



Tanglewood Hillsdale Community Association

30 Woodfield Drive, Ottawa

Board of Directors Monthly Meeting

May 30, 2016 – 7:00 pm

Approval at June 27 Meeting

Present: Graeme Roderick, Chair; Maria Baker, Treasurer

Directors at Large: Ted Baker; Wendy Farant; Kyle Kearnan (via audio); George Kong and Danilo Orozco

Guest: Vincent Siciliano

Absent: Debbie Lombardo and Veronica Keaney

Item 1.0 - *Approval of the Agenda*

CARRIED

Agenda posted prior to meeting

Item 2.0 - *Approval of April 25 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 Bike Path (Nepean Trail)

Project Manager R. Bennet and Councillor K. Egli being aware on the neighbourhood's concern held a meeting on the evening of May 9 at the Community Centre. The president of CCC# 83, George Lavigne was in attendance as was the consultant for the Nepean Trail, K. Windfield. It was noted that R. Bennet and Ms. Windfield has been in the community for a couple of hours observing the flow of traffic and use of sidewalks, and parking. Options were discussed including bike lane on the north side and bike and car lane on the south, with little parking on the north side and parking on the south side. Concerns of the Associations and Condo Corporation were identified.

A member of THCA who was not present at the meeting has requested that he be allowed to post a statement with other options, and encouraging residents to speak to Councillor Egli and Mr. Bennet. It was agreed he could do so.

3.2 Clean-Up Tanglewood and Hillsdale Parks:

Christian Redeemer High School students, two teachers and two parents volunteered to clean-up our parks, some being at Tanglewood all day and others present at Hillsdale Park in the afternoon. Tim Hortons provided nourishment to both groups. Hydro 1 Employees cleaned up the field opposite the Esso Station.

3.3 Garbage Receptacle opposite the Esso Station:

A three hole receptacle has been installed beside the bus shelter. A much improved situation. Hats off to Brenda Rothwell, past year's Volunteer of the Year (adults division), who did advocacy work to get its installed.

3.4 Insurance:

The shed was insured during the moved from the College to 30 Woodfield. Property and Liability insurance in place.

3.5 Garage Sale:

Two tables were rented at the Centre. There were two dozen participants in the “In our Yard” Sale. The president visited all participants, and gave out the Association’s business card. Whether this was the best weekend, being the same as the Glebe Sale warrants review. There was a weekend between it and the Freebee Weekend. One suggestion was to have it in the Fall. However last year’s Craft Fall suggest a need for care in scheduling.

On a motion from G. Roderick, Lana Riggins (age 11) and Lexy Riggins (age 9) of Bryden Court, who had a lemonade stand on the corner of Brydon Court & Benlea, and were giving the proceeds to a children’s charity, be recognized as Volunteers of the Year (Youth Division) for helping to make our Garage Sale a success. The Ancroft, Benlea, Bydron area had the most yard sales. **CARRIED**

3.6 Cross walks / crossovers

With 60 crossovers coming to Ottawa neighbourhoods in the coming year, would the path broken by Woodfield Drive at the west end of Tanglewood Park meet the criteria for a cross-over? **ACTION:** Explore

3.7 Registration Day (April 23):

The day was not as well attended as hoped. We were between two persons in the Promotion position. Better planning is hoped for the Corn roast/Labour Day Event.

Item 4.0 Portfolio Reports

4.1 Community & Business Concerns -

- Signage at the Woodroffe end of the Community: Follow up would be with Councillor Egli’s office. **ACTION:** G. Kong
- Bulletin Board – Hillsdale Park. In March, THCA received \$300 in memorial donation to be applied to the Bulletin Board. The table rental for the Garage Sale (\$20) is to be applied to the Bulletin Board. The approved 2015/2016 TPCC budget has a promotion allocation of \$1400. Move by consensus that the \$1420 be transferred from TPCC to THCA, as the incorporated body makes the request to the City. **CARRIED**
- G. Kong with the guidance of D. Orozco, assistance of Councillor Egli and help of V. Siciliano make a request to the city for the installation of a second Bulletin Board on the Woodfield side of the Park. At the same time, could the amount of water getting into the one on the Medhurst side of the Park be identified?

ACTION: G. Kong

4.2 Safety/Security (Neighbourhood Watch):

Danilo reported:

- Watch: With the change in service model for police services, it is unclear how Neighbourhood Watch would be effected. There will be a reduction in community police centres. The new model comes into effect next January. There is a public consultation at Woodvale Church, Greenbank Rd on June 7 and at City Hall on June 9. Graeme will attend. Councillor Egli would like to hear from community associations, and well as the Ward Council. **ACTION:** Danilo and Graeme
- Inventory/Audit of Neighbourhood Watch signs: **Action** G. Kong and V. Siciliano

- The next Watch meeting with Con Sherry Jorden will be in September.
- Motion to Reconsider: At the last meeting, it was agreed that to hire a local student to canvas the neighbourhood to update the Watch's membership. To ensure this is sufficiently resources to have it done in time for the data to be available for inclusion in the website [behind the scene], the upper limited be increased to \$500.

