



Tanglewood Park Community Centre
Committee of Management
August 11 2015

Approved at the December 8 meeting

Attendees: Graeme Roderick, Niki Mitenko, Allen Deering, Danilo Orozo, Pauline Budd, Yushra Khodabocus, and Karen Venema

Absent: Jingjing Fu, Rose Marie Garces

1.0 Approval of May 5 Minutes

CARRIED

These Minutes will be posted on the website

2.0 Business Arising

- On June 1, there was a required community garden workshop. While initially one person was going to attend, two spots were approved.

3.0 Reports:

3.1 Facility Management:

During the May 25 meeting of the Board, Allen Deering was appointed the Facility Manager position. Pauline and he went through a transition period that was completed in June. Allen thanked Pauline for her help in orienting him to the position.

Allen reported on two items that required updates from the last meeting, the picnic bench and the drink machine. Regarding the former, it was recommended that this purchase be deferred to next spring.

Regarding the drink machine, the facility is at risk of losing it because of its underutilization.

Allen and Pauline were asked to determine with the machine representative under what condition it could be saved. It was noted that we had agreed that the rink supervisor would no longer sell drinks as part of a canteen.

12 cup percolator was to be purchased.

Christmas Lights will be with same company as last year.

While Allen deferred to Pauline regarding revenue projects, he observed that there had been no unanticipated expenditures during the period.

3.2 Scheduler:

Pauline was thanked for carrying the Facility Manager and Scheduler for a significant period of time. She noted that while the centre approved budget was \$32300 in permit revenue, it would appear that revenues will be in the \$38,000 range.

Approximately 75% of the permit revenue is generated from repeat (weekly, monthly, etc) permit holders. Much of the calendar is pre-booked with repeating major users, especially for Hillsdale Hall. Non-busy dates for Hillsdale Hall are Thursday morning, Monday and Wednesday afternoon, various Saturdays and Sundays. Lions Den has greater availability but less demand due to room capacity of approx 25 people.

Pauline also spoke of NSF cheques and how these are dealt with. In one of the two recent ones, the chair spoke to the individual, a registered letter sent and a hand delivered letter was given. Next is turning it over

to the City for collection. If uncollected, TPCC will not rent the facility to the permit holder again. Karen reported on contacting city staff to clarify protocols.

ACTION: Karen, Jingjing and Pauline

3.3.0 Activity Management - External and Internal:

- Egli's Family Day was held on June 13. Weather was ideal. It was a great success with local and ward resident in attendance. Our volunteers made for events and activities to flow smoothly. The announced activities being on the external side wall of the centre was an effective communication tool.

3.3.1 Outdoors:

Yushra reported that:

- T-Ball and soccer were a success with Niki coaching soccer. Tim Horton's provided funds for shirts and medals. ACTION: Obtaining a coach in 2016
Niki tabled a contract that would be used with volunteers or paid persons undertaking recreational activities. Ahmad help run that program.
- Tennis: Capital Kids (6-12) free tennis program has been well received. John Wins-Purdy has an agreement with us to store equipment in the outdoor storage shed. ACTION: Plan for Next Year's Program
- Basketball and Ball Hockey: Both courts are well used. There can be issues of garbage. City places cans closer to the parking lot. The lines have yet to be painted.
- Volleyball: Hillsdale Park: Court is well used. There are no complaints.
- Community Rink: An advertisement for the rink supervisor position will go in this issue of *Staying Connected*. It is expected that the city will ask us to be a service provider for the next year. A 10% increase in the amount of the grant will be available for 2015-2016. Dinos Dafniotis is expected to be our primary contact. We need to ensure
 - the placement of the opening in the boards
 - the placement of the street net
 - the placement of the net that protects the non-boarded rink as well as exterior of the facility.
 - Seek advertisers for our boards, encourage sponsors of our family carnival, ensure pictures taken.
- Learn to Program (skate and play hockey). Will be offered again this year.
- Helmets use 2015 was down or even with the previous year. We need to better advertise their use in 2016
- Corn Roast September 9 evening:
Niki reported on the organized activities, volunteer assignments, budget, advertisement/promotion and effort to get sponsors. Niki and Yushra were thanked for their dedication.

3.3.2 Indoor:

Niki reported that -

- Early years: No new program will be forthcoming via NROCRC.
- Summer programs: Alpha program update was provided.
- Fall programs: The range of activities were announced in *Staying Connected* insert, which will be distributed shortly.
- Revenue and Expenditures: The budget for the corn roast shows revenue of \$1300 and expenditures of \$1600. Budget approved with the understanding that the cost of signage will increase the cost.

3.4 City programs:

City programs this fall and winter at the Centre are Ballet, and Creative Movement, Pilates, and Walking Club. These appear in the insert and on the website (Programs & Events). Karen has been made aware that Ahmad is now replacing Allen as her contact for promotion. C

3.5 Volunteer Facilitator:

- Filling the position will again be advertised in this issue of *Staying Connected*.
- Volunteers for the corn roast were reviewed.
- Volunteers need for the rink after school initiative.

3.6 Promotion facilitator:

- Ahmed Moharam began the position of Facility Promoter July 9. Allen has been assisting in providing a hand-on orientation to the many facets of the job.
- He has participated in the August insert production.
- He will be posting in Hillsdale Park

3.7 Tanglewood Park Community Garden Committee

Danilo reported that Ron and he attended the orientation workshop. Over the next few weeks, three-goals were identified: a) make the project better known, b) determine interest/demand and c) recruit individuals who will participate in the committee's work. The occasion of our Corn Roast and Newsletter seems timely to meet these goals. A strong expression of interest by signature would strengthen TPCG hand going forward.

Motion to approve expenditure for business cards, and a section on the website was made.

CARRIED

4.0 **Report of the treasurer:**

In Jingjing's absence, it was noted that the Budget would be tabled at the December meeting. The year-end is September 30 and the AGM is Nov 7th

5.0 **Report from NROCRC:** In the absence of Rose

TABLED

6.0 **Emerging issues/other business**

Before November AGM, should we hold a combined meeting to THCA/TPCC to review structure? Individuals are generally satisfied with the structure.

Repair/replacement of wood fence rail by City of Ottawa

NOTED

Loss of mail delivery: The location and the approximate date in which home delivery is now know. Our location is the townhouses east of the tennis courts.

7.0 **Adjournment and Next meeting date Dec 08**

CARRIED



Recorder