

**Tanglewood Hillsdale Community  
Association 30 Woodfield Drive, Ottawa,  
ON. K2G 3Y5  
Board of Directors Monthly Meeting  
March 29, 2016 – 7:00 pm  
*Approval at April 25 Meeting***

**Present:** Graeme Roderick, Chair; Maria Baker, Treasurer; Veronica Keaney, Secretary  
**Directors at Large:** Ted Baker; Wendy Farant; Kyle Kearnan (via audio); Debbie Lombardo

**Absent:** George Kong; Danilo Orozco

**Guests:** Adrian Benjamin, Niki Mintenko

**Item 1.0 - Welcome**

Adrian was introduced as our potential incoming treasurer. See item # 6 of last meeting minutes. Following introductions, providing A. Benjamin a *memory stick* on TPCC entries covering July 2015 to March 2016 in QuickBooks, and setting up an interview with our bookkeeper, he left our meeting.

**Item 2.0 - Approval of the amended Agenda**

**CARRIED**

It was noted that the agenda was posted on the website, blog subscribers received notice.

**Item 3.0 - Approval of February 22 Minutes of Board of Directors Monthly**

Minutes are approved with a change to # 6.7. To be posted in due course.

**Item 4.0 - Business Arising from Previous Minutes**

**4.1 Medhurst and Woodfield**

The cross walk on the west side of Medhurst needs to be repainted. It is the worst of the nine/ten in our neighbourhood.

**ACTION:** Advise City

**4.2 Bike Path (Nepean Trail)**

E-mail communication have been sent on February 19, March 8, 20, 22 and 29 by G. Roderick to project manager Robin Bennett, the February 19 email having been copied to Councillor Egli. Pauline spoke and email Mr. Bennett on March 21. The URL link (map) was placed our website by Ahmad. The directors also received a copy of this URL. Reportedly, the City is considering 4 options. Mr. Bennett is agreeable to attend an on-site visit. The Councillor should be invited.

The directors made additional suggestions.

ACTION: Addition e-mail to be Mr. Bennett

**4.3 City Event Grants**

N. Mintenko circulated forms need to be sent to the City the almost \$1298 in support of Labour Day 2016 event. In addition TPCC will make application for 2017, the submission date apparently being before July 2016.

(V. Keaney, who was not feeling well, left the meeting)

**4.3 Financial Records to be stored at the Centre**

Records being maintained at the treasurer and bookkeeper's homes are being moved to the Community Centre, placed in the storage room in a lockable filing cabinet. It may be

necessary for TPCC to purchase a new one.

**ACTION:** G. Roderick

#### **4.4 Insurance:**

When the shed is being moved from the Cottage to 30 Woodfield, we ought to have had the shed insured.

**ACTION:** D. Orozco and A. Deering

#### **4.5 Garage Sale:**

Notice will be in the upcoming issue of *Staying Connected*, as well as in the Up Coming Section of the Website. Need to alert Ward 9 for their weekly bulletin.

**ACTION:** G. Roderick

### **Item 5.0 Portfolio Reports**

#### **5.1 Community & Business Concerns -Meeting with Tim Hortons:**

Graeme met with store manager Susan Ngai on March 20 at 1545 Woodroffe Avenue. It was agreed that the store staff would look after the median between their parking lot and the townhouse to the north.

Because the garbage three hole receptacle on Woodroffe Avenue bus stop at Medhurst Drive does not have garbage bags left there, it might work better at the bus shelter on Medhurst. It is understood that the city would be receptive to replacing the current one hole receptacle with a three hole one [much smaller hole]. It's thought that the bags, often seen in weeks when there is no collection of garbage in the neighbourhood, may be coming from the student residents across the street, south of Knoxdale. Also being discarded in the Tim Horton's Dumpster.

**ACTION:** G. Roderick to speak with Brenda Rothwell  
Will meet again before summer

#### **5.2 Safety/Security (Neighbourhood Watch):**

Danilo submitted a written report:

- Watch: A couple of blogs posted on website, there is a Watch meeting in April at Walter Baker Sportsplex.
- Clean Up the Capital: Councillor Egli will organize a crew for Tanglewood Park, the morning of April 23. Redeemer High School will do a day on May 11<sup>th</sup>.
  - **ACTION:** Order kits
    - Promote in SC

#### **5.3 TPCC:**

Next Managers meeting is April 21

Stipend: The positions are compensated on the bases of 2 hrs. /wk. or 1 hr. /wk.

There is an acknowledgement that managers contribute at least 26 hr./quarter or 13 hrs./quarter. If not that often, the individual should be docked accordingly. Moved and agreed that managers submit a quarterly report, effective the first of April. This will be communicated at the April managers meeting.

**ACTION:** G. Roderick

*Community Garden:* Two items with respect to moving a shed of ten feet wide and the type of siding. Regarding the first, items on moving 10 feet wide not 8 feet wide, and second choice between vinyl and canexel siding. Regarding the siding, difficult to wash off graffiti vinyl, nor can it be painted; however canexel could cost up to \$1000 more. The students are only at the college for a couple more weeks. We need an answer on side by end of the week. Last item – for your information: we likely have approval for permanently installing the shed in the park.

