



Brentwood Community Centre Municipal Service Board Minutes

MINUTES

August 21, 2018

7:00 p.m.

Brentwood Hall

Members Present: Kristin Vanderkruys (Chair), Carol Vanderkruys (Treasurer), Lorri-Anne Pigeon, Danielle Pigeon, and Erica McKnight.

Members Absent: Heidi Sterrenburg, Lori Densmore and Councillor Deborah Bronée.

Staff Present: Cayla Reimer, Committee Coordinator; Amanda Murray, Culture and Tourism Coordinator.

1. Welcome

The Chair called the meeting to order at: 7:10 p.m.

2. Approval of Agenda

The Board made the following changes to the agenda;

Remove 6.1 Kitchen Renovations

Add 7.1 Orkin Pest Control

Resolution:

Moved by Lorri-Anne Pigeon, seconded by Erica McKnight, Be It Resolved that the Brentwood Hall Board hereby approve the August 21st, 2018 Agenda as amended.

Motion Carried.

3. Declaration of Pecuniary Interest by Members

No interest was declared.

4. Approval of Minutes of the Previous Minutes – June 5th, 2018

Resolution:

Moved by Danielle Pigeon, seconded by Erika McKnight, Be It Resolved that the Brentwood Hall Board approve the June 5th, 2018 Minutes as presented and accept the July 3rd, 2018 notes as information.

Motion Carried.

5. Treasurer's Report

Treasurer, Carol Vanderkruys provide a verbal update of current bank balance \$27,303.75 and submitted bookkeeping items.

6. Business arising from previous minutes

6.1 Small Halls Festival

The board discussed Small Halls Festival advertising; media, locations, and signage. 136 tickets have been purchased for the Saturday night event.

The Board discussed set up, volunteer needs, and food purchase for the Small Halls Festival Events at the Brentwood Hall.

Resolution:

Moved by Erica McKnight, seconded by Carol Vanderkruys, Be It Resolved, that the Brentwood Hall Board approve Lorri-Anne Pigeon spend up to \$200 on food supplies for the Small Halls Festival Events.

Motion Carried

7. New Business

7.1 Orkin Pest Control

The Board discussed the bat and pigeon problem; Orkin Pest Control estimated a cost of \$2,300 and \$1,400 to resolve the bat and pigeon issue. Chair, Kristin Vanderkruys has been in contact with the General Manager of Parks, Recreation, and Culture, Terry Vachon and this pest control maintenance will be resolved through the Parks, Recreation, and Culture Department.

7.2 Township Communication – e-mail

Carol Vanderkruys presented an e-mail update from the Culture and Tourism Coordinator, Amanda Murray (attached). The Hall Board discussed their thoughts on the matter for Chair, Kristin Vanderkruys to take back.

8. Next Meeting – Tuesday September 4th, 2018 at 7 p.m.

9. Adjournment

Resolution:

Moved by Erica McKnight, Seconded by Carol Vanderkruys, Be It Resolved that the meeting adjourned at 9:06 p.m.

Motion Carried.

Date Minutes Approved: September 4th, 2018

Kristin Vanderkruys, Chair

Cayla Reimer, Committee Coordinator

Kristin VanderKruys

Subject: Funding

From: Amanda Murray <amurray@clearview.ca>

Date: August 21, 2018 at 6:10:28 PM EDT

To: Kristin VanderKruys <kristinvanderkruys@icloud.com>

Cc: Mayor Christopher Vanderkruys <cvanderkruys@clearview.ca>, Steve Sage <ssage@clearview.ca>, Terry Vachon <tvachon@clearview.ca>, Carol Vanderkruys <carolvanderkruys@icloud.com>

Subject: RE: Funding

Hello everyone,

I have reviewed the numbers and there may be some additional funding available and I can allocate \$1000 additional township funds.

The new breakdown will be as follows:

\$800 - Little Foot - Approved Township Funding

\$100 - Table Rental - Approved Township Funding

\$7500 - This would go towards Staging, Sound & Lighting, Generator/Scaffolding rental, Shuttle bus service, heater rentals, and possible mail out or additional advertising

*This amount would only equal \$5500 and be funded by:

\$2000 - Reinhart Foods (for Reinhart's Light Cider) for the Stage Rental

\$2500 - Sound & Lighting, Heater Rentals funded by the Celebrate Ontario grant

\$1000 — Township funding

\$6400

+\$3000 to be used how the Hall Board decides.

While I agree that you will receive the full \$3000 to be used for expenses, there is not enough funding from the Township and other sources, at this time for the remaining \$7500. Township funding is \$25,000, plus \$27,000 in sponsorship. That must be used for all halls and also advertising and promotion, plus numerous other expenses. I would also like to clear up the misunderstanding that the only Hall Board not participating is also not receiving any township funding. The events at Avening Hall are being funded by a Community Group (Clearview Community Church) and the Celebrate Ontario grant, as per our contract for the grant funding.

I have stressed many times that after the Festival, no Hall will be left in financial hardships, which is why the Township has paid the 50% deposit for Andrew Hyatt's contract (\$4500). If the Hall Board feels that there will be any hardship from hosting the Small Halls Festival, than that takes away from the intention of the Festival as being a tourism attraction to generate new money for the Halls. I will be attending tonight and I can speak to the financials.

Thank you again for your concerns and I hope this helps.

