



Tanglewood Parks Community Centre
Management Committee Minutes
November 01 2016

(Approved at the January 10 meeting)

Present: Graeme Roderick (chair), A. Deering, M. Mintenko, P. Budd

Regrets: Danilo Orozco and Karen Venema

1. Approval of the May 31 Minutes (for posting)

CARRIED

2. Personnel changes:

S. McColeman stepped down from the position of facility promoter in June. The position has been advertised.

B. MacSpurren stepped down from the position of secretary in June. The position has been advertised.

Y. Khodabocus retired from her position as program and events manager (outside) in July. N. Mintenko assumed prime responsibility for programs and events outside as planned. The position of program and events manager (inside) will be advertised. She will continue to serve as the acting events and program manager (inside) until the position is filled.

THCA is interviewing for the bookkeeper position for the Association. It is expected to have the new bookkeeper provide financial statements for the first quarter for the Board's January 23 meeting.

3.0 Business Arising

3.1 Ball Courts: Repair of the nets. Painting of the Lines .

A. Deering reported arranging the repair of the nets and lines.

3.2 Tennis Court surface

The cracks were identified to the ward councillor. City staff report that it is still a playable surface.

3.3 Door between the basket and road ball court

A. Deering reported the repair of the door was undertaken.

3.4 Cork-Board in Hillsdale Park

- ✓ The second bulletin board in the Hillsdale Park has been approved, with installation scheduled for late fall (if the weather holds).

3.5 Painting of Benches in Hillsdale Park:

Ask G. Kong to follow-up with City.

3.6 Picnic Table:

The picnic table and benches were assembled by A. Deering. Needs to be stained or painted. It was to be situated in the patio between the facility and the courts. The patio blocks were uneven. City staff assessed whether this could be corrected. It was determined that the unevenness was caused by roots of trees. City staff determined that the space was not safe, and could not be restored without risk to large trees. The stones were removed, and space re-sodded and the picnic table was placed near the tennis fence.

3.7 Application for trees in the park to replace dead ones:

Unclear if K. Venema acted on this but some trees have been replaced.

3.8 Application for Civic Event Funding 2017:

Civic Event Funding could only combine two Community Association's requests for 2017 funding. THCA and General Burns made the application. The announcement of successful applicants will be made by mid-December. The Knoxdale Merivale Council will remain the coordinating body for the Old Nepean Fair (early June). An application was also made to Heritage Canada. However if the former application is approved, it will command volunteer time, as well as resources of our bookkeeper.

In the meantime, the report for the Labour Day Civic Event grant needs to be submitted.

3.9 Woodfield Drive portion of the Nepean Trail: An additional meeting was held on June 15 at the

community centre with project lead consultant K .Windfield and Councillor Egli. This meeting was of special interest to users of on-street parking (i.e CCC #83) and to Minto [Tanglewood] renters. Options were discussed including bike lane on the north side and bike and car lane on the south of Woodfield, with little parking on the north side and parking on the south side. Concerns of the Community Centre and Condo Corporation were identified. It is not expected that construction/ implementation before fall 2017.

4.0 Reports

4.1 Facility Manager: A. Deering reported-

- ✓ *Lower and Upper Cupboard doors in Hillsdale Hall:* Work has been completed. Still an issue of which doors will be lockable.
- ✓ *Cleaners:* The new building cleaners are in place.
- ✓ *Hand-dryers:* While installed by the city, still a need for paper towels.
- ✓ *Footstools:* two addition stools was approved to be purchased from Toys R Us: \$25:
ACTION: A. Deering
- ✓ *Kitchen Utilities:* With the disposal of one coffee maker, there are three left.
- ✓ *Kitchen Countertop:* the laminate is no longer binding well. It need to be addressed.
ACTION: A. Deering

4.1.1 Protocol on record of acquisition and disposal of property (minor capital): It was agreed that a guidance statement needs to be developed. Among reasons is requirement of insurance and financial accounting.

