



# Creemore Station on the Green Board Meeting Minutes

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The Creemore Station on the Green Board met in a virtual zoom session on February 17, 2022 at 9:00a.m.

Those in attendance were:

Chair:	Linda Coulter
Interim Chair:	Jeremy Ray
Treasurer:	Brian Bell
Booking Agent:	Debbie Hill
Council Rep:	Deputy Mayor Barry Burton (absent)
Member:	Per Hahne
Member:	Tom Caswell (absent)
Member:	Pattie Cleary (absent)
Staff:	Committee Coordinator, Cayla Reimer

## 1. Approval of Agenda

### Resolution:

Moved by Linda Coulter, Seconded by Per Hahne, Be It Resolved, that the Creemore Station on the Green Board hereby approve the agenda dated February 16, 2022 as presented. Motion Carried.

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

No disqualifying interests were declared.

## 3. Approval of the Minutes

### Resolution:

Moved by Debbie Hill, Seconded by Linda Coulter, Be It Resolved, that the Creemore Station on the Green Board hereby approve the meeting minutes dated January 20, 2022 as presented. Motion Carried.

## 4. Business Arising from the Minutes

### 4.1 Advertising Costs

Booking Agent, Debbie Hill provided information on advertisement in the local papers, including; Collingwood, Wasaga Beach, and Stayner as well as advertising on the Borden website. One fee covers all three local papers.

Debbie informed the Board that the Echo is happy to work within the provided budget.

The Board discussed potential advertisement options, costing, and benefits. Treasurer, Brian Bell informed the Board that there are no available funds to move forward with advertising at this time.

The Board discussed investigating the Station on the Green Facebook page and gaining access to the page to better promote the facility. Debbie will further discuss with Pattie and further source the administration rights to the Facebook page.

#### 4.2 Proposed Office Space Update

The Board reviewed communication received from the General manager of Parks, Culture, and Recreation, Terry Vachon.

Jeremy informed the Board that there was a meeting at the site to better understand potential of the request.

Linda Coulter informed the Board that she had contacted the Village Green in person and via email (attached) to inform them there was no space available at the Station on the Green to facilitate an office space. The Village Green thanked the Board for considering the request.

### 5. Financial Report

Treasurer Brian Bell reviewed the provided financial report and highlighted bank balance of \$5,803.70 from the end of January. Brian informed the Board that he is not able to access the bank statements online. Brian reviewed monthly income and expenses and can only provide estimates at this time of \$2,086.64 and will likely be in the red by March 4, 2022

Brian discussed the implications moving forward and is hopeful that rentals will increase as income is only provided by Epcore and facility rentals.

The Board discussed seeking financial assistance from the Township. Brian will review upcoming expenses to present to the Township.

The Board discussed the importance and need of the Board Treasurer to have access to the financial statements and account.

### 6. Rental Update

#### 6.1 Rental Update

Booking Agent, Debbie Hill provided a list of upcoming rentals and will provide the Board with a potential rental income forecast.

Debbie requested past rental information for the Horticultural Society Plant Sale rental fee. Treasurer Brian Bell informed the Board that the Horticultural Society had paid \$207.24 in 2019 to host their plant sale.

The Board discussed rental rates for community groups, the differences between peak and off-peak rentals, as well as rental lengths. Debbie Hill will present an amendment to the rental rates at the next meeting.

**Resolution:**

Moved by Linda Coulter, Seconded by Debbie Hill, Be It Resolved, that the Creemore Station on the Green Board hereby donate the set up time and apply a discounted rental rate of \$200 plus taxes for 5 hours to host the Horticultural Society Plant Sale based upon the 2022 pricing schedule. Motion Carried.

**6.2 Station Café**

Debbie Hill provided a proposal to host a morning coffee club. The Board discussed the idea and potential schedule. Debbie will further investigate options.

**6.3 Buck and Doe Events**

Debbie informed the Board that she has had three requests to host Buck and Doe events and inquired if the events are acceptable to host at the Station on the Green.

The Board discussed applying a \$500 refundable damage deposit to the events.

**Resolution:**

Moved by Debbie Hill, Seconded by Brian Bell, Be It Resolved, that the Creemore Station on the Green Board hereby approve hosting Buck and Doe events with a required refundable \$500 damage deposit. Motion Carried.

**6.4 Marketing and Advertising**

Covered in item 4.1 Advertising Costs.

**7. Building and Landscaping**

**7.1 Accessible Access to Main Entrance Around Events Sign**

Interim Chair, Jeremy Ray provided information regarding the Village Green and events signage to better understand the flow of people through the space and to the main entrance. The Board discussed the importance of remaining informed of the Village Green's use of the Station's parking lot and the access to the main entrance of the Station on the Green facility.

## 8. New Business

### 8.1 Covid Update

The Board received the most recent covid-19 updates from the parks, Culture, and Recreation Department.

Debbie Hill would like to add some fundraising ideas to the next meeting agenda.

The Board discussed the planed next steps of reopening and concerns over additional lockdowns and vaccine passport requirements.

### 8.2 Security Cameras

Interim Chair, Jeremy Ray provided background information on the security system at the facility and asked the Board to consider if the station requires working security cameras to monitor the facility and will further consider when finances are healthy.

Jeremy informed the Board that the Village Green had once inquired for usage of security monitoring and there maybe opportunity to share costs of the security system.

The Board discussed their frustrations with the construction and delay of the Village Green. Linda and Jeremy will request a meeting with the Village Green to discuss; video surveillance, current status, opening timeline, detailed accessibility walkthrough, future market setup, and parking.

Per Hahne inquired about a required Fire Safety Plan for the Station on the Green, Jeremy provided an update on communication from the Township Fire Department who are currently creating one to be used as a template.

Thank you cards, have been sent to the family thanking them for the donation of the Fire Security Panel.

Per suggested moving the painting in the entrance to a more predominant location.

## 9. Next Meeting – March 17, 2022 at 9:00 a.m.

## 10. Motion to Adjourn

### Resolution:

Moved by Debbie Hill, Seconded by Linda Coulter, Be It Resolved, that the Creemore Station on the Green Board Meeting hereby be adjourned at 11:16 a.m. Motion Carried.

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Linda Coulter, Chair

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Cayla Reimer, Committee Coordinator

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