



**Tanglewood Parks Community Centre**  
**Management Committee Minutes**  
**May 31 2016**

(Approved at the November 1 meeting)

Present: Graeme Roderick (chair), Ron Dechambeau, Allen Deering, Niki Mintenko, Pauline Budd and Karen Venema

**Absent:** Suzanne McColeman, Betty MacSpurren and Yushra Khodabocus

**1. Approval of the March 8 Minutes:**

**CARRIED**

**2. Personnel changes:**

Admad Moharam retired from the position of facility promoter in April. Suzanne has replaced him.

Yushra will retire from the position of facility manager (outdoors) at the end of July. Niki Mintenko will assume the position of facility manager (outdoors) leaving the position of facility manager indoors at that time. However if the indoor position isn't filled, she will carry out that role on an interim basis.

Maria Baker will be retiring from the position of treasurer on her replacement taking up the duties of the position.

Jingjing Fu's duties have been refined. She will not attend these meetings or be a signing officer, leaving time for bookkeeper. She is thanked for her years of service as a participant in these meetings.

**3.0 Business Arising**

**3.1 Ball Courts: Painting of the Lines .**

The lines on the court have been painted at a cost of \$ 360.

Matt Clow was given an advance on repairing the ball nets of \$40. Such discretion may exceed the authority of a manager. Especially so when repair of physical property is a duty of the facility manager. Matt has not done so.

**ACTION:** Allen arranges repair to be done

**3.2 Tennis Court surface**

There were a number of cracks in the surface that was redone in 2014.

**3.3 Door between the basket and road ball court**

The door does not swing open.

**Action:** ALLEN

**3.4 Cork-Board and Plexiglass Bill**

✓ The craftman submitted the bill breaking out material and labour as requested. Allen reported it has been paid.

✓ The bulletin board installed in Fall 2014 in the Hillsdale Park is not waterproof. Is it still under warranty?

**ACTION:** George Kong-THCA

**3.5 Picnic Table:**

Allan reported that he has purchased the table and benches at Rona for \$140.00. A volunteer delivered it to the Centre. Allen will likely draw upon another volunteer to assemble it.

As for levelling the surface of interlocking bricks, permission from the City and an estimate of cost will be necessary. It's a large shaded footprint for a regular size table.

**ACTION:** ALLEN

**3.6 Application for trees in the park to replace dead ones:**

Karen has yet to act on this. She will give the information to Allen

**3.7 Clean-Up of the Parks:**

Christian Redeemer High School provided students, a teacher and parent for morning and afternoon sessions. Morning and half of the afternoon volunteers focused on Tanglewood Park and the Centre, half the afternoon volunteers focused on Hillsdale Park. Tim Hortons provided nourishment to both groups. Picture

were taken [Allen/Danilo/Graeme], and could be used for website and facebook.

### 3.8 Application for Civic Event Funding 2017:

The Knoxdale-Merivale Council requests that member associations not seek independent event funding, rather that the event funding potential be pooled into one application of an Old Time Nepean Fair.

Further clarification how this would work is sought from the Council;

**ACTION:** GRAEME

3.9 Woodfield Drive portion of the Nepean Trail: A meeting was held on May 9 at the community centre with project leader R Bennet, project consultant K.Windfield and Councillor Egli. 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 Community Centre and Condo Corporation were identified.

## 4.0 Reports

### 4.1 City Programs: Karen reported:

- ✓ Karen attended the April 23 program registration day.
- ✓ A number of programs were *cancelled* due to low registration. Agreed that programs could be better promoted by us: (i.e. SC insert could come out earlier, fall programs could start later; use of our bank of 'A' frames to promote.
- ✓ **The June 10 Babysitter course** (8:30 to 4:30) has sufficient registrants that it is a go. It is still hoped with TPCC's promotion that there will be 10+ registrants.
- ✓ **Youth Decide** {10 to 14 yrs  
July 11 to 15 or Aug 8 to 12 8:00-4:00pm
- ✓ **Youth Drop-in** {10 to 14 yrs}  
Days Mon to Fri Time: 2 to 4:30  
Dates: Jul 5 to Aug 19  
Again, promotion is needed.
- ✓ **Fall Program:** The City's fall program is all but worked out. Some current programs will be run at different dayd/times. As said above, TPCC needs to promote City offerings.

