



The Duntroon Hall Board

MINUTES

September 15, 2020

7:00 p.m.

[Webinar](#)

Members Present: Gordon Kemp (Chair), David Culham, Monica Scott, Mary Armstrong (Treasurer), Jim Campbell, Ron Genoe, Roz St. Clair, Wally Skomra, Suzanne Wesetvik, Councillor Doug McKechnie, Kimberly Schneider (7:21), and Mark Fisher (7:23).

Members Absent: Nicole Scott.

Staff Present: Cayla Reimer, Committee Coordinator

1. Welcome

Chair Gordon Kemp called the meeting to order at 7:07 p.m.

2. Approval of [Agenda](#)

Resolution:

Moved by Jim Campbell, seconded by Mary Armstrong, Be It Resolved that the Duntroon Hall Board hereby approve the Agenda dated September 15, 2020 as presented.

Motion Carried.

3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

4. Approval of [Minutes](#) – August 07, 2020

Resolution:

Moved by Roz St. Clair, seconded by Jim Campbell, Be It Resolved that the Duntroon Hall Board hereby approve the August 07, 2020 Minutes as presented.

Motion Carried.

5. Business Arising from the Minutes

5.1 Flooring Quote

Have not gathered quotes for flooring as building permits for other necessary renovations have been halted. The Board discussed speaking with the Township to further investigate building permits and moving forward with Hall renovations.

5.2 Rental Contract

Deferred to the next meeting.

6. Financial Report

Treasurer, Mary Armstrong provided an update on refunds to cancelled rentals due to the pandemic. One rental donated their payment of \$160 to the Hall, a tax receipt will be issued. The current bank balance is approximately \$25,360.

7. Bookings update

Booking agent, Monica Scott updated the Board as to the cancellation of rentals due to the pandemic and family rentals scheduled in October. The Board discussed ensuring the tool kit is provided and stressed the importance of contract tracing.

Monica provided an update on tentative bookings from the Christmas season to spring and Buck and Doe season.

The Board discussed presenting the option of Loco Empanadas providing a food service to renters.

8. Events Update

No events are scheduled due to the pandemic.

9. Facility Review

David Culham has been into the Hall to check the dehumidifier. Monica and Gord have been into bleach mop the facility to prevent mould due to increased humidity the past few weeks. Hall Board members are encouraged to monitor the drainage efforts to ensure water flow away from the facility.

The Board briefly discussed Hall renovations as outlined in Jim Campbell's email (attached).

10. New Business

10.1 Winter Kitchen Rental – Joseph Griffin

Potential Hall renter, Joseph Griffin submitted a kitchen rental proposal (attached). The Board discussed operation measures in conjunction with provincial and health unit standards and guidelines required to move forward with a kitchen rental as well as standard rental agreement information.

The Board discussed the past rental contract with the requester and viability of the new rental agreement. The Board discussed the rental rate for the proposal and considered cost of utilities; hydro, gas, etc.

The Board discussed installing a wall in the back hallway and limiting additional rentals to the upper floor to maintain social distancing practices and prevent contamination possibilities.

The Board discussed providing an exclusive space for the proposed rental from October 1, 2020 to March 1, 2021.

Resolution:

Moved by Mark Fisher, seconded by Suzanne Wesetvik, Be It Resolved that The Duntroon Hall Board hereby accept the kitchen rental proposal from Loco Empanadas at \$1,000 per month beginning October 1, 2020 and a set end date of March 1, 2021 with first and last rent required prior to access of the kitchen.

Motion Carried.

11. Next meeting – October 20, 2020 at 7:00 p.m.

12. Adjournment

Resolution:

Moved by Susanne Wesetvik, Be It Resolved that the Duntroon Hall Board meeting be adjourned at 8:23 p.m.

Motion Carried.

Date Minutes Approved: October 20, 2020

Gordon Kemp, Chair

Cayla Reimer, Committee Coordinator

Cayla Reimer

From: jim@rockside.ca
Sent: Tuesday, September 15, 2020 8:46 PM
To: David Culham; Gord Kemp - Duntroon; Roz St.Clair; Mark Fisher; Ron Genoe; Mary Armstrong; Cayla Reimer; Monica Scott; Councillor Doug McKechnie; 'Kimberly Schneider'; Suzanne Wesetvik - Rockside; Nicole Scott; Wally Skomra
Subject: RE: proposed rough idea for 2020 bathroom reno

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 everyone:

Here is the plan that was briefly discussed during our meeting this evening (wonderful to see your faces and/or hear your voices!) as well as during our last meeting.

- The brown walls are existing walls to remain,
 - the yellow indicates new walls,
 - and the red dashed lines equate to walls which would be removed.
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- The new door for the South Hallway in this scenario is about a foot and a half or so south of the door-less door opening that is currently there (where the red dashed lines are).
 - As a temporary solution to closing off the Dining Hall and Kitchen from the upstairs renters, as David noted we could simply screw a sheet of plywood over that existing South Hallway doorway.
 - This plan still shows the sink and urinal locations flipped to the walls opposite of where they currently reside within each of the bathrooms – I think relocating them would be ideal, but not totally necessary. It would simplify the plumbing since it would all be on one wall. The toilet locations as illustrated match their current positions.
 - The two yellow walls to the south of the Mud Room would create another storage room off of that south hallway, but eventually could be converted to a stairwell (the vertical black dashed lines there indicate the future stairs that would replace the existing ones north of the Mop Room. One of the reasons for changing the stair location was to make the bathrooms more readily accessible from the dance floor level (without battling the crowds on the upper level) and to enable the +/- 3' width of the existing stairs and the bit of upper level floor between the two stairs to be contributed to the dance floor, thus making it larger.
 - The pair of finely-dashed horizontal black lines that overlap the horizontal yellow wall to the south of the Mop Room is an optional door that when closed would enable access to the washrooms (via the new stair) without interrupting a performance on stage.
 - The earlier scheme also include a second door to the Mens Washroom, which would be in the new wall opposite that room's door such that the door shown could be locked and the other one used solely by performers as part of their green room (with a curtain separating the green room area from the performing stage).

Clear as mud?

From: Joseph Griffin <jgleo1983@gmail.com>

To: Gord Kemp <theartfarmca@yahoo.ca>

Cc: Armando Anaya <armandoanayao@gmail.com>; Alejandra <griffin.alejandra@gmail.com>

Sent: Tuesday, September 15, 2020, 6:06:39 AM EDT

Subject: Rent the Duntroon hall kitchen

To the Duntroon Hall committee

My name is Joseph Griffin and my business partner's name is Armando Anaya, our business name is Loco Empanadas. We are requesting the use of the hall's kitchen for our business to produce ready to eat and frozen packaged meals for catering to the surrounding area. Our use of the hall would include the kitchen area and a small portion of the downstairs space. We would use the kitchen 4-7 days a week during which time we would practice all safety measures set forth by health Canada and ensure a safe environment for any visitors to the space.

Under the current health circumstances and government regulations, we hope it is possible to have exclusive use of the kitchen and that no other group use the kitchen space while we are not there. If there are any groups allowed to use the hall for various events, we would request that if they want to eat at the hall that we cater to them so they are not using the kitchen space. We are happy to discuss compensation for the hall under those circumstances that we are providing food for groups using the hall.

Thank you for your consideration and we look forward to speaking more with you at the zoom meeting.

Joseph Griffin

Sent from my iPhone