



Avening Hall Board Meeting Minutes

The Avening Hall Board met in a virtual zoom session on February 17, 2022 at 7:30p.m.

Those in attendance were:

Chair:	Bill Hewitt
Treasurer:	Karen Cubitt
Council Rep:	Councillor John Lamers (absent)
Member:	Lorie Awender
Member:	Gary Dzeboa (absent)
Member:	Sara Hershoff (absent)
Member:	Monica Norris (absent)
Member:	Ed Stephens
Member:	Tina Stephens
Member:	Melanie Walters
Member:	Jennifer Whitley (absent)
Staff:	Committee Coordinator, Cayla Reimer Community Culture and Tourism Coordinator, Amanda Murray

1. Approval of Agenda

The Board discussed adding item 7.1 Water Pipe.

Resolution:

Moved by Lorie Awender, Seconded by Melanie Walters, Be It Resolved, that the Avening Hall Board hereby approve the agenda dated February 17, 2022 as amended. Motion Carried.

2. Disclosure of Disqualifying Interest and General Nature Thereof

No disqualifying interests were declared.

3. COVID Update

Community Culture and Tourism Coordinator, Amanda Murray provided information on the changing COVID restrictions and guidelines as recommended by the province and local health unit (attached). Amanda reminded the Board that the time frames and guidance documents may change and will continue to provide up to date information as it becomes available.

Amanda reminded the Board that the Parks, Culture, and Recreation Department is happy to assist with any additional questions.

4. Approval of the Minutes

Resolution:

Moved by Karen Cubitt, Seconded by Melanie Walters, Be It Resolved, that the Avening Hall Board hereby approve the meeting minutes dated January 20, 2022 as presented. Motion Carried.

5. Business Arising from the Minutes

5.1 AODA Renovations Update

Chair, Bill Hewitt provided an overview of the meeting he had with the General Manager of Parks, Culture, and Recreation; Terry Vachon and reviewed the proposed concept designs. Bill highlighted fire door requirements at the lower level each at the West and South entrances, allowing the wooden doors to remain. Bill reviewed the removal of the south side emergency exit stairway and adding accessible access at each the North side and kitchen area, which may provide enough accessibility to not require an elevator, however; Terry suggests maintaining the elevator in the tender process. The Board discussed the elevator costs, requirements, ongoing maintenance, and being mindful of community needs.

The Board discussed barrier free exits and lower level exits, with regard to door spacing which has been relayed to the engineers, along with barrier free exits.

Bill provided information on the process moving forward and associated funding which has not yet been ratified. The Board raised concerns over potential increased costs due to the initial expense and the ongoing expenses in adding an elevator to the final design.

5.3 Booking Agent Position

Lorie provided information on the Booking Agent process (attached). The Board discussed the Booking Agent position and how to adequately cover the duties and responsibilities.

The Board discussed automating the role as much as possible (rental agreement, virtual tour video, etc.), updating the booking agent contact information on the township website, and filling the roll in the interim of appointing a new Booking Agent or a group to oversee the duties such as; secretary (contact person, scheduling, and ensuring appropriate information and resources are available); maintenance (clean up), and a walk through/onsite person, etc.

Bill has volunteered to fill the secretary roll for the interim and will work with Karen to create/update required documents, Bill will further investigate the virtual tour option.

Lorie is happy to assist in showing the Hall.

The Board discussed hosting the AGM in April to better address the Booking Agent position and requirements.

5.4 Pop Machine

Ed Stephens had been offered \$250 for the pop machine

Resolution:

Moved by Melanie Walters, Seconded by Karen Cubitt, Be It Resolved, that the Avening Hall Board hereby approve the sale of the pop machine for \$250. Motion Carried.

5.5 Parking Lot

Councillor John Lamers was not available to provide an update.

6. Rental Report

7. Financial Report

Treasurer, Karen Cubitt informed the Board that she is struggling to get statements and will continue to work on obtaining them. Karen provided an overview of the expenses and will create a Draft Budget to present at the AGM.

8. New Business

7.1 Water Pipes

Lorie informed the Board that a water pipe had burst in the furnace room, Ed was able to turn off the water and get it cleaned up. Ed was able to get the furnace running again and the pipe has since been fixed, however; the urinal continues to run and will be repaired tomorrow morning.

7.2 AGM

The Board discussed hosting the AGM on April 21, 2022 at 7:30 p.m.

Resolution:

Moved by Melanie Walters, Seconded by Tina Stephens, Be It Resolved, that the Avening Hall Board hereby set the date of the Annual General Meeting for April 21, 2022 at 7:30p.m. Motion Carried.

9. Next Meeting – March 17, 2022 at 7:30 p.m.

10. Motion to Adjourn

Resolution:

Moved by Tina Stephens, Seconded by Melanie Walters, Be It Resolved, that the Avening Hall Board Meeting hereby be adjourned at 8:53 p.m. Motion Carried.

Bill Hewitt, Chair

Cayla Reimer, Committee Coordinator

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