



CLEARVIEW

## The Duntroon Hall Board

### MINUTES

September 30, 2019

7:00 p.m.

Duntroon Hall

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**Members Present:** Jim Campbell, David Culham, Monica Scott, Roz St. Clair, Mark Fisher, Suzanne Wesetvik, Ron Genoe, Kimberly Schneider, Councillor Doug McKechnie, and Gordon Kemp (8:11).

**Members Absent:** Mary Armstrong (Treasurer), Wally Skomra, Nicole Scott.

**Staff Present:** Cayla Reimer, Committee Coordinator

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#### 1. Welcome

Interim chair Jim Campbell called the meeting to order at 7:53 p.m.

#### 2. Approval of [Agenda](#)

**Resolution:**

Moved by David Culham, seconded by Councillor Doug McKechnie, Be It Resolved that the Duntroon Hall Board hereby approve the September 30, 2019 Agenda as presented.

Motion Carried.

#### 3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

#### 4. Approval of [Minutes](#) – August 27, 2019

**Resolution:**

Moved by David Culham, seconded by Mark Fisher, Be It Resolved that the Duntroon Hall Board hereby approve the August 27, 2019 Minutes as presented.

Motion Carried.

#### 5. Business Arising from the Minutes

##### 5.1 Small Halls Festival

The Board developed a task list for Hall Board Members and volunteers for the events (attached).

Gord provided a verbal update on the progress of the Taste of the Township; vendors have been secured and health and safety checks/forms completed.

The Board discussed the set up (attached) and will complete fencing and chicken course on Wednesday. Saturday at 8:00a.m. the Board will meet to set up the remaining events.

**Resolution:**

Moved by Roz St. Clair, seconded by Suzanne Wesetvik, Be It Resolved that the Duntroon Hall Board hereby approve up to \$1,000 be spent on supplies for the planned Small Halls Festival events at the Duntroon Hall.

Motion Carried.

## 5.2 Dog Park

The Board has almost completed the fencing around the dog park. Weather permitting, the final posts will be installed Wednesday October 2, 2019.

Gord has contacted the General Manager Parks, Culture and Recreation, Terry Vachon regarding the amenities needed at a dog park to be supplied.

The board discussed having a sign made up for the park and hope to unveil it at the Small Halls Festival.

## 5.3 Heating

David Culham provided an update regarding the status of the heating; the speed has been increased to push hot air through the duct work faster resulting in heat for the building. The Board is encouraged to monitor the situation to see if that is the required fix.

## 6. Financial Report

Treasurer, Mary Armstrong provided a written financial report (attached). The current bank balance is \$27,447.62.

The Board received a \$500 donation from Dan Watkin & Tessa Kitai and would like to extend their sincere thanks and appreciation for the donation.

## 7. Events Update

The Board discussed upcoming events; the One Stop Christmas Shop will be hosted November 22, 2019, plans are well underway.

## 8. Facility Review

Health and safety inspection was presented; all items listed are awaiting the necessary parts to be properly fixed (hand rail for east entrance, window pane).

## 9. New Business

### 9.1 Booking Agent

The Board discussed the need to consolidate booking agent duties and responsibilities to one member of the Board.

#### **Resolution:**

Moved by David Culham, seconded by Suzanne Wesetvik, Be It Resolved that the Duntroon Hall Board hereby appoints Monica Scott as the Booking Agent for the Duntroon Hall Board.

Motion Carried.

## 10. Next meeting – Tuesday October 22, 2019 at 7:00 p.m.

## 11. Adjournment

#### **Resolution:**

Moved by Roz St. Clair, Be It Resolved that the September 30, 2019 meeting be adjourned at 9:36 p.m.

Motion Carried.

Date Minutes Approved: October 22, 2019

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Gordon Kemp, Chair

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Cayla Reimer, Committee Coordinator

## To-do lists:

## Small Halls 2019

Done?	Chicken Races	organizer	Notes
	Planning	Jim	Kostick Fence Ushape
	set up	Jim	
	m/c	Jim	Davids sound system, Marks Generator
<b>Yes</b>	P.A.	Gord	
	prizes	Gord	
<b>Yes</b>	tickets and Jars	Bud and Doug and kid helpers	
<b>Yes</b>	Costume	Mary	
<b>Yes</b>	Float	Mary	
<b>Yes</b>	Bleachers/Scaffolding	Dave	set up Wednesday

