

**Highgate Recreation Commission
Board Meeting Minutes
Monday, December 3, 2018**

The Highgate Recreation Commission (HRC) board meeting was called to order at 5:45pm by Ty Choiniere. The meeting was held at the Highgate Arena Office. Board Members in attendance were:

Ty Choiniere, Chairman	Brian Spears, Director
Mark Gilbert, Co-Chair	Brian Fortin, Director
Karen Gagne Fortin, Secretary	Shelley Laroche, Treasurer
Ryan Maskell, Director	

Missing: Rob Sweet, Recreation Director

Public Comments: None

Secretary's Report:

The secretary's report from the November 20, 2018 meeting was reviewed by all in attendance. A motion was made by Ryan Maskell, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

The secretary's report from the November 27, 2018 special meeting was reviewed by all in attendance. A motion was made by Ryan Maskell, to accept the minutes. Seconded by Brian Fortin. All in favor, motion carried.

Financial Report:

The financial report was presented and reviewed by all in attendance. The check warrants were reviewed and approved. A motion was made by Ryan Maskell to accept the financial report. Seconded by Brian Fortin. All in favor, motion carried.

The payment of \$1400.00 for VHV will be held until the invoice can be reviewed.

Shelly stated that line item for the CIP has been reduced to \$2500.

We will have a budgeting meeting on December 17th at 5:30pm with Shelly.

Director's Report: Tabled

A motion was made to enter executive session at 6:04pm by Mark Gilbert. Seconded by Ryan Maskell. All in favor, motion carried.

A motion was made to exit executive session at 6:35pm by Ryan Maskell. Seconded by Mark Gilbert. All in favor, motion carried.

Contracts:

Karen presented the High School locker room contracts for review. Ty asked that the following be added: At the completion of the contract terms all MVU boy's/girls' varsity equipment will be removed from the said locker rooms.

Ty also asked for a clause to be added to the boys' varsity contract:

The wooden cabinets located outside the boys' varsity locker room will need to be removed with 10 days. Karen added this was instructed by the last fire marshal inspection. It was added that this request was first made to Chris three years ago.

Ty stated he will plan a meeting with John Lumsden to go over the contracts.

Ty stated he will present the Highgate Elementary School with a contract and they will need to provide proof of insurance for use of the building.

New Business:

Ty stated we are still looking for a grade 3 & 4 basketball coach.

The next Highgate Recreation Commission Meeting will be held on Monday, December 17th at 5:30pm to prepare the upcoming budget.

A motion was made by Mark Gilbert to adjourn the Highgate Recreation Commission meeting. Seconded by Ryan Maskell. All in favor, motion carried.

Minutes Submitted by

Karen Fortin
Highgate Recreation Commission Secretary