ACTION: Graeme/Board of Directors

- ✓ *Striping & re-waxing:* The scheduled activity relating to the main floors has been completed.
- ✓ *Blinds in Hillsdale Hall:* Three or four need repair. ACTION: A. Deering
- ✓ *Tables:* These need to be cleaned following use. However, they also need a careful cleaning on a scheduled bases. ACTION: A. Deering to ask B Whitlaw
- ✓ *Recognition Picture Frames:* With the number of picture frames breaking from being knocked off the walls, a new system of framing pictures is being tried.
- ✓ *Weatherstripping:* Side of door to Multipurpose room needs to be addressed. ACTION: A. Deering/City
- ✓ *Storage room:* Little space available.
- ✓ *Landscaping:* Done, with the equivalent of two days' work. Although we have perennials, they too require ongoing attention. City provided mulch.
- ✓ *Area near emergency/drop off parking:* Hard to keep grass growing on the boarder of the asphalt.
- ✓ *Court Lights off for the season:* Action is weather dependent. ACTION: A. Deering
- ✓ *Realty Key Box:* Suggested addition to the budget.
- ✓ *Holiday Seasons Lighting:* Approved for this year
- ✓ *Nets and picnic table:* Seasonal nets moved off the ball court to be used on rink during winter; table stored behind shed.
- ✓ *Pop Machine:* Monies received will be treated as a full deposit and purchases as an expense.
- ✓ *Garbage bags left:* Either by users of the facility, by users of the courts or by neighbours, bags are being left. It remains unclear how to resolve it. ACTION: Next Managers Meeting

4.2 Activity Manager: Outdoors M. Mintenko reported –

- ✓ *T-ball/soccer:* A. Monfleury did an excellent job with both. T-ball had a dozen kids and soccer 36.
- ✓ Tim Horton's provided us with soccer shirts, shorts, socks, balls and medals, end of season celebrations including balloons and \$100 gift card.
- ✓ *Tennis:* Shawn Fowler did not run the July 18 to 22 tennis camp from for 8 to 12 year old because of low registration. Seasonal recreation insisted that one court must remain available for players. Although Graeme had spoken with the Councillor in May about the condition of the court's surface coming under warranty, and Park's staff had done an on-site inspection, no action is planned.
- ✓ *Volleyball Court:* Hillsdale Park:
Debbie Lombordo's daughters are looking after the court and the two flower boxes. A request, was made by G. Kong for 1) a sign near the court: "no dogs and cats on the court"

and 2) at least one bench beside the court. Of the two, the latter is more likely to succeed. Both our parks are dog-on-leach parks. Nets have been recently taken down.

✓ **Ball Courts:**

Basketball was very popular throughout the season.

Ball hockey again had a tournament. TPCC promoted it. Netting was replaced by a volunteer.

Labour Day Corn Roast September 9:

Well organized and attended event (300 persons). Report to City is due.

ACTION: M. MINTENKO

✓ *Ice rink*: THCA has confirmed the supervisor and assistant (T. & N. Young) has been hired.

✓ *After school supervision* of the change room will be done by D. Farant and R. Rodgers

✓ *Winter Carnival* was set for January 21.

✓ *Sport Fields 2017*: TPCC's Application for next spring's use of the Field must be made to Parks & Rec before December 31.

4.3 Activity Manager: Indoors M. Mintenko reported

✓ *Next SC's Insert*: expected in be sent in to M. Stenfert by December 9

✓ *CPR*: Nov 27

4.4 Volunteers:

Contract with volunteers: M. Mintenko has sent draft to D. Lombardo,

4.5 Scheduler: P. Budd reported

- There has been 161 permits finalized this past year compared to 132 last year: a 22% increase. Alcohol use during rentals remained at 5%. Over the past two years 58% of users have been one time users, two and a half times more during the last year. Neighbourhood residents' use of the facility has doubled, members comprising more than half. The top 5 users contribute 45% of our permit revenue. The number of cancellations has increased by 40% over the previous year. That and the number of permit amendments (54) suggests aspects of the scheduler's role have become more time consuming.

4.5.1 Moved that a charge be applied if more than one amendment is made.

CARRIED

- Considering permit-fee revenue for the second, third and fourth quarters, TPCC is marginally ahead of what was earned from rental permits for the same period 2015.
- Our equipment and space rental fees provide us with 8% of total revenue. Last year's payments comprised 46% of the \$5350 earned in the last three years.

