



Tanglewood Hillsdale Community Association

30 Woodfield Drive, Ottawa

Board of Directors Monthly Meeting

June 27, 2016 – 7:00 pm

Approval at July 25 Meeting

Present: Graeme Roderick, Chair (skype); Kulothungan Sachithanatham, Treasurer

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

Absent: Veronica Keaney

Guest: Vincent Siciliano

Item 1.0 – Welcome to Kulo

Item 2.0 - Approval of the Agenda

CARRIED

Agenda not posted prior to meeting

Item 3.0 - Approval of May 30 Minutes of Board of Directors Monthly Meeting

Minutes are approved. To be posted in due course.

CARRIED

Item 4.0 - Business Arising from Previous Minutes

3.1 Bike Path (Nepean Trail)

Councillor K. Egli being aware on the concerns of residents of the east end of Woodfield Drive, and in particular CCC # 83 neighbours, a meeting was held on the evening of June 16 at the Community Centre. In attendance was the president of CCC# 83, G. Lavigne, project consultant K. Windfield, and Citizens for Safe Cycling's Hans Moor. There are 77 parking spaces on both sides of the street in the area of concern. The city proposes to remove 13 on them on the north side of the street. It was agreed that the north side would otherwise be a bike lane and the south side would be a shared roadway.

3.2 Garbage Receptacle opposite the Esso Station:

The three hole receptacle located beside the bus shelter is working well. Brenda Rothwell is working to get the original smaller one removed.

3.3 Welcome to Tanglewood-Hillsdale sign:

A responsible driving sign has been installed by the city east of the bus shelter. While the font size could have been a bit larger, it serves the purpose of Naming Our Neighbourhood. A letter of appreciation will be sent to Councillor Egli.

ACTION: G. Kong

3.4 Bank Signing Authority:

K Sachithanatham attended the bank to affect his signing authority. Maria will continue as a signing officer until V. Keaney can attend meetings. She will also do deposits. A meeting of the officers will occur to review bills and invoices immediately after this meeting.

Item 4.0 Portfolio Reports

4.1 Community & Business Concerns -

- Bulletin Board—Hillsdale Park: G. Kong with the guidance of D. Orozco and Parks Planner D. Williams, the assistance of Councillor Egli and help of V. Siciliano agreed to 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, Mr. Kong will identify that water is getting into the Bulletin Board on the Medhurst side of the Park.

ACTION: G. Kong

- Also sough is a bench at the volleyball court.

4.2 Safety/Security (Neighbourhood Watch):

Danilo reported:

- Watch: G. Roderick attended the Consultation of the change in s in service model for police services at City Hall on June 9. As Councillor Egli would like to hear from community associations, and the Ward Council, it was agreed that president Roderick would draft a letter. The next meeting of the Police Service Board is July 25.

ACTION: Danilo and Graeme

- Inventory/Audit of Neighbourhood Watch signs:
G. Kong and V. Siciliano completed the audit:

- Across from #4 Brockington Cres. (East entrance or the 2nd Brockington entrance from Woodroffe Ave.)

Proposed Improvement: Prefer the sign installed on the side of #2 and #4 Brockington Cres so that drivers can see it easily on the right side when coming in from Medhurst Ave. (instead of turning their head to the left side to see the sign).

- Medhurst at Nestow junction (West Entrance – i.e. 1st entrance from Woodroffe Ave.): ok
- Medhurst at Canbury Cres (West Entrance – i.e. 1st entrance from Woodroffe Ave.): ok
- Woodfield and Medhurst intersection (South-East junction): ok
- Woodfield at Benlea going towards Merivale Rd. (East)

Proposed Improvement: Move this sign to Benlea Drive corner (West side)

- **Proposed New Sign** on Woodfield Dr. (right-side) corner
Medhurst Dr.
This intersection is close to Woodroffe Ave.

- Renewal or recruitment of Watch membership: Student not yet hired.

4.3 TPCC:

Management Committee met on May 31. Its next meeting is in September. The promotion facilitator has resigned. An advertisement will be placed in the next issue of Staying Connected.

