

# Dunedin Hall Board Priority Meeting Minutes

---

The Dunedin Hall Board met at the Dunedin Hall on March 13, 2025, at 5:30 p.m.

Those in attendance were:

Chair: Eleanor Pattillo

Treasurer: Lynn Wilkinson

Booking Agent: Claire De Ruiter

Members: Jennifer Jansen  
Tom Woyzbun

Council Rep: Councillor McArthur

Staff: Clerk/Director of Legislative Services Sasha Helmkey-Playter; Deputy Clerk Krista Pascoe

## 1. Approval of Agenda

### Resolution:

Moved by Councillor McArthur, Seconded by Lynn Wilkinson, Be It Resolved that the Dunedin Village Hall Board hereby approve the Agenda dated March 13, 2025 as presented. Motion Carried.

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

None.

## 3. Approval of the Minutes

### Resolution:

Moved by Jennifer Jansen, Seconded by Tom Woyzbun, Be It Resolved, that the Dunedin Village Hall Board hereby approve the meeting minutes dated February 22, 2024 as presented. Motion Carried.

## 4. Rental & Facility Update

### 4.1 AODA Renovation Update

The board discussed the AODA hall renovations and possible renovations that could be done to the Dunedin Hall that would reduce costs. They proposed removing the staircase and adding washrooms on the upper level, ensuring that each level has one accessible washroom and an emergency exit. Township staff advised that currently the renovations are on hold as per Council's direction, but that this idea would be provided to staff.

#### **4.2 Rental Report**

Booking Agent, Claire De Ruiter provided an update on the hall rentals.

### **5. Election of Hall Board Positions Discussion**

#### **5.1 Nomination Process for Board Members**

The Board reviewed the recruitment process and Board and Committee Appointment Policy.

#### **5.2 Election of Board Executive**

The Board discussed the election process for Board members and each member was happy with their position for the remainder of the Council Term.

### **6. Financial Report**

#### **6.1 Financial Report**

Treasurer Lynn Wilkinson provided an overview of the Board's 2024 financials with account balances as of December 31, 2024.

#### **Resolution:**

Moved by Councillor McArthur, Seconded by Tom Woyzbun, Be It Resolved that the Dunedin Village Hall Board hereby accept the verbal Financial Report as presented. Motion Carried.

#### **6.2 Proposed 2025 Budget**

Treasurer Lynn Wilkinson reviewed each line item of the proposed 2025 Board Budget with the members. The Budget was provided to the Board at the meeting and has been appended to the meeting agenda as a record.

#### **Resolution:**

Moved by Jennifer Jansen, Seconded by Claire De Ruiter, Be It Resolved that the Dunedin Village Hall Board hereby approve the 2025 budget as amended to include an additional \$5,000 under fundraising for pub night events throughout the year. Motion Carried.

### **7. New Business**

**7.1 2025 Small Halls Festival Participation****Resolution:**

Moved by Councillor McArthur, Seconded by Tom Woyzbun, Be It Resolved that the Dunedin Village Hall Board hereby approve participating in the 2025 Small Halls Festival. Motion Carried.

**7.2 Dunedin Hall Pub Nights****Resolution:**

Moved by Tom Woyzbun, Seconded by Jennifer Jansen, Be It Resolved that the Dunedin Village Hall Board hereby approve hosting Pub Night events with a budget in the amount of \$5,000 to be used towards the purchase of liquor, food and other event incidentals. Motion Carried as amended.

**7.3 Fundraising for 2025**

The Board agreed to host their annual Yard Sale, Mistletoe Event and various Pub Nights as fundraising events this year. These events are captured in the Board's 2025 Budget under the Fundraising line item.

**7.4 Hall Gardens**

The Board agreed to place a plaque in the garden in memory of a community member that passed away.

**7.5 Parking Lot Signage**

The Board discussed the option of having a sign in the parking lot with a QR code that would allow users of the parking lot to make a voluntary donation to the Hall. Township staff will investigate the logistics with the Finance Department and bring more information to the board at a future meeting.

**8. Other Business**

Jennifer Jansen proposed having a Community Clean-up Day on Saturday April 26<sup>th</sup> from 9:00 a.m. to 1:00 p.m. The board agreed and asked if Township or County staff could pick up the garbage that is collected along the roadway as it is a lot to carry back to the hall.

**9. Next Meeting**

Scheduled for November 6, 2025.

**10. Motion to Adjourn****Resolution:**

Moved by Tom Woyzbun, Seconded by Jennifer Jansen, Be It Resolved, that the Dunedin Village Hall Board Meeting hereby be adjourned at 6:44 p.m. Motion Carried.

Original Signed By:

\_\_\_\_\_  
Eleanor Pattillo, Chair

Original Signed By:

\_\_\_\_\_  
Krista Pascoe, Deputy Clerk

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