



# 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 May 19, 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
Member:	Pattie Cleary (absent)
Staff:	Committee Coordinator, Cayla Reimer

## 1. Approval of Agenda

### Resolution:

Moved by Brian Bell, Seconded by Jeremy Ray, Be It Resolved, that the Creemore Station on the Green Board hereby approve the agenda dated May 19, 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 Per Hahne, Be It Resolved, that the Creemore Station on the Green Board hereby approve the meeting minutes dated April 21, 2022 as presented. Motion Carried.

## 4. Business Arising from the Minutes

### 4.1 Fire Extinguisher Update

Per updated the Board that he has been in communication with the company who inspects the extinguishers who took one of the covers to ensure proper sizing and compatibility.

**Resolution:**

Moved by Debbie Hill, Seconded by Tom Caswell, Be It Resolved, that the Creemore Station on the Green Board hereby approve the purchase of extinguisher covers up to \$300. Motion Carried.

**4.2 Security Cameras**

Per informed the Board that there has been no change to the quote received, however with the addition of Village Green requests which the Village Green will cover; approximately \$4,975 of the \$7,750 quote.

**Resolution:**

Moved by Jeremy Ray, Seconded by Per Hahne, Be It Resolved, that the Creemore Station on the Green Board hereby approve the purchase and installation of the security cameras for approximately \$7,750 of which \$2,775 to be paid by the Station on the Green and the remainder paid by the Village Green. Motion Carried.

**5. Financial Report**

Treasurer Brian Bell provided an updated Profit & Loss statement with a bank balance of \$5,531, which has not yet been reconciled for the month and can expect to see additional funds as reopening continues.

**Resolution:**

Moved by Brian Bell, Seconded by Debbie Hill, Be It Resolved, that the Creemore Station on the Green Board hereby direct Chair, Linda Coulter to send a Thank You to the Mayor and Council and send to the Deputy Mayor, Treasurer, and General Manager of Parks, Culture and Recreation for their recent financial assistance. Motion Carried.

**6. Rental Update****6.1 Rental Update**

Booking Agent, Debbie Hill provided a list of past and upcoming rentals including the associated revenue.

**6.2 Small Halls Festival**

Booking Agent, Debbie Hill provided an overview of catering for the dinner theatre and is waiting for a couple additional quotes to better compare.

Debbie discussed the need for an opening (October 2, 2022) and closing (October 2, 2022) host facilities for the Back Roads Rally event of the Small Halls Festival and

discussed the requirements for hosting each event. The Board discussed involving the Brewery and BIA and would like more information on cost, cost recovery, etc.

**Resolution:**

Moved by Jeremy Ray, Seconded by Brian Bell, Be It Resolved, that the Creemore Station on the Green Board hereby volunteer to host the closing event of the Back Roads Rally Event of the Small Halls Festival, scheduled for October 02, 2022. Motion Carried.

**6.3 End of School Celebration**

Debbie provided information on a proposed “pajama party” with double feature movie for the youth and families of the community.

**Resolution:**

Moved by Debbie Hill, Seconded by Tom Caswell, Be It Resolved, that the Creemore Station on the Green Board hereby approve the proposed pajama party fundraiser to celebrate the end of school. Motion Carried.

**6.4 20<sup>th</sup> Anniversary**

Chair, Linda Coulter provided information on a proposed celebration to be held Saturday June 25 from noon until 2:00p.m. to celebrate the 20<sup>th</sup> anniversary of the Station on the Green opening. Debbie provided an overview of donations (food, drinks, utensils), advertisements, potential entertainment, and historical items (minutes, fundraising items, pictures, advertisements, etc.).

Per requested the plaque be applied to the item in the front entry area prior to the celebration.

**6.5 Solopreneur Co-Workspace**

Debbie provided a proposal that allows the station be used as an office for local residents who are working from home and are missing the office environment and camaraderie.

The Board discussed the proposal and would like to further investigate interest, Debbie will present at the next meeting.

**7. Building and Landscaping**

**8. New Business**

**8.1 Buttress Panting**

Jeremy provided information on the current state of the buttress' which will need to be repainted. Per informed the Board that an updated quote would need to be secured to move forward.

Treasurer, Brian Bell suggested creating a capital projects list to better determine finances, ability, and create a timeline to adequately move forward.

## 8.2 Storage Room Wall

The Board discussed erecting a wall to protect the electrical panels, security system, etc. The Board discussed sourcing quotes.

## 8.3 Website Update

Jeremy provided information on the current website and updating to a modern and efficient site. The Board discussed the provided proposal, requirement of website, other capital projects, and obtaining additional quotes.

### **Resolution:**

Moved by Jeremy Ray, Seconded by Tom Caswell, Be It Resolved, that the Creemore Station on the Green Board hereby approve the website proposal as provided. Motion Carried.

## 8.4 Book Sale Advertisements

Linda requested the Board pay for four (4) advertisements in the Echo to promote the book sale.

### **Resolution:**

Moved by Debbie Hill, Seconded by Brian Bell, Be It Resolved, that the Creemore Station on the Green Board hereby approve payment of four advertisements for the Book Sale in the Creemore Echo. Motion Carried.

## 8.5 Market

Booking Agent, Debbie Hill informed the Board that the Market is looking to host their winter and special markets indoors at the Station and discussed increasing the fee to \$250 for the required indoor rentals.

The Board discussed the Markets outdoor storage unit and would like further information; location, building design (does it match the station), dimensions, etc.

### **Resolution:**

Moved by Per Hahne, Seconded by Debbie Hill, Be It Resolved, that the Creemore Station on the Green Board hereby approve a storage unit in conjunction with Board requirements. Motion Carried.

## 8.6 Village Green

Debbie informed the Board that she has received an invitation from the Village Green requesting Debbie join the grand opening event committee and would like to reserve the Station on the Green as a rain day backup, however; the Station on the Green is booked for the requested date.

Debbie informed the Board of the Village Green building initiatives which will require blocking off the main entry way to lay the curbs and brick walking path and are requesting preferred dates to complete the work, which should take approximately four (4) days to complete.

Brian informed the Board that the Village Green construction materials will not be moved prior to the weekend. The Board would like to invite the General Manager of Parks, Culture and Recreation to the next meeting.

## 8.7 In Person Meeting

### **Resolution:**

Moved by Debbie Hill, Seconded by Jeremy Ray, Be It Resolved, that the Creemore Station on the Green Board hereby approve meeting in person should SMDHU recommended guideline restrictions be lifted. Motion Carried.

## 8.8 Storage

Debbie informed the Board that she is cleaning out the storage room and requests all left over equipment and items be picked up by those rentals who no longer use the space.

## **9. Next Meeting** – June 16, 2022 at 9:00 a.m.

## **10. Motion to Adjourn**

With no further business to discuss the Creemore Station on the Green Board Meeting adjourned at 11:25 a.m. Motion Carried.

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Linda Coulter, Chair

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Cayla Reimer, Committee Coordinator