



## Sunderland Town Hall Board of Management

**Date:** Tuesday, November 29, 2022

**Time:** 9:00 am

**Location:** Sunderland Town Hall

### Minutes

**Present:** Lynn Campbell, Ann Gordon, Ralph Maleus, Donna Schirle, Dale St. John.

**Regrets:** Wayne Ward, Glen Williams, Denise Wilson.

#### 1. Call to Order

Chair Ann Gordon called the meeting to order at 9:05 am.

#### 2. Confirmation of Minutes

Moved by Dale St. John that the minutes of the October 25, 2022 meeting be approved.

MOTION CARRIED

#### 4. Correspondence

No correspondence was reported

#### 5. General Items

##### 1) Update on current projects

##### a) Rose Window repair

Wayne Ward provided a written update on this project. The project has been awarded to Heritage Restoration Inc. (HRI) and the Architect has been instructed to proceed with preparation of the contract. No work dates have been provided as of yet.

The board expressed concern if project start will not take place prior to the winter season. A temporary boarding of the window may be required to protect it against the weather elements.

- b) The Maintenance Plan was reviewed and updated with current status, target completion and priority. All items that were deemed safety hazards, were assigned high priority and target completion prior to the Music Festival 2023. See attached Maintenance Plan 2022.
- c) Boardroom improvements  
No suitable cabinet has yet to be found. Ann Gordon and Denise Wilson continue to seek options.

The decision to keep and maintain or alternatively repurpose the piano has been postponed to the first meeting following the Music Festival 2023.

A motion was made by Ralph Maleus, seconded by Donna Schirle to prepare the decision by:

- Investigate the condition of the piano and the possibility to repair it
- If above is positive, the piano should be repaired/tuned prior to the Music Festival 2023
- The option for participants to warm-up should be communicated prior to the festival
- The usage during the festival should be monitored. MOTION CARRIED

## 2) New items

- a) Ralph Maleus suggested to purchase a new wall clock to the Banquet Room. The issue was decided to forward to Sunderland Lions Club for decision.

## 6. Others

- 1) As this was the last scheduled meeting for this board, chair Ann Gordon thanked the members for the work during this past term.
- 2) Next Meeting is to be decided.

## 7. Adjournment

Dale St. John moved to adjourn the meeting at 10:19 a.m.