

# The Duntroon Hall Board Meeting Minutes

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The Duntroon Hall Board met at The Duntroon Hall on January 21, 2025, at 6:00 p.m.

Those in attendance were:

Chair:	Gordon Kemp
Treasurer:	Mary Armstrong (arrived at 6:10 pm)
Booking Agent:	Monica Scott
Members:	David Culham Mark Fisher Jim Campbell Suzanne Wesetvik Kimberly Schneider Ron Genoe
Council Rep:	Councillor Phyllis Dineen (absent)
Staff:	Sasha Helmkey-Playter, Clerk/Director of Legislative Services

The Chair began the meeting by reading the Indigenous Land Acknowledgement.

## 1. Approval of Agenda

### Resolution:

Moved by Jim Campbell, Seconded by Suzanne Wesetvik, Be It Resolved, that The Duntroon Hall Board hereby approve the Agenda dated January 21, 2025 as presented.  
Motion Carried.

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

None. Members were reminded to reach out to the Township's Integrity Commissioner to seek advice on potential conflicts of interest.

## 3. Approval of the Minutes

### Resolution:

Moved by David Culham, Seconded by Jim Campbell, Be It Resolved, that The Duntroon Hall Board hereby approve the Meeting Minutes dated October 15, 2024 as presented.  
Motion Carried.

## 4. Business Arising from the Minutes

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## **Industrial Fridge**

- Dave Culham to seek other contacts for purchasing a new fridge

## **Parking Lot Drainage**

- The Board is still seeking a long term solution to the drainage and will follow up with the Township in the spring

## **Future Hall Renovation Project - Architectural Drawings**

- Dave Culham has spoken with Lloyd Hunt regarding the options/costs for a new building
- Still no update from the province on the grant application
- Discussed renovation vs. new build and keeping the heritage aspect of the Hall

## **Hall Sign**

- Will be installed soon when it warms up

## **5. Financial Report**

### **Resolution:**

Moved by Jim Campbell, Seconded by Mark Fisher, Be It Resolved, that The Duntroon Hall Board hereby receive the verbal Financial Report for information. Motion Carried.

## **6. Rental Report**

- There are a few bookings in January on the weekends and a few already booked in February
- Buck and doe rentals for April, May and June and two weddings booked for May
- Discussion regarding the thermostat not working properly and shutting off
- The Hall's Green Beer Day is scheduled for March 15<sup>th</sup> from 4 pm – 12 am. The Highlanders and photobooth are booked and looking into possibly booking a food truck for the event

### **Resolution:**

Moved by Mary Armstrong, Seconded by Kimberley Schneider, Be It Resolved, that The Duntroon Hall Board hereby receive the verbal Rental Report for information. Motion Carried.

## **7. New Business**

### **7.1 Building Renovation Items**

The Board compiled the following list of minor renovations to be completed at the Hall:

- Fix the front door as it catches on the sill on the bottom
- Plywood in the front vestibule
- Downstairs display case – need to put shims underneath and replace the glass
- Bowling alley doorknob needs batteries replaced
- Look at creating a divider for the top hall and the bottom hall for bookings – issues with renters using the top when they have only booked the bottom hall – discussion whether a deposit (\$150) should be taken to rent the bottom half of the Hall
- Floor polishing downstairs – need a new floor cleaner and possibly a commercial clean of the carpets
- Upstairs hall floor - look at having a new coat done
- Ladies' bathroom stall doors need work
- Bathroom fan downstairs is noisy
- Need a new barrel bolt on the ladies' washroom downstairs
- Update the mirrors in the upstairs ladies' washroom
- Attic hatch needs Styrofoam added to it
- Christmas lights have been removed from the front vestibule
- Downstairs tables need replaced – look at purchasing grey plastic folding tables
- Downstairs lights some covers are missing and bulbs need to be replaced
- Kitchen cupboards have sag in them – need braces
- Upstairs door needs new weather stripping
- Compressor should be drained again
- Bar tap upstairs the hose needs to be replaced
- Janitor's door needs to be planed as it is hitting the floor
- Siding on the exterior corner of the building needs to be replaced
- Re-paint upstairs
- Purging of items from the storage and furnace rooms
- Downstairs furnace quit a couple times – Campbell Mechanical serviced it

The Board scheduled a Work Bee/Purge Party for Feb 27<sup>th</sup> & 28<sup>th</sup> beginning at 5:00 pm.

#### **Resolution:**

Moved by Jim Campbell, Seconded by David Culham, Be It Resolved, that The Duntroon Hall Board hereby approve expenditures up to a total of \$1,500 to update items at the Hall. Motion Carried.

### **7.2 Proposed 2025 Board Meeting Schedule**

#### **Resolution:**

Moved by Councillor Jim Campbell, Seconded by Kimberley Schneider, Be It Resolved, that The Duntroon Hall Board hereby approve the 2025 Board Meeting Schedule as presented. Motion Carried.

Members discussed scheduling an AGM for the Spring.

**8. Next Meeting**

Tuesday, February 18, 2025

**9. Motion to Adjourn****Resolution:**

Moved by Suzanne Wesetvik, Seconded by Kimberley Schneider, Be It Resolved, that The Duntroon Hall Board Meeting hereby be adjourned at 7:38 p.m. Motion Carried.

Original Signed By

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Gordon Kemp, Chair

Original Signed By

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Sasha Helmky, Clerk/Director of Legislative Services

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