CARRIED

Danilo continues to be of the opinion that a volunteers with Community Policing Centre (Barrhaven) could be available to assist us with this initiative.

- Website: The contract with Thomas Brandley needs to be renewed.
 - **ACTION:** G. Roderick
- It is anticipated that the Management Committee of TPCC in its meeting tomorrow will be recommending Amal Zayouti to enhance capacity for rentals, program registration, event registrations and volunteers. Her cost would be in the range of \$500, though plug-in could cost significant more. The same online database would have capacity to handle THCA membership and Neighbourhood Watch. If the recommendation is accepted, the Board would be dealing with it at its June meeting with an implementation date between the beginning of the new fiscal year and late fall. Contract would need to be approved by Board.

4.3 TPCC:

Managers meeting (May 22):

In preparation of the committee meeting on May 31, the Managers met on May 22.

The focus of the meeting was Activities and Promotion. Niki had reported that A.

Monfleury had been hired to coach t-ball May 3 to May 31 and soccer from June 3 to July 28 for \$140. Police clearance obtained. Contact signed.

The Committee of Management meeting on May 31. The December 8 minutes and the agenda have been posted on the website. The Financial Statement for TPCC for period ending September 30 2015 will be received. While there was a \$7,170 surplus, the budget was predicated on 2014/2015 having been a breakeven year.

Community Garden:

Five items were identified: 1) 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, the base was constructed and the shed was moved. Contact giving permission to being shed into the park need to be signed.

There were three bids to do the base for the shed, lowest chosen.

- ✓ Regarding #2, a resident of the community assisted in defining the scope of the work and an estimate of what to expect as a reasonable bid was given.

- ✓ With respect to # 3, the hemlock for the construction of the raised garden boxes has been purchased – in the vicinity of \$1600.

- ✓ Regarding # 4, It is difficult to attract registration when the garden boxes are not constructed. However, we have yet to get approval of a design for the garden. Expected in June.

- ✓ With respect to # 5, Danilo is confident the Just Food will increase the size of the grant to cover the cost of the base and transporting of the shed.

4.3 Membership:

With respect to the automated enrollment and renewal using PayPal, one of the proposals from web designers exceeded our budget. There was a meeting with A. Zayouti on May 19 with our webmaster T. Bradley in attendance. Her proposal was considered realistic (for us).

Directors and committee members will be asked to canvas Nestow Dr (Mardil and Finrod Crs): 12 households each. ACTION: W. Farant

Moved to increase the membership fees effective October 1: One year household membership =\$10 and three year = \$25, this includes nonresidential fees. Regarding corporate: 1 year \$20 and 3 year = 54.

4.4 Volunteers:

D. Lombardo and G. Roderick meet to discuss the coordinator's role. N. Mintenki and N. Farant will provide her with their list of volunteers.

D. Lombardo has recruited a volunteer to weekly rank the volleyball court and attend the two planters in the Hillsdale Park. The plants have been purchased and planted.

4.5 Communication:

Staying Connected will be published in early August.

Item 5.0 -Treasurers Report

5.1 Review of financial position THCA:

Regarding THCA's account, the April opening balance was \$5,867 and the closing balance was \$5,691

5.2 Review of financial position TPCC:

Regarding TPCC's account, the April opening balance was \$35,729 and the closing balance was \$49,600.

5.3 Status of last year's report

On a consensus motion, the Consolidated Financial Statement for the period ending September 30, 20151 be approved. **CARRIED**

The statements can be distributed as necessary, including the website.

A. Benjaman, K. Sachithanathan, J. Fu, M. Baker and G. Roderick were thanked for their assistance.

Going forward:

- ✓ Moved by consensus that K Sachithanathan meet with D. Orozco to identify the revenue and expense items which would be included in particular lines of account. It is estimated that this should take up to two hours.

CARRIED

- ✓ Moved by consensus that at the earliest date the incoming treasurer and outgoing treasurer meeting to effect the transfer. Among the items to be discussed is the frequency of financial statements being presented to the Board.

CARRIED

- ✓ Moved by consensus that a meeting occur between the bookkeeper and the new treasurer to bringing Quickbooks up to date

for the first three quarters of the year.

CARRIED

✓ Financial Statements including the 3rd quarter be tabled with the board in July/August. **CARRIED**

5.4 Appointment of the treasurer:

While Mr. Benjamin gave us indications in May that he would assume the role, it is necessary to confirm his intentions and if going forward, to discuss the scope of his duties. The membership class in which he would be a member would be non-resident (BL 3.0). **ACTION: Maria and Graeme**

5.5 Signing officers:

The resolution was presented to R. Smart of TD Canada Trust on May 21.

