



Creemore Station on the Green Board Meeting Minutes

The Creemore Station on the Green Board met in a virtual zoom session on June 16, 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
Member:	Per Hahne
Member:	Tom Caswell
Member:	Pattie Cleary (absent)
Staff:	Committee Coordinator, Cayla Reimer

1. Approval of Agenda

Resolution:

Moved by Linda Coulter, Seconded by Deputy Mayor Barry Burton, Be It Resolved, that the Creemore Station on the Green Board hereby approve the agenda dated June 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 Per Hahne, Be It Resolved, that the Creemore Station on the Green Board hereby approve the meeting minutes dated May 19, 2022 as presented. Motion Carried.

4. Business Arising from the Minutes

4.1 Solopreneur Update

Debbie Hill informed the Board that she has lots of interest in the shared co-workspace at a possible rate of \$15 per day to use the facility as a workstation for those who work from home.

4.2 Storage Room Wall - Quotes

Per provided a brief background on the proposed wall and provided a quote from Tim Armour in Creemore that includes a steel door and repair the kitchen cabinets for a total of \$3,170.

The Board discussed alternative options such as; building the proposed wall independently, Tom will provide a quote at the next meeting; Requesting support from Council; and locking the room to prevent access.

Tom and Deputy Mayor Burton will also look at fixing the kitchen cabinets.

Resolution:

Moved by Deputy Mayor Barry Burton, Seconded by Debbie Hill, Be It Resolved, that the Creemore Station on the Green Board hereby approve the purchase and installation of two combination locks with a maximum of \$300 to secure the storage area around the electrical panel. Motion Carried.

4.3 Buttress – Quotes

The Board discussed issues in sourcing a contractor to complete the work and associated costs.

Deputy Mayor informed the Board that Student painters are advertising in the area, Per will further investigate.

Treasurer Brian Bell suggested creating a capital expenditure or wish list with associated costs to better plan and prepare for upcoming projects.

5. Financial Report

5.1 Financial Report

Treasurer Brian Bell provided and reviewed an updated Profit & Loss statement with an unreconciled bank balance as of June 7, 2022 of \$4,949.38, and is happy to report rentals continue to increase and the solar panels are adding to an increase in revenue.

5.2 May Bank Statement

The Board received and reviewed the May bank statement that shows a bank balance as of May 31, 2022 of \$10,295.56.

The Board discussed credit card payments and the process to accept payments. Treasurer Brian Bell, informed the Board that they currently pay \$35.90 to submit credit card payments.

The Board discussed the treasurer's inability to view the Station on the Green's bank account online, Deputy Mayor Burton will further investigate.

Resolution:

Moved by Debbie Hill, Seconded by Lind Coulter, Be It Resolved, that the Creemore Station on the Green Board hereby approve implementing etransfers for facility rentals. 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 20th Anniversary

Debbie Hill provided an update on the 20th Anniversary celebrations and provided an overview of the event program.

Treasurer Brian Bell extended thanks and gratitude to Debbie Hill, volunteers, and donations to host such an event.

Debbie informed the Board that she has put the end of school celebrations on hold to focus on the 20th anniversary celebrations and will look to host something in the summer months.

6.3 Small Halls Festival

Booking Agent, Debbie Hill provided an update on the Backroads Rally and informed the Board that with ATV's not allowed in Creemore the Station on the Green will not be on the tour.

Debbie provided information on catering for the murder mystery meal scheduled for November 05, 2022 and comparative quotes.

Resolution:

Moved by Linda Coulter, Seconded by Tom Caswell, Be It Resolved, that the Creemore Station on the Green Board hereby accept the proposal for catering submitted by Chez Michel for \$55/person and three servers at \$25/hour each. Motion Carried.

6.3 Village Green

Debbie provided information on the improved continuity of the groups since working together and provided an overview of shared services (pressure washed parking lot, assistance with farmers market, etc.)

The Creemore BIA has provided payment of \$22/hr to assist with increased cleaning and supplies for the Summer Solecist event. The Board discussed requesting the same from the Village Green to assist in increased use during Village Green Events.

Resolution:

Moved by Deputy Mayor Barry Burton, Seconded by Per Hahne, Be It Resolved, that the Creemore Station on the Green Board hereby approve discussing and entering into an agreement with the Village Green Management Board to assist in additional bathroom cleaning and supplies during Village Green Events, similar to the agreement with Creemore BIA. Motion Carried.

6.4 Station Café

Debbie provided information on the success of the station café and its continued growth including an increase in volunteers and requests to add an additional day.

7. Building and Landscaping

Interim Chair, Jeremy Ray discussed the need to spray the interlocking bricks with vinegar. Jeremy provided information on gardening services to clean up the Station Gardens at the \$24/hour.

8. New Business**8.1 Website Update**

Jeremy provided information on updating the website and suggested a subcommittee to review the proposed site.

8.2 Book sale Advertisements

Linda Coulter informed the Board that the Book Sale organizer will oversee the promotion of the event and the four (4) approved advertisements.

Linda reminded the Board that the Book sale will require a lot of volunteers. Linda discussed that the organizer will develop a task list for volunteers.

8.3 Updated Board & Committee Appointment Policy

Committee Coordinator, Cayla Reimer provided information on the updated policy that was approved at the June 13, 2022 Council Meeting.

The Board discussed gaining more volunteers to continue in the next term.

8.4 In Person Meeting

Committee Coordinator, Cayla Reimer provided updates on the requirements to move

to in person meetings.

8.5 Retirement and Moving On

Deputy Mayor Barry Burton informed the Board that he will not be running for Deputy Mayor in the next Election and apologized for missing past meetings. Deputy Mayor Burton also informed the Board that the Mayor will be in attendance in his absence moving forward.

The Board thanked Barry Burton for his dedication and work with the Station on the Green.

9. Next Meeting – July 21, 2022 at 9:00 a.m. at the Station on the Green.

10. Motion to Adjourn

With no further business to discuss the Creemore Station on the Green Board Meeting adjourned at 10:29 a.m. Motion Carried.

Linda Coulter, Chair

Cayla Reimer, Committee Coordinator

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