Kind regards,

Amanda Murray, MHK

Community Culture & Tourism Coordinator

Township of Clearview

(705) 428-6230 ext. 249

amurray@clearview.ca

From: Kristin VanderKruys <kristinvanderkruys@icloud.com>
Sent: August-17-18 8:48 AM
To: Amanda Murray <amurrav@clearview.ca>
Cc: Mayor Christopher Vanderkruys <cvanderkruys@clearview.ca>; Steve Sage <ssage@clearview.ca>; Terry Vachon <tvachon@clearview.ca>; Carol Vanderkruys <carolvanderkruys@icloud.com>
Subject: Re: Funding

Hi Amanda,

Thank you for the meeting regarding the small halls festival this week. After our meeting and talking to hall board members, we have concerns about the \$7500 in funding for the concert and the \$3000 Enbridge sponsorship.

It's my understanding that Hall Boards are encouraged to seek donations and sponsorships for the festival. As such, the Brentwood Community Centre secured a \$3000 sponsorship from Enbridge that was to be allocated solely to the Brentwood Community Centre.

However, under the guidelines of the MOU, we were told that the \$3000 donation had to be made to the festival due to the amount being above a certain threshold. However, at our meeting, you indicated that you would ensure that we received the full \$3000 since it was our efforts that secured the sponsorship.

It was our intention when securing the sponsorship that we would use the \$3000 to cover expenses above what we requested on the event submission form. However, your funding email shows that the \$3000 is being allocated to us and counted within the \$7500 request. It is the opinion of the board that this is not a fair approach. Why would we seek sponsorships if it will just offset the funding supplied by the Township? That method doesn't help put us any further ahead.

I understand that not every hall board is participating in the festival and that staff are running events and utilizing the funding. In the boards opinion that funding should be used to support the events that are actually being organized, run and managed by hall board volunteers.

I would appreciate a discussion and consideration on this matter when you attend our hall board meeting next week.

Thank you,

Kristin

On Aug 07, 2018, at 03:31 PM, Amanda Murray <amurrav@clearview.ca> wrote:

Hello Kristin,

Thank you for the email. I hope you had a great long weekend.

As requested, here is the breakdown of expenses and funding/grants:

1. Details of the breakdown of expenses and funding/grants:

\$800 - Little Foot - Approved Township Funding

\$100 - Table Rental - Approved Township Funding

\$7500 - This would go towards Staging, Sound & Lighting, Generator/Scaffolding rental, Shuttle bus service, heater rentals, and possible mail out or additional advertising

*This amount is covered by the following funds \$3000 - Enbridge sponsorship for Generator, Scaffolding etc. and Shuttle Bus Service

\$2000 - Reinhart Foods (for Reinhart's Light Cider) for the Stage Rental

\$2500 - Sound & Lighting, Heater Rentals funded by the Celebrate Ontario grant

Any additional advertising is at the discretion of the Marketing Coordinator. When possible the Township will provide additional funding, otherwise, it is the responsibility of the Hall to fund any extra digital or traditional ads.

2. Accessing the funds:

- Financial Tracking — earlier this summer you or the hall board treasurer received the financial tracking files on a thumb drive or by email. Tracking the financials is an important part of generating the overall Summary of Revenue and Summary of Expenses for the Festival. There are several options to track the Small Halls revenue/expenses, including either "By Day", "By Event" or For The Entire Weekend. As a reminder, these forms are due by November 30, 2018.
- Submitting an Invoice — Clearview Township will reimburse the Halls and Partners for expenses related to the Festival. In order to receive your payment, please submit an invoice by email or in person to Amanda detailing the expenses which must be backed up with receipts. The request for reimbursement should line up with the original request submitted as part of the Small Halls Festival Activity Submission form. If you have any questions about what was originally submitted, please contact Amanda. (Ineligible expenses include most decor-related items, special occasion permits & building permits, alcohol, insurance costs, staff wages and capital purchases.)
- The Reimbursement Cheque from the Township must be included as a line "Clearview Township Reimbursement" in Revenue on the Financial Tracking sheet and the corresponding Expenses must be included as well. These will indicate the correct amount of revenue and expenses for the Festival.
- The "Expense Reimbursement Form" and "Cash Reconciliation Form" are optional, but may be considered to be helpful resources for your hall board/community organization.
- Ticket Reimbursement — Tim will send a report by email to the Halls indicating the number of complimentary tickets provided to sponsors for events. The Hall will be reimbursed via cheque the actual price of the tickets. Promotional giveaway tickets through the radio stations will not be reimbursed.
- For any of the above reimbursements by the Township, please note that there is typically a 7-10 day turn around period to process cheques.

3. Booking the Stage - I booked the stage with Adam Scheffer from VABS and will confirm the payment.

If you have any questions or concerns, please feel free to contact me directly via email or at the office, 705-428-6230 ext. 249.

Amanda Murray, MHK
Community Culture & Tourism Coordinator
Township of Clearview
(705) 428-6230 ext. 249
amurray@clearview.ca

-----Original Message-----

From: Kristin VanderKruys <kristinvanderkruys@icloud.com>
Sent: August-03-18 10:27 PM
To: Amanda Murray <amurray@clearview.ca>
Cc: Mayor Christopher Vanderkruys <cvanderkruys@clearview.ca>
Subject: Funding

Hi Amanda,

We have a committee meeting this week and I would like to provide an update to the board regarding our funding for the festival.

We don't need you to attend at this point but perhaps in the future for clarification if needed.

Here are my questions:

- 1) We submitted our financial requests through the online event submission form. Can you please provide a details breakdown of the amounts we asked for and what was granted?
- 2) Has Reinharts confirmed the booking for the stage?
- 3) I understand and my dad has confirmed that Enbridge donated \$3000 to the festival that is meant for our hall. How will we receive that money? A check would be great so we can put the funds to use.

Thank you,

Kristin