### 4.2 Facility Manager: Allen reported-

- ✓ *Lower Cupboard doors in Hillsdale Hall:* City staff: (RPAM's Mike Connery) suggest that they may be able to cover the cost of the replacement and reconfiguration of the lower and upper doors. The firm that did the kiosk has expressed an interest.
- ✓ *Cleaners:* The city has not renew the contract with the current building cleaners. The evenings that the new contractor come in may change.
- ✓ The striping and re-waxing of the main floors typically occurs in June. Date needs to be coordinated with the scheduler.
- ✓ Landscaping: \$300 has been approved. It has been suggested that Allen contact Matt Budd-Kenny who has done the landscaping for the last few year to determine what needs to be done.

### 4.3 Activity Manager: Outdoors Niki reported -

- ✓ T-ball/soccer:

Niki had reported that Angela Monfleury had been hired to coach t-ball May 3 to May 31 and for soccer from June 3 to July 28 for \$140. Police clearance obtained. She has been taking training in soccer coaching. Contact signed dated April 23. While not many registered on April 23, there are 12 for T-ball and 36 for soccer.

Tim Horton's has provided us with soccer shirts, shorts, socks, balls and medals, end of season celebrations including balloons and \$100 gift card . Given the enrollment, we may need to order a few additional. Our band signature (THCA.CA logo) will be placed on them all by Sams Group at a cost of \$161.03 + 3 months of advertising on our website

The field cost \$84 for 14 weeks

- ✓ Tennis:  
Shawn Fowler will be running the 2016 tennis camp from July 18 to 22 for 8 to 12 year old.
- ✓ Volleyball: Hillsdale Park

Debbie Lombordo's daughters are looking after the court and the two flower boxes. Niki will check with the City staff who is looking after such courts where to purchase a rake  
Moved by consensus to advocate with the city for installation of a bench by the ball court.

**CARRIED**  
**ACTION: NIKI**

- ✓ Ball Courts:  
Ahmad's utilization report: Yet to be tabled. To be put in e-circulation.

**ACTION: YUSHRA**  
**ACTION: YUSHRA**

Ahmad has committed to take attendance this summer.

Lights: Directors, Committee members, regular volunteers are to be show how easy it is to turn off the lights. If no one is using the courts, please take the initiative to turn them off rather than relying on the timer turning them off at 10:30 pm.

- ✓ Labour Day Corn Roast September 9  
Funding for 2016 Labor Day Celebration: Civic event funding of \$1298 is expected any day via direct deposit.  
The Nepean Museum may be able to help with suggestions of how labour (workers' rights) day has been celebrated in the past 140 years. Shawn McKenny, president of Ottawa & District Labour Council, who lives on Benlea Dr, may also be able to help.

**ACTION: NIKI**

#### 4.4 Activity Manager: Indoors Niki reported

- ✓ Next SC Insert: expected in early August
- ✓ See City's program [4.1] above.

#### 4.5 Scheduler:

- Last December permit revenue was budgeted to be the same as the previous year. Monthly demand for the first three quarters remains as expected with year-end being projected to be on target. In consideration of demand, and using the fiscal year 2015, there were 132 final permits, 88% of which were completed. A dozen user groups contributed a substantial proportion of our permit revenue. Near 10% of users were resident of the neighbourhood.
- With respect to use of insurance, using 2014 as the base, 2015 saw 155% increase on base, 2016 saw a 322% increase on base.
- There has been an increase in the number of rental requests where modifications are being requested. This puts a burden on her, but also leave suspect whether automation can address this type of an issue.
- There has been an increase in NSF cheques. We await the appointment of the new treasurer to discuss.
- Pauline and Thomas Bradley our webmaster had a meeting with Amal Zayouti on May 19. She has another meeting with Amel on June 22 to review in detail some challenges of on-line booking the facility.