4.6 Community Garden:

- In the absence of Danilo, the update was: THCA concluded a five year occupancy and liability agreements with the City in mid-August. The City approved the design of the Phase 1: 12 plots and pathways. It did not approve a melon arbor as part of phase 1. The pathways (approximately \$10,700), done by Avanti, was paid directly by Just Food. Other expenses paid by us were \$10,166. Of the \$6400 grant received from Just Food, \$2810 was spent in the current year and \$3590 will be spend next year. The request is for TPCC to contribute \$650+ in 2017.
- Financial record-keeping: The chart of accounts for the Garden will be the same as TPCC and THCA with definitions being particular for each. There is a capacity to produce budget and financial statements for the garden, for TPCC, for THCA and a Consolidated one.
- Registrations: While the garden did not get to that stage of payment of registration fees, the new on-line payment capacity for all registration would take these payments into account.

4.7 Promotion:

✓ *Additional letters and plexiglass*: Have been purchased for A frames.

✓ *External Whiteboard*: More appropriate for in-door vs out-door use

✓ *Parking behind the Brick*: Advertising of this can be in the main hallway, but ought to be in the multipurpose room, and made known to such user groups as Myers Riders. Could it be on kiosk/website.

✓ *Recognition Program*: Ought to be split off from the promoter's job. Question is assigned to whom?

✓ *Posters*: Posters initiated by THCA or TPCC must carry our logo, including website.

✓ *Website*: While A. Zerhloul is beginning with on-line THCA membership, she will soon include registration. P.Budd moved approval of the cost of a new WordPress plug-in of \$140. The split of shared cost will be

resolved in due course.

CARRIED

4.8 City Programs:

TABLED

- ✓ Youth Decide 10 to 14 yrs July 11 to 15 or Aug 08 to 12
- ✓ Youth Drop-in {10 to 14 yrs July 05 to Aug 19
- ✓ Fall Program: The City's fall program were advertised in the August newsletter **SC**. Registration has been uneven

5.0 Finances:

At year's end, September 30, TPCC'S bank balance was \$37,408.

- ✓ Debit Card: TPCC's Community Garden has requested consideration of the use of a debit card. Twelve cheques were issued from March to November of a value of \$10,165. It is not expected that next year there would be as many transactions/money spent.
- Whereas the bylaws are instructive on the desirability of accountability, and whereas THCA/TPCC has introduced protocols to ensure greater controls/transparency than existed before May; would a shared debit card provide for greater or less degree of control? If not justified under a smaller program, could the managers see greater or less degree of control achieved by shared use of the card among themselves? "Lesser". While acknowledging a final say by the treasurer, managers do not recommended use a shared debit card.

5.1 Motion to recommend to the Board of Directors the 2016-2017 budget as amended. CARRIED

It was noted that this meeting, with its focus on budget, was originally scheduled for September 20. Managers had their input into the draft budget before and since then.

5.2 Invoice process for instructors and managers: Instructors and mangers sign invoices, identify which line on the chart of accounts the expenses is assigned. Checks can be post-dated such as occurs with Events.

5.3 Permit revenue: A cheques was issued to the City dated September 30 for \$16,649.22, and hand delivered to K. Venema.

5.4 e-bank transfers: Niki would like this addressed. ACTION: Finance Committee

6.0 – NROCRC Report – K Kearnan (audio): as applied to TPCC

- ✓ Senior/individuals with Disabilities Session on August 20 at TPCC had twenty persons in attendance. The event was a success in getting people connected to local services and programs in their homes and their neighbourhoods. It was also an excellent opportunity for residents to socialize and to get to know one another.
- ✓ Community Garden Initiative: – K Kearnan continues to work with D Orozco and R. Dechambeau in bringing the first phase of the plan to fruition. With the delay in gaining approval of the design until the end of summer, garden box construction and beginning of the gardening has been delayed to spring/summer 2017.
- ✓ Youth engagement:-- Summer camp, at the M. Ryack Centre was an outreach to youth-12/15 yr olds and 16/18 yr olds. Well attended, its focus was on developing computer language 'coding' skills necessary for creating and potentially sharing/selling apps.

7.0 New Business

Photographer: Should L. Bradley not be available, we are in need of a backup. For Halloween, P.Budd backed up R Dechambeau who was the judge.

Toys: Agreed that 1) need to communicate to users cleanliness, 2) need for schedule when toys are inspected for cleanliness and repair. Under which manger this would fall or shared (property or program – indoor) to be determined, at present its assigned to our facility manager. ACTION: A. Deering

Volunteer Recognition by province:

TABLED

Bingo machine

TABLED

Christmas Gathering: Dec 19

8.0 Next Managers meeting Dec 2; Next TPCC January 10/17 at 7 pm

CARRIED

Graeme Roderick, recorder