

The Duntroon Hall Board Meeting Minutes

The Duntroon Hall Board met in person at The Duntroon Hall on June 17, 2025, at 7:11 p.m.

Those in attendance were:

Chair:	Gordon Kemp
Treasurer:	Mary Armstrong
Booking Agent	Monica Scott (Absent)
Members:	David Culham Ron Genoe Jim Campbell Mark Fisher (Absent) Kimberly Schneider (Absent) Suzanne Wesetvik (Absent)
Council Rep:	Councillor Phyllis Dineen
Staff:	Shannon Peart, Legislative Coordinator – Committee & Boards Grace Beaman, Events and Tourism Coordinator

The Chair called the meeting to order and read the Indigenous Land Acknowledgement.

1. Approval of Agenda

Resolution:

Moved by Jim Campbell, Seconded by David Culham, Be It Resolved, that The Duntroon Hall Board hereby approve the agenda dated June 17, 2025 as presented. Motion Carried.

2. Declarations of Interest

None.

3. Approval of the Minutes

Resolution:

Moved by David Culham, Seconded by Ron Genoe, Be It Resolved, that The Duntroon Hall Board hereby approve the meeting minutes dated April 15, 2025, as presented. Motion Carried.

4. Executive Reports

4.1 Chair Report

Gordon Kemp, Chair reported that there were no items to bring forward.

Resolution:

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

4.2 Treasurer Report

Mary Armstrong, Treasurer reported a current account balance of \$27,406.00 as of April 30, 2025. No expenses have been recorded since, though a few invoices are still outstanding.

Resolution:

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

4.3 Booking Agent Report

David Culham reported on upcoming hall rentals in Monica Scotts absence and noted one booking currently on hold. An event for the Amazing Race Clearview, Small Halls Addition is scheduled for October 25, 2025, from 10:00 a.m. to 6:00 p.m.

Maintenance discussions included cleaning the basement floor and fridge, checking the freezer temperature, and removing old dishes. The possibility of selling the old dishes on a 50/50 commission basis was suggested, with follow-up assigned to Gordon Kemp. It was also noted that the floor has not been professionally polished in many years and requires attention.

Resolution:

Moved by Jim Campbell, Seconded by Councillor Dineen, Be It Resolved, that The Duntroon Hall Board hereby receive the Booking Agent Report for information. Motion Carried.

5. Business Arising from the Minutes**5.1 Renovations Update**

Shannon Peart, Legislative Coordinator – Committee & Boards, provided an update on behalf of Terry Vachon, Director of Parks and Recreation, noting ongoing efforts to reach the insurance adjuster. Despite weekly follow-ups, there has been no response to date.

5.2 Annual General Meeting

The Treasurer will present a draft budget at the September 16, 2025 meeting and will schedule the October meeting to include the Annual General Meeting.

6. New Business

6.1 Small Halls Festival

Grace Beaman, Events and Tourism Coordinator provided an update on the 2025 Small Halls Festival. This year marks the 10th edition of the Small Halls Festival, which has been recognized as one of the Top 100 Small Halls Events. Participating halls have started to confirm their planned activities. The Duntroon Hall will host a country music concert on Saturday, October 4, 2025 for the Small Halls Festival.

Resolution:

Moved by David Culham, Seconded by Mary Armstrong, Be It Resolved that The Duntroon Hall Board supports participating in the 2025 Small Halls Festival. Motion Carried.

6.2 Future Building Planning for the Duntroon Hall

The Board discussed the long-term vision for replacing the aging Duntroon Hall with a new, purpose-built facility that reflects community needs and future use. Examples from similar community spaces were discussed to help conceptualize ideas on functionality and design.

A subcommittee was formed to meet regularly, gather input, and lead the planning and concept development process.

Resolution:

Moved by David Culham, Seconded by Jim Campbell, Be It Resolved that The Duntroon Hall Board appoint a subcommittee consisting of David Culham, Jim Campbell and Gordon Kemp to engage in preliminary discussion with Township staff, the Mayor and Councillor Dineen regarding potential future plans for a new build at the Duntroon Hall site, and to report back to the Board with findings and recommendations. Motion Carried.

6.3 Tri-Wizard Trivia Tournament

Jim Campbell outlined potential plans for a three-week trivia tournament across multiple locations, featuring unique themes and a grand prize. The event may be hosted independently or in coordination with Station on the Green. Timing options include inclusion in the Small Halls Festival or a separate event in November. Jim will follow up with Jeremy from Station on the Green to explore collaboration.

6.4 Shareable Booking Calendar

David Culham reported that Monica Scott, Booking Agent, is developing a shareable booking calendar.

6.5 Paint

Paint colors have been selected. The Committee will obtain samples and plan a painting event after plastering is finished.

7. Next Meeting

Tuesday, September 16, 2025 at 7:00 p.m.

8. Adjournment

Resolution:

Moved by David Culham, Seconded by Councillor Dineen, Be It Resolved that The Duntroon Hall Board Meeting hereby be adjourned at 8:30 p.m. Motion Carried.

Original Signed By:

Gordon Kemp, Chair

Original Signed By:

Shannon Peart, Legislative Coordinator - Committee & Boards

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