#### 4.6 Volunteer Facilitator: General reporting -

Niki, like Wendy Farant-THCA will provide Debbie with the list of volunteers

#### 4.6 Promotion:

- ✓ Suzanne was not available to attend this meeting, though she has attended two manager's meetings.
- ✓ Allen has been assisting Suzanne in keeping current the "A" frame near the road at the community centre. Thank you Allen. The July 18-22 Tennis Camp is currently up.
- ✓ Next SC Insert: expected in early August.
- ✓ Parking behind the Brick where is this advertised: Where should it be advertised?
- ✓ Business cards ads @ Centre's main bulletin board
- ✓ Recognition Program:

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#### 5.0 Finances:

- ✓ **TPCC's financial position for year ending September 30 2015:** The Association's compensation for managing Access to the community centre was 64% of the total TPCC revenue. The rink and civic event grants (together) was 23% of total TPCC revenue. Staffing combination comprised 55% of the expenses. There was a \$8,447 surplus
- ✓ **2015/2016 Budget, (Dec 8 # 6)** lacking year-end figures, the budget assumed a zero surplus/deficit. As stated above, our financial position was and remains favourable.
- ✓ **Bank Balance:** 16/5/28 - \$49076
- ✓ **Bookkeeper's Duties:** The bookkeeper will not do deposits, prepare or be a signing agent on cheques or attend these meetings so that she can be current with financial reports. She is thanks for her volunteer contribution. It is hoped that our position for the third quarter ending June 30 will be available by mid July.
- ✓ **Signing officers:** The Association president, treasurer and Secretary. Maria Baker will be resigning her position on the appointment of the new treasurer. She and Ted are wished well in their new Baseline home.
- ✓ The invoicing process for mangers and instructors was reviewed. **Effective immediately**

## 6.0 Community Garden:

In the absence of Danilo, Ron updated those present. The shed is on-site. Property insurance adjusted. The city will be modifying the layout design of the garden. TPCC thus awaits the approval before proceeding to the construction phase of the project. While we have been approved for a \$13000+ grant from Just Food, NROCRC & the Association were not successful for the \$1000 grant (for tools) from TD Bank.

## 7.0 - NROCRC Report – K Kearnan (audio): as applied to TPCC

- (1) TPCC's Young at Heart Program: On average, between 15 and 20 seniors attend monthly. With the assistance of K. Kearnan, the program's Steering Group has been planning and promoting for the summer monthly gatherings. Terms of reference, including a volunteer role of 'welcomer', have been drafted, reviewed with Niki so that they can be considered at an future Committee of Management meeting. A focus has been promotion of activities and initiatives in the neighbourhood. And to greet participants who are attending for the first time.  
Seniors/Disabled Persons' Isolation – THC/MWC  
On May 18, C. Miller of Manordale-Woodvale-Craig Henry CA, G. Roderick and K. Kearnan met. Part of an seniors' engagement plan is completion of an existing services audit. This has been undertaken to identify 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 provide a feedback session where the above mentioned gaps will be noted. This would lead to an 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.
- (2) Community Garden Initiative – K Kearnan continues to work with D Orozco and R. Dechambeau in bringing the first phase of the plan to fruition. The grant for tools and equipment made to TD Waterhouse was not successful. Plans are to meet with the TD Regional Manager to get feedback on our 2015 application or to learn what related neighbourhood initiatives might be better received when we reapply in 2016. Kyle will be also meeting Danilo 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 guide people back to the website and to our other programs.
- (3) Use of twitter as a communication tool: Kyle is prepared to assist the Management Committee in establishing and using a twitter account to micro blog about program registration, events and public meetings. We have 293 follows on the garden twitter account
- (4) 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.

- (5) 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.

**9.0 Emerging Issues**

- ✓ Repaint benches in Hillsdale Park

**10. Next TPCC September 20/16 at 7 pm**

**TABLED  
CARRIED**

**Graeme Roderick, recorder**