

**Leaside Memorial Community Gardens
Board of Management Meeting Minutes
October 23,2024 @ 7:15pm by Zoom and in-person**

Minutes #841

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

Regrets: None

Call to Order:

- Mr. Baker called the meeting to order at 7:19PM.

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 September 27, 2024
- No questions

Motion to approve the minutes moved by Mr. Teguh, seconded by Mr. Asano.

CARRIED

Report of the Chair

- Mr. Baker welcomed new board member Mr. Edmund Chan.
- Mr. Baker invited Mr. Asano to provide an update from the nominating committee.
- Mr. Asano advised that none of the open positions were contested.

Motion to accept the acclamation of Mr. Baker (Chair), Mr. Teguh (Vice-Chair), and Ms. Mackenzie (Chair of the Safety Committee) moved by Mr. Asano and seconded by Mr. Teguh.

CARRIED

- It was agreed that the Nominating Committee would continue its work to seek nominations for the open Treasurer position and would report back at the next meeting.

Ms. Villeneuve and Ms. Ivory Smith joined at 7:25

- Mr. Baker updated the board on the mandatory DEI training with the City.
- Mr. Baker discussed engaging user groups with the board, and it was agreed that they would be invited, individually, to upcoming board meetings. In addition, the group discussed deploying a feedback survey beyond just the leadership of the user groups.

Report of the Director of Operations.

- Mr. Mackay provided a report on the building operations
- The board received an update on the status of the capital project, with Mr. Mackay noting that the closure would impact Rink B and the William Lea Room from April 22 2025 through December 31 2025

- Ms. Mackenzie queried whether Safety Funds could be used to enhance the safety of Rink B and Mr. Mackay advised that this is something he is looking into.
- Mr. Mackenzie advised that the Marmak maintenance software is now installed, and he is beginning to implement and train Mr. Ahier.

Report of Director of Business & Finance

- Ms. Smith summarized the September and YTD financial results.

Motion to receive September monthly financials by Mr. Baker and seconded by Ms. Mackenzie.

CARRIED

- Mr. Asano asked about the state of the 2023 Audit and was advised that the final queries from grant Thornton had been answered. The goal is to have the Financial Statements at the end of October/early November.
- Ms. Smith advised that, considering the closure of Rink B, the committees would need to discuss summer ice allocation strategies and provide a recommendation to the board at the November meeting.
- The board agreed it was acceptable to move the Future Sign contract to quarterly payments rather than annual. Ms. Smith noted that they will require a new agreement or extension in January 2025

Report of the Chair of Operations & Community Relations Committee

- Ms. Ivory Smith provided an update on the coming Remembrance Day ceremony on Friday November 8th in the William Lea Room.

New Business

- Ms. Mackenzie updated of the upcoming Leaside Sports Hall of Fame event on October 25th, inviting all board members to attend.

Motion to adjourn meeting at 8:33PM, moved by Mr. Baker, seconded by Mr. Asano.

CARRIED

Next meeting, Wednesday November 27, 2024

Aa