



Creemore Station on the Green Board Meeting Minutes

The Creemore Station on the Green Board met at Station on the Green on April 16, 2025, at 8:30 a.m.

Those in attendance were:

Chair/Council Rep: Councillor Beelen
Treasurer: Brian Bell
Booking Agent: Debbie Hill
Members: Brenna Lattimore
Linda Coulter
Shalani Ingham
Alan Riddell

Staff: Legislative Coordinator – Records Management, Emma Coleman

The Chair began the meeting by reading the Land Acknowledgement.

1. Approval of Agenda

Resolution:

Moved by Linda Coulter, Seconded by Debbie Hill, Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting Agenda dated April 16, 2025, as presented. Motion Carried.

2. Disclosure of Disqualifying Interest and General Nature Thereof

None.

3. Deputations and Presentations

- Xan Lazaridis – Carnival Cuisine Rental Refund

Xan Lazaridis did not attend the meeting as scheduled.

4. Approval of Previous Minutes

Resolution:

Moved by Debbie Hill, Seconded by Linda Coulter, Be It Resolved that the Creemore Station on the Green Board hereby approve the Minutes of the February 19, 2025 meeting and the March 10, 2025 Priority meeting, as presented. Motion Carried.

5. Welcome New Board Members and Procedure Review

The Board members introduced themselves and discussed their experience with the area and the Station on the Green.

5.1 Roles and Responsibilities

Emma Coleman provided various documents from the Township for the new Board members to review.

5.2 2025 Budget

Brian Bell, Treasurer, provided an overview of the 2025 Budget for the new Board members.

6. Business Arising from the Minutes

6.1 Lock Box

Debbie Hill purchased a lock box, as agreed upon at a previous meeting. Councillor Beelen and Debbie will work together to attach it outside of the Station on the Green for renters to access the key.

6.2 Rental Contract Review

The Board members reviewed the current rental contract and suggested amendments they would like to provide clarity. Debbie Hill will work with Emma Coleman to update the contract for the next meeting.

6.3 Update from St. Paddy's Day Fundraiser

The first show of the St. Paddy's Day Fundraiser went well, however the second show was cancelled and refunded due to a power outage. Final numbers will be provided at the next meeting.

6.4 Small Halls

The Board members discussed different events they could host during the Small Halls Festival. They decided they would like to host a concert show.

Resolution:

Moved by Alan Riddell, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board hereby accept participating in the Small Halls Festival 2025 with a Shipyard Kitchen Party show. Motion Carried.

7. Financial Report

7.1 February and March Financial Report

Brian Bell, Treasurer, updated the Board that the account balance is approximately \$31,200.00 as of April 16, 2025.

Resolution:

Moved by Linda Coulter, Seconded by Brenna Lattimore, Be It Resolved that the Creemore Station on the Green Board hereby accept the verbal February and March Financial Reports. Motion Carried.

7.2 February and March Profit and Loss

Brian Bell, Treasurer, provided profit and loss sheets for the Board members to review and ask questions if needed. The Board discussed the low EPCOR rebates for the month of February and March and the work that Huronia Alarms did in March.

Resolution:

Moved by Debbie Hill, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board hereby accept the February and March Profit and Loss as presented. Motion Carried.

8. Facility Updates

8.1 February – April Rentals Update

Debbie Hill, Booking Agent, advised the Board that rental income for February was \$2,101.50 and March was \$2,825.50.

Resolution:

Moved by Brenna Lattimore, Seconded by Brian Bell, Be It Resolved that the Creemore Station on the Green Board hereby accept the Rental Update as presented. Motion Carried.

9. Capital Priority List

9.1 Renovation Updates

Debbie Hill advised that she has been in contact with volunteers to assist in obtaining quotes for the renovations. They will provide the quotes to Debbie, who will present them to the Board.

9.2 Priority List

The Priority List will be included on the agenda going forward.

- Bathroom Renovation – quotes to come.
- Kitchen Renovation – quotes to come.

- Storage Room Cupboards – Debbie will reach out to the handyman for a quote.
- Lighting
- Old Concrete Garbage Bin Removal – Councillor Beelen will attempt to get these removed before the next meeting.
- Gazebo
- Expansion
- Microwave – Debbie emphasized this is of high priority and needs to be purchased as soon as possible.

Resolution:

Moved by Linda Coulter, Seconded by Brian Bell, Be It Resolved that the Creemore Station on the Green Board hereby approve Debbie Hill purchasing a microwave for the kitchen with a budget of up to \$400. Motion Carried.

10. New Business**10.1 Event Planning Subcommittee**

Debbie Hill discussed creating an event planning subcommittee, comprised of herself, common volunteers and any other members of the Board who wish to participate. Shalani, Alan and Linda all volunteered to assist with events.

Resolution:

Moved by Debbie Hill, Seconded by Alan Riddell, Be It Resolved that the Creemore Station on the Green Board hereby approve the creation of an event planning subcommittee. Motion Carried.

10.2 Farmer's Market

The Creemore Farmer's Market has written to the Board to express their interest in renting the Station on the Green parking lot again for the 2025 season. They will run each Saturday from May 17, 2025 to October 25, 2025. They have asked the Board to consider charging the same fee as 2024 of \$5 per vendor per day. The Board would like to continue to support and host the Creemore Farmer's Market.

Resolution:

Moved by Councillor Beelen, Seconded by Linda Coulter, Be It Resolved that the Creemore Station on the Green Board hereby approve the Creemore Farmer's Market renting the parking lot, each Saturday from May 17, 2025 to October 25, 2025 at a rate of \$5 per vendor per day. Motion Carried.

10.3 Station Book Sale 2025

Debbie Hill and Brian Bell discussed the possibility of the Station Book Sale in 2025. Due to the Creemore Curling Club roof being renovated, it seems unlikely that it will be able to occur this year. The Board will keep in touch with the organizers and plan for 2026 if it is not

possible this year.

10.4 Horticultural Society and Purple Hills Arts and Heritage Society

The Horticultural Society and the Purple Hills Arts and Heritage Society have been regularly renting the Station on the Green. Debbie Hill proposed changing the rental rate for these two organizations to \$15 per hour, which is the rate for other regular repeat renters.

Resolution:

Moved by Debbie Hill, Seconded by Brenna Lattimore, Be It Resolved that the Creemore Station on the Green Board hereby approve charging the regular repeat rental fee of \$15 per hour to the Horticultural Society and the Purple Hills Arts and Heritage Society. Motion Carried.

10.5 Clearview Community Church Easter Egg Hunt

Debbie Hill shared that the Clearview Community Church will be hosting an Easter Egg Hunt at the Village Green. They have asked that if they could rent the Station on the Green in the case of inclement weather. The Board agreed to hold this date for them if needed.

10.6 Tulip Days

Councillor Beelen shared that Tulip Days will be on May 15th in Stayner. He will be the MC and invited the Board to come out to the event.

11. Next Meeting – May 15, 2025, at 6:00 p.m.

The Board has changed their next meeting date to Thursday, May 15, 2025 at 6:00 p.m. to accommodate various Board members schedules.

12. Motion to Adjourn

Resolution:

Moved by Brian Bell, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board meeting hereby be adjourned at 10:51 a.m. Motion Carried.

Original Signed by:

Councillor Beelen, Chair

Original Signed by:

Emma Coleman, Records Management Coordinator