynne Elke, Clare Agnew, Gerry Gluska, Pam Sellers, Dwight Seymore, Brian Kostal, Lynne Schoofs, Annette Dion, Bariane Van Nieuw Amerongen

**Regrets:** Darren Van Nieuw Amerongen, Becky Hiebert, Wanda Talbot, Dave Bosc, Ron Hiebert,

### **1. Recognition of Quorum**

### **2. Approval of Agenda**

Topics added to new business

### **3. Approval of May 14th Minutes**

Clare 1st, Lynne E. 2nd, Carried

### **4. New Business**

#### **Hall:**

- LSCC Board members will be called upon to Bar-tend for outside Hall rentals.
- Fire alarm not operating and needs to be repaired before next rental.
- (A) Lynne S. will ask Dave S. to call Dwight and repair ASAP.
- **Key Holder Agreement:** Carol presented a draft to the board. Minor changes were made. Agreement was passed as attached.
  - MOTION: To adopt immediately the LSCC Hall Keyholder Agreement as attached to these minutes.  
Moved: Carol, Seconded: Annette, Approved
- (A) Canteen Agreement: Sub-committee formed of Wanda, Lynne E. and Becky to write a draft Canteen Agreement and present to the Board at the next meeting.

#### **Grounds and Maintenance:**

- (A) Grounds Agreement: Sub-committee formed of Dwight, Carol and Darren to write a draft Grounds Agreement and present to the Board at the next meeting.
- There is a need to hire a Grounds person for June to August (9 weeks) to do trimming, mowing and general grounds maintenance. Estimate 10 hrs per week at minimum wage. (Approx. \$900 to 1,000 total). The position will be advertised immediately.

- MOTION: To hire a summer grounds person for June to August. Wages will be paid for from the proceeds of the Summer Carnival. Moved: Dwight Seconded: Bariance, Approved
- (A) Annette and Dwight to produce and post posters to advertise the position.
- Dwight has formed a sub-committee with 2 representatives of baseball and soccer program to determine what needs to be done to grounds for those programs and delegate duties to new grounds person.

## Sports:

- **Gymnastics:** Request for funds (\$100) to pay volunteer assistant. This position has become full time as registration has increased. Concern about setting a precedent of paying volunteers to help with programs was raised. Board agreed not to provide funds.
- (A) **Football Club Agreement:** Clare to e-mail all board members the draft agreement and all responses and/or changes are required by Friday June 15<sup>th</sup>.
- **Football Meet and Greet:** Use of LSCC grounds is free of charge but if it rains and the Hall needs to be used then the charge for Hall rental would be \$50/hour. A post dated cheque from the football club will be provided to Brian to secure the possible rental.

## Other New Business:

- Write a Mission Statement for LSCC.
- (A) Gerry to bring sample mission statements from other community clubs to the next meeting.
- (A) Gerry and Darren to provide a draft mission statement for July board meeting.
- (A) 5-year plan committee to meet and provide draft for July board meeting.

## 5. Director Report

### Hall:

- Hall roof is leaking again. See if roof repairs are still under warranty.
- (A) Pam to find receipt for roofing done in 2001-2003 and provide to Brian.
- Knights of Columbus asked if LSCC will donate the table rentals for the garage sale.
  - MOTION: To provide free table rental to the Knights of Columbus community garage sale. Moved: Brian, Seconded: Dwight, Approved

## **Grounds and Maintenance:**

- A garbage bin was rented from Country Wide waste for the summer at a cost of \$50/month.
- (A) Brian will ask Country Wide Waste if we could rent a bin for the whole year at a reduced price. To report at July meeting.
- Dwight found someone to donate a fridge for the LSCC Canteen.
- Municipalities now have a playground inspector. LSCC playground has been inspected and a report will be ready for review by the board soon.
- (A) Dwight/Dave for summer carnival need to help set-up beer gardens, clean-up yard and cut grass.

## **Communications:**

- Barb received 15 complimentary Gold-eyes tickets donated by MPI. Lynne E distributed to volunteers in appreciation of their time and effort.
- Two Thank you Letter drafts were e-mailed to the Board.
- (A) Barb and Clare to finalize and present at July meeting.
- Carol received a quote of \$425 from Copy Plus to produce the newsletter. All agreed it was too high. Now costs us \$300.
- (A) Bianne to get a quote from Dave's Quick Print for next meeting.
- (A) Barb, Pam and Lynne S. to discuss the future of the newsletter and present ideas to the board at July meeting.

## **Social Report/ Fundraiser:**

- Summer Carnival – Family Fun Day is this week-end June 16 and planning is on schedule. There will be \$5.00 charge per person to enter beer gardens.
- Bingo bowl is the next social event planned for September.
- Get D.A.R.T. to come out to serve hot dogs, burgers and fries.
- (A) Lynne E. to talk to Wanda about stocking the canteen again this year.
- **Cash Calendars**
- Printed and ready to be distributed.
- Board members will take 10 each to sell.
- **Other**
- (A) Brian will take pictures of soccer teams with uniforms and sent out to sponsors as a thank you.
- Advertising/Sponsorship packages need to be created. Advertising on baseball backstop, hockey rink boards, newsletter etc.
- (A) Sub-committee is Gerry, Carol, Pam, Becky and Bianne. A draft to be provided at July meeting.

## **Sports:**

- Clare, Dwight and Carol prepared a draft agreement for Lightning Football Club and LSCC.
- Draft Newsletter completed – finishing touches being done – will hand out to the coaches over the next couple weeks.
- Thank you ‘posters’ being completed for the businesses that supported soccer jerseys. I am having the kids from the various teams sign their names on a little poster and I will give it to the sponsors.
- Final numbers of athletes and \$ will be completed in the next couple weeks. We receive an invoice from White Plains to pay for our share of dues etc – those numbers will be available soon.
- LaSalle Accounting Services – Kelly Dalke has sponsored another set of soccer uniforms.
- (A) Outstanding issues:
  - Finalize football protocol
  - Equipment storage
  - Proper equipment for municipal ball
  - Finding volunteer for uniforms and equipment
  - Rental of our property – develop protocols, costs etc
  - Hockey rep

## **Treasurer:**

- No report due to computer crash.

## **Directors at large:**

- (A) Annette will produce a draft Purchasing Agreement for July meeting.

## **NCFC:**

- Next step is to put together a Business Plan. This is in the works.

**NEXT Meeting – July 9th, 2007 @ 7:30PM - LSCC**

**Meeting Adjourned.**



## Key Holder Agreement

This agreement indicates the key holder assumes all responsibility for the distributed key(s) as outlined, for the duration of one year from the date signed.

Responsibilities of the key holder during the year agreement include the following:

- Key holder should be aware of the location of the key at all times
- Key holder will not lend the key out to unauthorized persons without Community Centre Board Member authorization
- Key holder will not make any copies of the key while in their possession; if a copy is required the Key holder is to contact the Community Centre Board Member
- If the Key holder loses the key, they may be deemed responsible for the replacement costs of the key and / or potential cost of lock replacement
- If the key is lost, misplaced, or broken, the Key holder will notify Community Centre Board Member immediately
- Key holder will comply with key inventory check twice a year.

The Community Centre has the right to ask the Key holder to return the key at any time should the Community Centre Board deem appropriate.

Date: \_\_\_\_\_

Key Holder Signature / Position: \_\_\_\_\_

Community Centre Board Member Signature: \_\_\_\_\_

Key	Key Holder Initials	LSCC Board Member Initials
Master Key		
Hall Key		
Kitchen Key		
Kitchen Storage Key		
Change/Viewing Room Key		
Sports Room Key		