



**Tanglewood Hillsdale Community Association**

**30 Woodfield Drive, Ottawa**

**Board of Directors Monthly Meeting**

**April 25, 2016 – 7:00 pm**

*Approval at May 30 Meeting*

**Present:** Graeme Roderick, Chair; Maria Baker, Treasurer

**Directors at Large:** Ted Baker; Wendy Farant; Kyle Kearnan (via audio); Debbie Lombardo, and Danilo Orozco

**Absent:** George Kong, and Veronica Keaney

**Item 1.0 - Approval of the Agenda**

**CARRIED**

**Item 2.0 - Approval of March 29 Minutes of Board of Directors Monthly**

Minutes are approved. To be posted in due course.

**CARRIED**

**Item 3.0 - Business Arising from Previous Minutes**

**3.1 Medhurst and Woodfield**

The councillors office has been advised that the cross walk on the west side of Medhurst needs to be repainted. It is the worst of the nine/ten in our neighbourhood.

**3.2 Bike Path (Nepean Trail)**

Project Manager R. Bennet and Councillor K. Egli are aware on the neighbourhood's concern. A meeting has been set for the evening of May 9: 5:30 - 7.00 at the Community Centre to consider options.

**ACTION:** Blog post and A frame

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

Records being maintained at the treasurer and bookkeeper's homes have been moved to the Community Centre, placed in the storage room in a lockable filing cabinet. TPCC has purchase a new one. Because it is physical property [of the centre], the cost will be changed to the Centre account.

**ACTION:** M. Baker

**3.4 Insurance:**

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

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

**3.5 Garage Sale:**

Notice including the cost of tables at the Centre was in the April issue of *Staying Connected*. As well it's in the Up Coming Section of the Website and A frame. Need to alert Ward 9 for their weekly bulletin.

**ACTION:** G. Roderick

**Item 4.0 Portfolio Reports**

**4.1 Community & Business Concerns -Meeting with Tim Hortons:**

Graeme was in communication with Brenda Rothwell. Garage continues to spill over the receptacle. The Councillor's office continues to be informed in the hope that it encourage an early redress of the inadequate receptacle for Medhurst bus shelter.

G. Kong advises that he will be returning at the May meeting.

**ACTION:** Monitor

Will meet again before summer

#### 4.2 Safety/Security (Neighbourhood Watch):

Danilo reported:

- Watch: Danilo attended a meeting of the Watch at the Walter Baker Sportsplex. A couple of blogs posted on website were made. He spoke of changes in community policing .
- The individual who was willing to do the email review, is no longer available to do so. There are two aspects of this: update the email list and recruit new watchers. The update would require a canvas of the community in which both aspects could be undertaken. While we have allocated \$150, the combined initiative would cost double that. It was moved by consensus to undertake this initiative at a cost of up to \$300.

CARRIED

It was noted that volunteers with Community Policing could be utilized to assist us with this initiative.

- Clean Up the Capital: Councillor Egli organized a crew for Tanglewood Park on the morning of April 23. It was noted that over the winter a number of shingles had blown off the roof. Redeemer High School will do a day on May 11<sup>th</sup>. The kits have been ordered. The Baptist Church will be doing the hydro right of way between Woodfield and Benlea.

**ACTION:** Promote on web and A frames

#### 4.3 TPCC:

Managers meeting (April 24):

Quarterly report on hours: Discussed and to be implemented effective April 1. A standardized form was agreed upon. Next meeting is on May 22 with the Committee of Management meeting on May 31. The focus of the meeting was facility management. It was agreed that any invoice must contain cost of material and cost of labour. As well any change in the material or labour requires pre-approval. An example of this was the work done on the kiosk.

*Community Garden:*

Five items were identified: 1) the cost of moving the shed from the college; 2) the continuance of the pathway on the west side of the facility, and 3) construction of the garden boxes; 4) registration and grants.

- ✓ With respect to # 1, Danilo believes he can work within his budget. While the college wants the shed moved soon, the city has yet to approve the exact permanent site. At 2300 pounds, it would difficult to move from one location to another.
- ✓ Regarding #2, a resident of the community will assist in defining the scope of the work and an estimate of what to expect as a reasonable bid.
- ✓ With respect to # 3, Graeme provided Danilo with a contact regarding the building of boxes in Overbrook.
- ✓ Regarding # 4, registration was not as well attended as hoped. There was a general meeting of gardens participating in the Viewmount garden at the Centre on April 23. If our plots are not fully subscribed by local residents, those applying to Viewmount who can't get a plot there could enroll here.
- ✓ With respect to # 5, we have been award \$13,700 from Just Food.

*T Ball/Soccer and other program Registration: Attendance/enrolment was only fair*  
*Facility Promoter: Motion to appoint S. McColeman to the position as advertised was*  
approved by an email vote prior to the April 24 meeting of TPCC Managers, which she attended.  
Affirmed. CARRIED

#### **4.4 Membership:**

Only a few took out membership on April 23 registration day.  
With respect to the automated enrollment and renewal using PayPal, we are exploring  
with two other web designers their interest in the project. The proposal from A.  
Zayouti is expected shortly. It will address City's concern re: use of third party  
providers. As well her costs are realistic (for us).

