



# Nottawa Hall Board Annual General Meeting Minutes

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The Nottawa Hall Board met at the Nottawa Hall on March 7, 2024 at 4:00 p.m.

Those in attendance were:

Chair: Jason Whyte  
Booking Agent: Shirley Joost  
Treasurer: Joan McLeod

Council Rep: Councillor Phyllis Dineen

Members: Michelle Hillman  
Steve Walmsley

Staff: Committee Coordinator, Lexi Edwards

## 1. Approval of Agenda

### Resolution:

Moved by Councillor Dineen, Seconded by Shirley Joost, Be It Resolved, that the Nottawa Hall Board hereby approve the agenda dated March 7, 2024 as amended. Motion Carried.

Add: 6.2 Reimbursements

## 2. Disclosure of Disqualifying Interest and General Nature Thereof

## 3. Approval of the Minutes

### Resolution:

Moved by Councillor Dineen, Seconded by Steve Walmsley, Be It Resolved, that the Nottawa Hall Board hereby approve the Annual General Meeting minutes dated March 11, 2021 as presented. Motion Carried.

## 4. Business Arising from the Minutes

## 5. Annual Chair's Report

Chair, Jason Whyte provided an annual update including success in small halls, increased rentals, and new members.

## 6. Financial Report

6.1 February Bank Statement

**Resolution:**

Moved by Steve Walmsley, Seconded by Shirley Joost, Be It Resolved, that the Nottawa Hall Board hereby accept the February Bank Statement. Motion Carried.

6.2 Reimbursements

**Resolution:**

Moved by Michelle Hillman, Seconded by Councillor Dineen, Be It Resolved, that the Nottawa Hall Board hereby reimburse Steve Walmsley in the amount of \$10 for the garbage disposal. Motion Carried.

**Resolution:**

Moved by Michelle Hillman, Seconded by Councillor Dineen, Be It Resolved, that the Nottawa Hall Board hereby reimburse Shirley Joost in the amount of \$250 for the fridge. Motion Carried.

## 7. Rental Report

Michelle Hillman provided an update to the Board including ongoing weekly rentals and many weekend rentals.

## 8. Maintenance Report

Steve Walmsley informed the Board that the window has been repaired.

## 9. New Business

9.1 Exterior Integrity of Building

**Resolution:**

Moved by Steve Walmsley, Seconded by Michelle Hillman, Be It Resolved, that the Nottawa Hall Board hereby approve the quote for repairing the exterior of the building from Ind-CanAluminum up to the amount of \$17,500. Motion Carried.

9.2 Bluetooth Lockbox

Booking Agent, Shirley Joost discussed the Bluetooth lockbox with the Board and the ability to set the box with multiple codes for specific times.

9.3 Hall Sign

Shirley Joost will order the advertising sign for in front of the Hall.

9.4 Rental Etiquette

The Board discussed rental etiquette including ensuring the hall is clean and charging a deposit.

9.5 Rental Insurance

The Board will ensure that all events are covered by the Township insurance.

**10. Next Meeting-** April 11, 2024 at 4:00 pm

**11. Motion to Adjourn**

**Resolution:**

Moved by Councillor Dineen, Seconded by Shirley Joost, Be It Resolved, that the Nottawa Hall Board Meeting hereby be adjourned at 5:10 p.m. Motion Carried.

Original Signed by: \_\_\_\_\_

Jason Whyte, Chair

Original Signed by: \_\_\_\_\_

Lexi Edwards, Committee Coordinator

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.