



**THE CORPORATION OF THE CITY OF THOROLD
PROCEEDINGS OF THE DARLENE RYAN PORT ROBINSON COMMUNITY
CENTRE BOARD OF MANAGEMENT
MINUTES**

DRPRCC 6-2024

Monday, June 17, 2024

Darlene Ryan Port Robinson Community Centre, 40 Cross Street, Thorold

Board Members Present: D. Berry, R. Haynes, R. Whitty (Board Vice Chair), M. Wilson (Board Chair)

Regrets: L. Michael, L. Prytula

Staff Members Present: D. Baldoni, Manager, Community Services, B. Nicholson, Program Coordinator

1. Call to Order

Board Chair Wilson called the meeting to order at 7:12 p.m.

2. Land Acknowledgement

R. Haynes read the land acknowledgement.

3. Declaration of Interest

There were no declarations of interest.

4. Adoption of Agenda

Moved by: R. Haynes

Seconded by: R. Whitty

That Agenda DRPRCC 6-2024, **BE ADOPTED**, as presented.

CARRIED

5. Adoption of Minutes

5.1 DRPRCC 5-2024

May 13, 2024

Moved by: R. Haynes

Seconded by: R. Whitty

That Minutes DRPRCC 5-2024, being the minutes of the Darlene Ryan Port Robinson Community Centre Board of Management meeting held on May 13, 2024, **BE ADOPTED**, as presented.

CARRIED

6. Correspondence

6.1 Beautification Account Statement

Board Chair Wilson advised that the Beautification Account has a balance of \$10,020.90. At the end of 2023, our account stood at \$ 8,430.37. Over time it has accumulated \$1,000 in interest.

7. Board Business

7.1 Thank You

Board Chair Wilson thanked members who participated in the BBQ on June 8, including Bob for his BBQ skills during the event. Board Chair Wilson noted that as this is the last meeting before summer break, a special thanks to all Board members for their efforts throughout the year. The Chair thanked the City and staff for making the Community Centre look beautiful year-round and thank you to Council for supporting and attending events.

7.2 Rental Review

In May, there were 18 rentals plus one Community event (Mother's Day Tea). Currently, June has 19 rentals (another record) and the Community BBQ. Currently, July has 5 events booked.

7.3 Beautification Projects

7.3.1 **Sign**

Board Chair Wilson advised that after reimbursement from Mother's Day Tea costs, the sign will be ordered.

7.3.2 **Window**

Board Chair Wilson advised that the Heritage Advisory Committee Chair Anna O'Hare will attend the September meeting to discuss designation in the Community Centre. R. Whitty has made progress on the individual panels.

7.3.3 **Tables**

D. Baldoni, Manager, Community Services, advised that the request will be presented to Council at their meeting tomorrow. L. Prytula previously enquired if the Allanburg Community Centre could take the old square tables. D. Baldoni, Manager, Community Services, advised that the Allanburg Community Centre will be undergoing renovations soon and may not have the space. It was suggested to present the idea to the Allanburg Community Centre Board of Management.

7.3.4 **Maintenance Items**

Board Chair Wilson advised regarding the following:

- Receipts for \$118.07 for garden maintenance has been submitted
- The stove will need more cleaning attention
- A live trap was set near the grate
- A bird nest was removed, the hose and accessible button were repaired
- Waiting on main entrance floor mat

Board Chair Wilson requested that the windows be cleaned from outside. Since the windows are double-paned, it is requested that the windows be removed to clean in between the double panes. She further requested that the men's washroom be looked at and that the bee/wasp nest located inside the window that will need to be removed.

Board Chair Wilson advised regarding the following items:

- In the Fall, request to remove cedars and replace with hydrangeas
- That picnic tables be moved away from the sidewalk for grass cutting
- Before the Bridgefest event in August, request to have hooks removed from walls and a paint touch-up where damage from renters has occurred

7.4 Review Rental Dates

Board Chair Wilson noted that the Board will block off dates for upcoming maintenance work and the additional parking lot. The current (main) parking lot will not be affected by the new parking lot; accessibility issues were not perceived to be a problem.

B. Nicholson, Program Coordinator, suggested that the online booking be halted during the summer and bookings only occur via phone or email. D. Baldoni, Manager, Community Services, will contact the contractors and B. Nicholson, Program Coordinator, will block off dates for bookings.

7.5 Events

7.5.1 June 8 BBQ Event Report

Board Chair Wilson advised that the event was well attended and sold out quickly. Last year 90 hot dogs were sold and this year 70 hot dogs and 65 burgers were sold by 11 a.m. Next year more volunteers will be required. \$400 was spent and deposited \$405 after receipts were reimbursed. There were many positive remarks about the food.

7.5.2 Evening with Spirit Fundraiser

Board Chair Wilson advised that she spoke with Liz Throp regarding two dates chosen and she is available September 19. Margaret Sample will join her, and complimentary tea, coffee and desserts will be provided.

7.5.3 Fall Festival

The date is set for October 19 and this will be our third year of attempting this new event. The previous band was contacted and is available again this year.

7.5.4 Establish Dates for December Events

- Jack's Share the Warmth will begin November 1. R. Whitty will continue to offer her porch as a drop-off location
- Food Drive will be held December 1 (which will also end 'Share the Warmth')
- Breakfast with Santa will be held on December 7

8. Roundtable Discussion

Our Facebook page will include an update regarding the summer construction once tenders are completed.

The City will be recruiting for Committee and Board vacancies in September.

9. Next Meeting

The next meeting will be held on September 16, 2024.

10. Adjournment

There being no further business, the meeting adjourned at 8:44 p.m.

Marty Wilson
Board Chair

Rachel Haynes
Secretary

Nicholas Debono
Acting City Clerk