#### **4.5 Volunteers:**

D. Lombardo and G. Roderick to meet to discuss the coordinator's role  
D. Lombardo agreed to recruit a volunteer to weekly rank the volleyball court and  
attend the two planters in the Hillsdale Park, the plant purchase for which has been  
donate by our ward councillor.  
Volunteers wear vests at community events. These are located at the Centre.

#### **4.6 Communication:**

*Staying Connected* was published well-in advance of *Registration Day*. There is a  
suggestion that it be published earlier to take into account the registration period of  
the City.

### **Item 5.0 -Treasurers Report**

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

Regarding THCA's account, the March opening balance was  
\$5,859 and the closing balance was \$5,867

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

Regarding TPCC's account, the March opening balance was  
\$40,746 and the closing balance was \$35,729. There were no  
deposits that month.

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

The meeting with A. Benjamin, Kulothungan Sachithananthan, J.  
Fu, M. Baker, P. Budd and G. Roderick took place on April 9<sup>th</sup>.  
Kulo was contracted to do up to 20 hours of work to 1) assist us  
in confirming an opening balance 2014 and a statement of  
Operations, and Statement of Financial Position for the year  
ending Sept 30 2015. We would hope to place in circulation a  
statement for 2013-2014 shortly.

#### **5.4 Duties of the bookkeeper:**

On a consensus motion, the board went in and out of an in  
camera discussion. CARRIED

The managers will be advised of the change of Jingjing's duties.  
On an interim bases, bills and invoices will go to Maria and  
deposits will be made by Graeme. The norm for deposits is once a  
month, closer to the end of the month.

#### **5.5 Signing officers:**

The change in signing officers at the bank has been delayed in the  
hope that the new treasurer could participate in the visit to the  
bank. This not being the case, it will be done before the next  
board meeting.

**Item 6.0 - *NROCRC Report – K Kearnan (audio):***

**(1) Seniors/Disabled Persons' Isolation – THC/MWC**

Ottawa Neighbourhood Study [https://www.google.ca/?gws\\_rd=ssl#q=ottawa+neighbourhood+Study+tanglewood](https://www.google.ca/?gws_rd=ssl#q=ottawa+neighbourhood+Study+tanglewood) suggests that there is a higher than average percentage of residents between the age of 50 to 80 living in Tanglewood and in Manordale-Woodvale. Multicultural seniors a component. These seniors may be at risk of experiencing isolation. It has been agreed that as part of seniors engagement plan is undertaking an existing services audit. This would be undertaken by K. Kearnan to help identify and analyze gaps in services. Might suggest partners. Disabled persons would be included. Once completed [by August] this would be shared with seniors of both neighbourhoods and would see feedback. How can older adults get involved in their neighbourhood? Doing so might result in the establishment of an advisory group. C. Miller of Manordale-Woodvale-Craig Henry CA, G. Roderick and K. Kearnan will meet in May 18.

**(2) NROCRC's Tool Kit for Resource Development** including engaging local businesses has been made available to Graeme for distribution and discussion. K Kearnan is available for discussion.

**(3) Young at Heart Group:** K. Kearnan is attending monthly meetings as well as is assisting the steering group in planning for and promoting of spring and summer gatherings. A schedule should be coming out in May. Terms of reference have been drafted, they will soon be reviewed by Niki and then considered by the Committee of Management. Chances have been made to promote activities and initiatives in the neighbourhood. And to greet them when doing so for the first time. There could be a role for TPCC's Facility Promoter. S. McColeman. He is meeting soon with N. Mintenko.

**(4) Community Garden Initiative – K Kearnan** continues to work with D Orozco and R. Dechambeau to bring the first phase of the plan to fruition. Still hoping for additional grant monies. For instance developing draft terms of reference for the coordinating committee that will need approval at the May meeting of the TPCC's Committee of Management. As well consideration is being given to social media strategies including twitter and a closed Facebook group which could be used by those participating in the garden initiative. A media launch to the garden's opening is being considered, possibly in conjunction with the Labour Day Corn Roast. Again need to bridge to the initiatives of the Facility & Program Promoter, including the garden group doing some blogging. Finally, making an additional grant application is under consideration.

**(5) Association establishing a twitter account:** K. Kearnan will to help get it established. He considers it a useful tool and would be happy to discuss. Does foster increased engagement level.

**(6) June 2013 Work THCA and TPCC Work Plan:** It will be recalled that the community garden grew out of that initiative, initially situated in Hillside Park. In the fall, work plan if not our vision ought to be updated. K. Kearnan willing to lead such a review,

**(7) Youth engagement:** Moving ahead with a summer camp at Manordale Community Building as an outreach to youth-at risk in the east sector of Ward 9 [12/15 yr olds and 16/18 yr olds]. Its focus will be on developing computer language 'coding' skills necessary for creating and potentially sharing/selling apps. Drop-in programs less successful.

K Kearnan can be reached at 613-596-5626 ext. 253.

**Item 7.0 New Business:**

**7.1** Clean Up the capital May 11 is dealt with under are dealt with in item 5.2

**7.2** Security of the old records of the Association: A filing cabinet of records is in the storage room. The key may have been misplaced and a new lock is to be installed. The records need to be sorted, and that which is discarded documented.

**Item 8.0 – Adjournment**

The Meeting adjourned at 9:15pm.

**Next Meeting – May 30, 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.**

G Roderick, Chair/recorder