Time to begin to think of items for the next budget year.

Community Garden:

Five items were identified: 1) contract with City to bring shed into the park, 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 contact has been signed.

- ✓ Regarding #2, we are awaiting the City's revision to the design of the garden and pathways leading to it. That will clarify the work need to be done. We also need clarification whether individual legal agreement with the City is necessary for each piece of work.
- ✓ With respect to # 3, the hemlock for the construction of the raised garden boxes has been purchased from Chisholm Lumber in Roslin (near Belleville): ph. 613 477-2920. Who transports the material here (270 k) needs to be resolved. Our preference is the business from whom we purchased the material. It would be more likely for City requirements to be met and liability to fall upon the Association would not be present (i.e. receive the goods on arrival). It is equally difficult to recruit volunteers to assist in the construction if the time period of construction is not known.
- ✓ Regarding # 4, It's difficult to attract registration when the garden boxes are not constructed. There is a very real possibility that there will be no garden this summer.
- ✓ 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:

Material for the canvas was handed out to Directors and committee members.

(Nestow Dr, Mardil and Finrod Crs): 10 households each. G. Roderick to speak to committee members. ACTION: G. Roderick

4.4 Volunteers:

D. Lombardo submitted bill for plants purchased for the planter.

She has received the information on current volunteers from W. Farant and M. Mintenko. Will need to receive from Danilo volunteer names related to community garden.

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. Advise M. Stenfert.

ACTION: G. Roderick

Contract with Thomas Bradley: On June 16, P. Budd provided Thomas with a revised contract. It contains clause which acknowledges the proposed work to be done by A. Zerhloul on payment for membership, program registration, rentals and for Neighbourhood Watch membership, and their integration into our website.

A contract with Ms. Zerhloul needs to be drawn up. **ACTION: G. Roderick & P. Budd**

Item 5.0 - Treasurers Report

5.1 Review of financial position THCA:

Regarding THCA's account, the May opening balance was \$5,691 and the closing balance was \$5,732

5.2 Review of financial position TPCC:

Regarding TPCC's account, the April opening balance was \$49,076 and the closing balance was \$44,447. ¹

5.3 Bookkeeper:

¹ Cheques #316: \$140, #317: \$100, #318:\$225, #319: \$225 were approved following this meeting

On a consensus motion, the meeting moved into and out of being conducted in camera.

The directors were reminded that matters that have been conducted in these portions of the meeting are confidential.

- Maria will obtain any material outstanding from bookkeeper.
- Graeme will formally communicate with the bookkeeper.
 - Keys will be returned to P. Budd.
 - Our bank will be informed of changes in authorizations.
- K. Sachithanathan will begin search for replacement bookkeeper. The monthly rate would be in the range of \$50 to \$75.

CARRIED

5.4. Financial Statement for the first three quarters:

Consolidated Financial Statements for the period ending June 30 will be targeted for consideration at the next Board meeting.

5.5 Electronic Access to Bank Accounts

Moved by consensus that current access to THCA (if any) and the TPCC accounts be revoked effective June 30 and that the president seek **read only** access to both accounts for Kulothungan Sachithanatham, treasurer. When a new bookkeeper is appointed, the scope of his/her authority will be determined at that time.

CARRIED

This motion be transmitted to TD Canada Trust representative R. Smart by the president.

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

K. Kearnan report was placed in circulation and deemed to be received.

He can be reached at 613-596-5626 ext. 253.

Item 7.0 New Business:

- 7.1 TPCC- secretary:** B. MacSpurren on June 22 advised the president that she was resigning. An ad will be placed in the next issue of Staying Connected.

- 7.2 Lawn and Garden Judging Contest:** D. Orozco agreed to act as the judge. E. Bradley will be asked to take the photos of the winners.
- 7.3 Nominations Committee:** There is a need to establish a nominations committee at an upcoming meeting.

Item 8.0 – Adjournment

The Meeting adjourned at 9:15pm.

Next Meeting – August 25, 2016 – 7:00 pm Its primary focus will be on being updated on our Financial position and the community garden.

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