**Meeting Started:** 7:10pm

**In attendance:** Greg Patacairk, Carla McGregor, Tracy Taffinder, Duane Fowler, Lucy

 Bridgstock.

**1. Welcome to Lucy Bridgstock –** Lucy will be taking over from Carla McGregor as Secretary. Carla handed over to Lucy, minutes from last meeting and 2 USB sticks. Minutes of meeting will be emailed out to all Board Members within two days of the meeting. Lucy advised to send out reminder of meetings a week before and request any agenda items. Lucy is to create agenda and email out prior to the meeting. Meetings are held every month on the 2nd Wednesday of the month.

**2. Ice Contract (Greg)**

IceContractwas signed by Greg and Tracy and Tracy will fax contract off.

**3. AGM Minutes for 2014 (Tracy)**

 Tracy requested the AGM minutes for 2014 be emailed to her by Lucy.

**4. Heritage Canada Application (Tracy)**

 The Heritage Canada application form is complete and ready to be sent out.

**5. Renewable Funding Application (Tracy)**

 The Renewable Funding Application is complete, Tracy is just waiting for the Bank Statement to arrive so that it can be included in the application.

**6. Ice Maintenance (Greg)**

Ice is now open and running well, Duane has arranged Ice supervisors. Ice supervisors will be mopping floors every night Thursday – Sunday at the end of the night and carrying out a general tidy around the center.

**7. Paying of Ice Supervisors (Greg)**

Cole and Dillon will submit invoices every two weeks (as contractors) and will be

 paid $10 an hour for their services. Tracy will supply Cole and Dillon with a blank

 invoice template they can use.

**8. Building Maintenance (Greg)** There are two bulbs not working outside the kitchen, Duane will replace the bulbs.

**9. Participants Waiver (Greg)**

Website needs to be checked that there is a waiver online that participants need to agree to when signing up for programs. Greg will be checking with Lori regarding the waiver.

**10. Cleaner (Tracy/Lucy)**

 The regular cleaner has retired and the center needs to find a local cleaner that will work one hour on a Wednesday (time of day work is carried out is flexible), the pay will be $25 an hour, the person would be expected to mop floors, clean and re-stock bathrooms and general tidy around. (thurs – sun floors will be mopped by Ice supervisors). If anyone knows of someone that would be interested please contact Tracy for further information.

Lucy will be contacting Kim Donnelly in the Guidance Department at West Carleton to let them know about the position. This could be carried out as volunteer hours or as paid time, there is an option for the person to do the first hour as volunteer hours and be paid for 2nd hour. Lucy will give West Carleton Tracy’s email (tracy@dunrobincommunity.com) for any queries.

**11. Next Meeting will be held on February 11, 2015 at 7pm.**

**12. Meeting closed at 8.00pm.**