

Oil Heritage District Community Centre Association Minutes

**July 23, 2013
at Victoria Hall**

Present: Helen Cepek-Simpson, Chair
Bob Aldous
Mike Parsons
Margo Parsons

Staff: Dave Menzies, Director of Community Services
Rick Charlebois, Director of Corporate Services/Treasurer
Mandi Pearson, Deputy Clerk/Operations Clerk and OHDCCA Secretary
Thera Wagner, OHDCC Programs Manager

1. CALL TO ORDER

The Chair welcomed everyone and called the meeting to order at 9:25 am

2. AGENDA

MOVED Helen Cepek-Simpson

SECONDED Bob Aldous

“THAT the agenda be approved as presented.”

Carried

OHDCCA 01 – 23/07/2013

3. MINUTES

MOVED Bob Aldous

SECONDED Helen Cepek-Simpson

“THAT the minutes of the November 19, 2012 meeting be approved.”

Carried

OHDCCA 02 – 23/07/2013

4. OHDCCA Board for upcoming term (nominations & elections)

Helen Cepek-Simpson has received the resignation of Mr. Jack Stirling. Jack was a valued member of this committee and we wish him well in his endeavours.

MOVED Helen Cepek-Simpson

SECONDED Bob Aldous

“THAT the resination of Mr. Jack Stirling from this Committee be accepted.”

Carried

OHDCCA 03 – 23/07/2013

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- Helen Cepek-Simpson – President
- Margo Parsons – Treasurer
- Mandi Pearson – Secreterey (non voting member)
- Bob Aldous – Director
- Mike Parsons - Director

This is a two year term, effective July 13, 2013. The OHDCCA is a stand alone committee of the Town of Petrolia.

5. REPORTS

Financial:

- The 2012 Financial Statement will shortly be put together and filed
 - The CRA return will be prepared by Rick and Margo
- Signing Authority
 - With the resignation of Jack, he will need to be removed as signing authority
 - The bank mandates that two members sign, however 3 members need to have signing authority

MOVED Helen Cepek-Simpson

SECONDED Bob Aldous

**“THAT Jack Stirling be removed as a signing authority;
AND THAT Helen Cepek-Simpson and Bob Aldous remain as signing authorities;
AND FURTHER THAT Margo Parsons be added as a signing authority.”**

Carried

OHDCCA 04 – 23/07/2013

ACTION: 1. Letter to be sent to the CRA advising of the change of address and contact to be Margo Parsons – Rick will provide to Mandi the proper address to send this too.
2. A copy of this motion be provided by Mandi to Royal Bank.

- Charitable Receipts
 - OHDCCA receipts/donations are to be issued direct by Margo
 - If the donation is written to the Town of Petrolia then Rick issues the receipt
- Clarification on funds and how they are spent
 - This Committee less the staff sitting vote on the decisions of what is needed and how the money is spent
 - Staff can advise the Committee of areas where there is need

Golf Tournament:

- The Tournament is set for August 16, 2013 at Heritage Heights

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- The Golf course has restricted our number of golfers due to their liability insurance at 120 golfers
- This year is a roast beef dinner instead of Steak
- Sponsorship is \$200.00 and you get a recognition sign on the course
 - 3 major sponsors confirmed
 - Scotiabank has sponsored the lunch

Fundraising:

- Deffered to next meeting

Operational:

- Nothing to report

6. NEW/OTHER BUSINESS

- Nothing to report

ADJOURNMENT

MOVED Helen Cepek Simpson

SECONDED Bob Aldous

“THAT this meeting of the OHDCCA be adjourned to the call of the chair.”

Carried
OHDCCA 05 – 23/07/2013

The meeting adjourned at 10:30 am

Helen Cepek Simpson

Margo Parsons