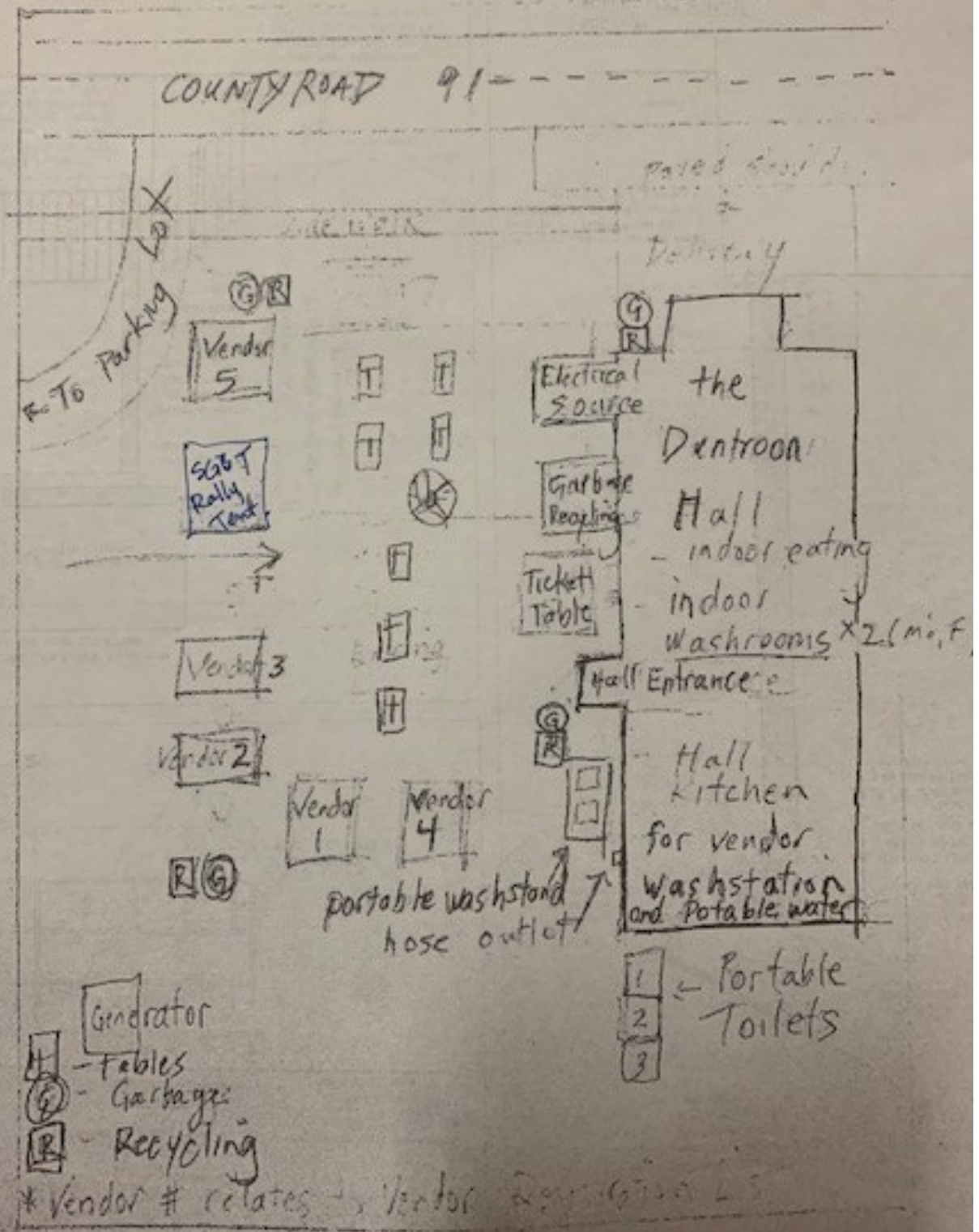
Done?	Taste fo Township	organizer	Notes
<b>No</b>	Event details	Gord	
<b>No</b>	Seating and set up	volunteers	picnic tables-twp;tables & chairs Hall; Garbage & Recycling containers
	tickets table	Gord	
	Beverages Table	Michele/Kiml	hot/cold cider, coffee, water...
	Sound system	Dave C	
	Food tables	gord	Sunday Morning
	Clean up	Roz	drop off station for cleaning
	Volunteers		meet and greet 9am.
	generator	Mark	
<b>Yes</b>	Float	Mary	

Done?	Monkey Toast	organizer	Notes
	Set up chairs and		
<b>No</b>	Stage?	volunteers	Saturday 9am curtains, chairs and sound
<b>Yes</b>	Sound system	Gord/Garry	
<b>No</b>	Dry Bar	Suzanne	
	window Blackout panels	Jim	

Column1	BACKROAD RALLY	ORGANIZER	Column4
	Feather HUNT	Suzanne	
	Signs on Road and interection	volunteers	Saturday am.

BOBCH BOOF

# DUNTRON HALL SITE PLAN: TASTE OF TOWNSHIP - SMALL HALLS 201



## Cayla Reimer

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**From:** Mary Armstrong <marmstrong\_89@yahoo.ca>  
**Sent:** Sunday, September 29, 2019 2:04 PM  
**To:** Cayla Reimer  
**Subject:** The Duntroon Hall Treasurer Report

CAUTION: This email originated from outside of the Clearview email system. DO NOT open attachments or click links you were not specifically expecting, even from known senders.

Hi Cayla, I can not make the meeting tomorrow, Sept 30th. For my Treasurer report, our current bank balance is \$27,447.62.

Cayla, can you please add to the agenda and advise board members that the TD bank will no longer deposit cheques made payable to The Duntroon Hall. **All cheques must be payable to Corporation of the Township of Clearview.** TD will also accept Nottawasaga Community Hall, but I am not stating that as we changed to The Duntroon Hall to avoid confusion with Nottawa, so there is no point going back to that. If I did not include you, I will forward an email from Kelly McDonald on this subject. Perhaps e-transfers will be available to us in the near future.

The minutes of the May 28, 2019 meeting, item 9.1, state: *Moved by Suzanne Wesetvik, seconded by David Culham, Be it Resolved that The Duntroon Hall adopt "The Duntroon Hall" as the official name. Motion Carried.* We now need someone (not me) to take on this project and work with the Township to officially change the name. We adopted The Duntroon Hall as our name years ago and although this motion was carried in May this year it does not make it official. Now with the problem with the TD we need to move forward on this. There will probably be legal costs involved, and we now have the money to proceed with this.

Thank you, Cayla. See you October 22nd.

Mary Armstrong