**Action:** D. Orozco

GARDEN REGISTRATION Sat, Apr 23 at 11:30 – of the 24 plots – 8 potentially rented + 1 available, 3 for disabled, 1 for a school and 11 communal.

#### **5.4 Membership:**

There will be an opportunity on June 23 to recruit new members.

With respect to the automated enrollment and renew and PayPal this has been placed on hold because of the City's concern about our use of a third party program offered by Art Dunham of Vital Volunteers.

#### **5.5 Volunteers:**

D. Lombardo agreed to follow-up with Vincent and Shane who volunteered during our Winter Carnival. We have not heard back from them since emails sent in February.

#### **5.6 Communication:**

Submission date for *Staying Connected* is tomorrow. Expected to be in circulation by next week.

Website: Tonight A. Benjamin gave us another possible lead with regard to individuals who assist us in doing module design. Such modules would be integrated into our current system.

### **Item 6.0 -Treasurers Report**

#### **6.1 Review of financial position THCA:**

Regarding THCA's account effective Jan 31 balance - \$5,795.45 and the February 29 balance was \$5,858.75.

#### **6.2 Review of financial position TPCC:**

Regarding financial information being provided to the Committee of Management of March 8, on March 7, J. Fu sent to M. Baker, G Roderick and others a balance sheet and a profit and loss statement for December 31. This was reported at the TPCC meeting: On October 1 the opening bank balance was \$47,552 and closing balance on December 31, the closing balance was \$54,778. The January statement's closing balance was \$42,813, with \$18,326 owing the city for permit revenue being withdrawn that month.

The February bank statement indicated opening balance is \$42,813 and closing balance is \$40,746, no deposits being made.

#### **6.3 Status of last year's report**

A hand delivered letter will be sent to the bookkeeper highlighting the importance of co-operating with the transition of change of treasurers, stating a meeting is to take place before April 15. Our goal is introductions as well as a consolidated year-end statement to be potentially given to and considered by the Board on April 25. **ACTION:** G. Roderick and M. Baker

#### **6.4 Signing officers:**

Consistent with bylaw 7.4 and 7.3, signing officers for THCA's bank accounts will be the treasurer, and either the president or the secretary. In the event of a person filling the vice-president role, s/he could be a back-up signing officer.

For clarity, the president is Graeme Roderick, the treasurer is Maria Baker and the Secretary is Veronica **CARRIED**

Until the transition is completed, with respect to TPCC, T. Baker will be the second signing director. All cheques dated before April 1 carrying the bookkeeper's signature as the second signer will be

honored.

In order to effect the change, this motion will be transmitted to Canada Trust.

**Item 7.0 - NROCRC Report – K Kearnan (audio)**

(1) Community Garden Initiative – K Kearnan continues to work with D Orozco and R. Dechambeau to bring the plan to fruition. For instance developing draft terms of reference which will need approval at the next meeting of the TPCC's Committee of Management. As well considering social media strategy including twitter and a facebook page which could be used mainly by those participating in the garden initiative. Also recommending the celebration of the garden project be held in conjunction with Labour Day Corn Roast. Finally, making an additional grant application is under consideration.

(2) Tool Kit for Resource Development: NROCRC has a kit which may be useful for the Association going forward.

(3) Seniors/Disabled Persons' Isolation – THC/MWC

Focus is on assisting low income and multicultural groups. Collaboration for funding is sought to engage programs and services required. Next meetings of Carol Miller of Manordale-Woodvale CA, G. Roderick and K. Kearnan, set for April 11, will focus on how best to achieve this initiative.

(4) Young at Heart Group:

Kyle give a presentation March 21 on Senior Abuse prevention.

Task group meetings are occurring to enhance the outreach plan which includes programs and workshop. Terms of Reference for the group are being created outlining such issues as money, supplies, greeters and door responsibilities which will be discussed with N. Mintenko, Programs and Event Manager and vetted by TPCC's Management Committee.

(5) Youth Engagement

Moving ahead with a summer camp as an outreach to youth-at risk in the east sector of Ward 9. It's focus will be on developing computer language 'coding' skills necessary for creating and potentially sharing/selling *apps*. Useful to have such a camp on a reumé. K Kearnan can be reached at 613-596-5626 ext. 253.

**Item 8.0 New Business:**

**Items 8.1** Clean Up the capital April 23 and agenda **item 8.2** Clean –Up on May 11 are dealt with in item 5.2

**Item 8.3** Security of the old records of the Association: The records are located in a filing cabinet in the storage room. The key may have been misplaced and a new lock installed.

**Item 9.0 – Adjournment**

The Meeting adjourned at 9:15pm.

**Next Meeting – April 25, 2016 – 7:00pm**

**NOTE – Residents of the Tanglewood-Hillsdale community are welcome to attend monthly meetings as spectators and/or are welcome to bring forward Agenda items.**