

**Leaside Memorial Community Gardens
Board of Management Meeting Minutes
September 25,2024 @ 7:15pm by Zoom and in-person**

Minutes #840

Attendees: Matt Baker (Interim Chair), Dan Teguh (Treasurer, Chair Finance and HR Committee), Janice Ivory Smith (Chair, Operations/Community Relations), Kathleen Mackenzie, Glenn Asano, Lisa Villeneuve (Zoom), Lani Uyeno (Zoom), Shawn Mackay (LMCG Management).

Regrets: Jennifer Smith (LMCG Management), Robert Mitic

Call to Order:

- Mr. Baker called the meeting to order at 7:22pm

Request for Conflict of Interest

- No conflicts declared.

Adoption of Minutes of Prior Meeting

- Mr. Baker called for any questions of the minutes of the board meeting held June 26, 2024.
- No questions

Motion to approve the minutes by Mr. Teguh, seconded by Ms. Mackenzie.

CARRIED

Report of the Chair

- Mr. Baker updated the board that the city has appointed a new board member, who will be joining the board for the October 23rd board meeting.
- Mr. Baker updated the board on the resignation of Mr. Bannon
- Mr. Baker asked for opinions on skill sets for Mr. Bannon's replacement, Legal, HR/LR, Marketing & Social Media was suggested.
 - Ms. Mackenzie stated that the city may request outgoing board members to stay on board until they are replaced.
- Mr. Baker updated the board on the mandatory training through the city. Stated needs to be completed by early-mid November.
 - No one has received any further information or dates for the training.
- Mr. Baker asked if everyone has received the survey on board eligibility from the city, everyone stated they have.

- Mr. Baker updated that Mr. Teguh will Chair the Finance/HR committee.

Report of the Director of Operations.

- Mr. Mackay provided a report on the building operations over the summer months.
- Mr. Mackay requested approval for purchase of Maintenance software through Maramak.
 - Mr. Baker asked if way to potentially bring down initial cost, Mr. Mackay to look into
 - Mr. Teguh asked that we have the contract reviewed by someone with legal expertise? Mr. Mackay agreed.
 - Mr. Asano asked length of contract, Mr. Mackay replied 3 year term.

Motion to approve the purchase of the software by Mr. Teguh, seconded by Ms. Ivory Smith.

CARRIED

- Mr. Mackay requested approval of a Professional Development conference in November. Mr. Mackay advised the cost is \$2,200.00 including registration, flights and hotel.

Motion to approve Mr. Mackay's attendance at the professional development conference moved by Ms. Mackenzie, seconded by Ms. Ivory Smith.

CARRIED

Ms. Villeneuve joined meeting at 8:07pm

Report of Director of Business & Finance

- Mr. Teguh provided an update on the financials through the summer, explained that due to lower revenue, losses are expected.
- Mr. Teguh provided an update that the 2022 audit is now complete.
- Mr. Teguh updated that 2 budgets were prepared for 2025, one for being open all year, second planning for closure due to capital works.
- Mr. Teguh updated that all contracts are signed by users for the season.
- Mr. Teguh provided an update that the city will move to council that our losses in 2020 & 2021 not be added to our loan.
- Request for advertising renewal of 4% for coming year. All agreed fair.
- Mr. Teguh updated on the accounting issue with the sale of old Zamboni in 2020, not captured as a capital asset.

- Mr. Teguh reviewed updated proposal by Scalability, advised cost will be \$3,500.00, updated that we are very happy with the work provided by Scalability.

Motion to approve signing of new Scalability contract by Ms. Mackenzie, seconded by Ms. Ivory Smith.

CARRIED

Motion to receive June, July & August monthly financials by Mr. Asano, seconded by Ms. Mackenzie.

CARRIED

Report of the Chair of Operations & Community Relations Committee

- Ms. Ivory Smith updated of the up coming Leaside Sports Hall of Fame event on October 25th, mentioned an invite went out to all board members.
- Ms. Ivory Smith provided an update on the coming Remembrance Day ceremony.
- Ms. Ivory Smith provided an update on the Murals.
 - Mentioned 2 quotes have been received, first for restoration (approx. 10k), second for installation (approx. 10k).
 - Thoughts could also be to restore and give to East York Art Society or Leaside Heritage.
 - Also, thoughts of having a copy of the mural made for display.

New/Unfinished Business

- Mr. Asano updated with the current development plans; one contract has been committed to providing a 10ksq' space for community use.
- Mr. Asano mentioned that the LRA has suggested that LMCG board of directors oversee neighbourhood community centres.
- Ms. Mackenzie asked about the questionnaire. Mr. Baker to follow up with an update, in the short-term Mr. Baker advised that there is no questionnaire and user groups are to be invited to upcoming board meetings.
- Ms. Mackenzie requested an ad hoc committee be created to seek out nominations for the following roles
 - Board Chair
 - Vice Chair
 - Chair of Safety Committee
- Mr. Baker stated he is prepared to be chair.
- Mr. Asano stated that he is willing to chair the ad hoc nominating committee.

Ms. Uyeno left meeting at 8:52pm.

Motion to adjourn meeting at 8:56PM, moved by Ms. Ivory Smith, seconded by Mr. Teguh.

CARRIED

Next meeting, Wednesday October 23,2024