- J. Fu not be a signing officer. She is thanked for her years of service.
- G. Roderick is a signing officer on both on accounts, effective immediately.
- V. Keaney will be a signing officer once she attends the bank.
- M. Baker and T Baker will continue to be signing officers until the treasurer has attended the bank.

5.6 Indemnification: Neglect or Defaults

Bylaw 9 states

9.1 No officer or director at large shall be liable for acts, receipts, of any other director or officer or employee or volunteer.

9.2 Officers and directors at large, who on direction of the Board undertake any liability on behalf of the Association shall be indemnified and saved harmless from and against all expenses which such directors sustain or incur, or about any action, suit, proceeding which is brought, or prosecuted against him/her or in respect to any act, deed or matter made, done, or permitted by him/her in or about the execution of the duties of director, except such costs as are occasioned by his/hers own willful neglect or default.

With respect to signing officers on payments and cheques, Bylaw 7 states in part Contracts, cheques, drafts, orders for payment and all instruments requiring signatures shall be signed by two of the following President or the Secretary and Treasurer ... or other appointed persons. Their duties include verifying information provided on a primary document, which has been signed and dated by an authorized agent of the Association such as the Center Managers. Information including the name of the payee, the amount to be paid, is correct and dated. If the amount found on the document is a calculation, the amount is verified. The memo cross reference the invoice. The cheques signer initials the primary document as an indicated that it was reviewed.

Item 6.0 - NROCR Report – K Kearnan (audio):

(1) Young at Heart Group: K. Kearnan is assisting the steering group in planning for and promoting of summer gatherings. Between 15 and 20 seniors attend monthly. Terms of reference, including for a volunteer role of ‘welcomer’, have been drafted, reviewed with Niki so that they can be considered at the upcoming Committee of Management meeting. A focus has been made to promote activities and initiatives in the neighbourhood. And to greet them when doing so for the first time.

(2) Seniors/Disabled Persons’ Isolation – THC/MWC

On May 18, C. Miller of Manordale-Woodvale-Craig Henry CA, G. Roderick and K. Kearnan met. It had been agreed that as part of seniors engagement plan is undertaking an existing services audit. This has been undertaken by K. Kearnan to help identify and analyze gaps in services in these two neighbouring communities and surrounding environs. . Disabled persons would be included. Kyle is just completing this document. On August 15, the Young at Hearts Group will be used to have a feedback session where any gaps in the analysis will be noted. Thi8s would lead to and Action Plan. In the fall, there will a similar session on how can older adults get involved in their neighbourhood will be held at the Margaret Ryack Center on Knoxdale.

- (3) Community Garden Initiative – K Kearnan continues to work with D Orozco and R. Dechambeau bringing the first phase of the plan to fruition. The grant for tools and equipment made to TD Waterhouse was not successful. Plans are toi meet with the Regional Manager to get more feedback as to reapplying, or neighbourhood initiatives that might be better received. Mr. Kearnan will be also meeting Mr. Orozco regarding a media launch to the garden’s opening, possibly in conjunction with the Labour Day Corn Roast. Consideration is being given to social media strategies including use of a twitter channel to promote the best launch possible. Doing so could be an occasion to bounce people back to the website and our other programs.
- (4) Use of twitter as a communication tool: Kyle is prepared to assist the Association in establishing a twitter account, in an effort to inform our residents of our neighbourhood via micro blogging about membership, program registration, events and public meetings. We have 293 follows on the garden twitter account
- (5) Youth engagement: Moving ahead with a summer camp, most likely at the Ryack Centre as an outreach to youth-at risk in the east sector of Ward 9 including ourselves [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.
- (6) Met and Greet for newcomers, including Syrian refugees in Ward 9: Recently held at the Ryack Centre. Ten or Eleven families [40-50 individuals] attended.
- (7) 2013 Visioning Exercise/Work-plan revisited: K. Kearnan is willing on leading such a session in the fall.

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

Item 7.0 New Business:

- 7.1 Federation of Citizens Associations (FCA):** The Association received a letter of appreciation from the FCA for the monthly use of the Lounge and once a year use of Hillsdale Hall. Given that it meets here monthly, their president Gary Sealey requests that they can list 30 Woodfield as their Corporate address. This would not be their mailing address. Moved

by consensus to permit FCA to use 30 Woodfield for the purpose of having a physical address. **CARRIED**

7.2. Appreciation for the contribution of Ted and Maria: With the couple moving out of our community on the week of June 13, the directors expressed appreciation for the service they have rendered to the neighbourhood. Maria will continue to carry our financial functions during the transition.

7.3 Jane Walk:

Item 8.0 – Adjournment

The Meeting adjourned at 9:15pm.

Next Meeting – June 27, 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