

The Nottawa Hall Board Meeting Minutes

The Nottawa Hall Board met at the Nottawa Hall on March 5, 2025, at 1:00 p.m.

Those in attendance were:

Members: Reg Smart
 David Stead
 Michelle Woods

Council Rep: Councillor Phyllis Dineen

Staff: Sasha Helmkey-Playter, Clerk/Director of Legislative Services
 Krista Pascoe, Deputy Clerk
 Emma Coleman-Linney, Legislative Coordinator – Records Management
 Stuart Schilling, Financial Analyst
 Susette Sampson, Administrative Assistant to the Mayor and CAO

Sasha Helmkey-Playter, Clerk/Director of Legislative Services chaired the meeting.

1. Approval of Agenda

Resolution:

Moved by David Stead, Seconded by Councillor Dineen, Be It Resolved that the Nottawa Hall Board hereby approve the meeting Agenda dated March 5, 2025, as presented. Motion Carried.

2. Disclosure of disqualifying interest and general nature thereof

None.

3. Approval of Previous Minutes

Resolution:

Moved by David Stead, Seconded by Michelle Woods, Be It Resolved that the Nottawa Hall Board hereby approve the meeting minutes dated February 4, 2025, as presented. Motion Carried.

4. Business Arising from the Minutes

None.

5. Financial Responsibilities Overview

Stuart Schilling, Financial Analyst, provided an overview of the support provided to the Hall Board from the Finance Department and the main responsibilities of the Board Treasurer position.

6. Hall Rentals & Booking Agent Responsibilities

Susette Sampson, Administrative Assistant to the Mayor and the CAO, provided an overview of the hall rental procedures including the information provided to renters, information the Township requires, cost for bookings, and responsibilities of the Booking Agent position.

6.1 Discover Library Days Booking

- Scheduled for every other Sunday from 9 -11am

Councillor Dineen provided information on the mobile Library service that takes place at the Hall every other Sunday.

6.2 Appointment to Hall Board Positions

Resolution:

Moved by David Stead, Seconded by Councillor Dineen, Be It Resolved that the Nottawa Hall Board hereby appoint Reg Smart as the Chair of the Board. Motion Carried.

Resolution:

Moved by Councillor Dineen, Seconded by Reg Smart, Be It Resolved that the Nottawa Hall Board hereby appoint David Stead as the Treasurer of the Board. Motion Carried.

Resolution:

Moved by David Stead, Seconded by Reg Smart, Be It Resolved that the Nottawa Hall Board hereby appoint Michelle Woods as the Booking Agent of the Board. Motion Carried.

7. Roundtable Discussion

The Board briefly discussed the advertising sign, social media and the scrap metal drive. Further discussion will take place at future meetings.

7.1 Expense Reimbursement

Resolution:

Moved by David Stead, Seconded by Reg Smart, Be It Resolved that the Nottawa Hall Board hereby approve purchasing a handrail bracket, two fridge thermometers, three carpet

protectors, tissue, paper towels and hand soap refills totaling \$152.84 and reimbursing Councillor Phyllis Dineen for the purchase. Motion Carried.

8. Next Meeting - April 8th, 2025 at 1:00 p.m.

9. Adjournment

Resolution:

Moved by Councillor Dineen, Seconded by Michelle Woods, Be It Resolved that the Nottawa Hall Board meeting hereby be adjourned at 2:33 p.m. Motion Carried.

Original Signed By:

Reg Smart, Chair

Original Signed By:

Emma Coleman, Legislative Coordinator – Records Management

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