



**Tanglewood Hillsdale Community Association**  
**30 Woodfield Dr, Nepean, ON K2G 3Y5**  
**Board of Directors Monthly Meeting- MINUTES**  
**Held March 27, to be approved April 24 2017.**  
*(open to all residents of Tanglewood-Hillsdale)*

**Present:** G Roderick, Chair; Diane Ani Treasurer

**Directors at Large:** D. Orozco, G. Kong, K. Sachithanatham  
K. Kearnan audio report received.

**Absent:** D Lombardo, V Keaney, W Farant

**Guest:** a resident

**1. Approval of consensus Agenda:**

**CARRIED**

**2. Selections:**

K. Sachithanatham was thanked for his service as the treasurer and was selected to be a directors at large with signing authority during the transition.

D. Ani, whose resume had been placed in circulation, was selected to be the treasurer

**CARRIED**

**2.1 Signing officers: THCA xxxxx xxx xxxx xxxxxx8**

**TPCC xxxxx xxx xxxx xxxxxx7**

Consistent with bylaw 7.4 and 7.3, signing officers for Association's bank accounts at TD Canada Trust, Merivale Road continue to be the treasurer, and either the president or the secretary. In the event of a person filling the vice-president role, s/he could be a back-up signing officer.

For clarity, the president is Graeme Roderick, the treasurer is Diane Ani and the Secretary is Veronica Keaney

**CARRIED**

A bank card which would enable Diane to view the status of the account, should be issued to her.

During the transition, with respect to both accounts Kulothungan Sachithanatham, the outgoing treasurer, will continue to be a signing officer and have visual access to the account.

In order to effect the change, this motion will be transmitted to Canada Trust. **AFFIRMED**

**2.2** D. Ani assume the chair of the Finance Committee and director K. Sachithanatham remains a member of the Finance Committee during the transition effective immediately.

**CARRIED**

**2.3** A meeting with Launa McIntyre, Amanda Lewis of Sums Bookkeeping and D. Ani will be set up.

**ACTION:** G. Roderick

**3. Approval of Minutes of February 27:**

**APPROVED**

**4.0 Business Arising from Previous Minutes**

4.1 *Financial Statements ending September 30 2016*

Directors accept K. Sachithanatham's explanation why a *Notice to Reader* statement is acceptable for a treasurer who is also a CPA .

4.2 *Officer and Director Liability Insurance:* The invoice for O&D Insurance provided by Everest is \$280.80 for the period March 10 to May 31. To be paid this evening.

**CARRIED**

4.3 *Clean-up the Capital:* D. Orozco indicated the Christian Redeemer School will be in the neighbourhood the day of May 3, providing a morning and afternoon shift. V. Siciliano will speak with Sue Ngai of Tim Hortons. As well V. Siciliano will speak with Wray Munro of Hydro Ottawa about a contact person at Hydro 1 substation 31 Woodfield Drive about coordinating their and our clean-up in our neighbourhood.

**ACTION:** V. Siciliano

4.4 *Provincial Reporting Requirements:*

Before seeking clarification of our status as an incorporated entity, THCA may wish to have its 2016 Finances reviewed by an external CPA.

**ACTION:** D. Ani/G Roderick

4.5 *Contribution Agreement:* All signatures obtained.

**ACTION:** G. Roderick

4.6 *Winter Maintenance of the Pathway to Cross Road Centre:* Councillor Egli's office has asked if we have any supporting documents relating to this pathway's winter clearance. Answer: No.

**ACTION:** G. Kong

4.7 *Hand in Hand:* Having obtained the Household Income levels used by the city, and having obtained a list of documents used by the City to verify individual's annual income levels, but also including participating in the City's Hand-in-Hand program, the next step in implementation is establish a start-up date. Agreed April 1. The details will be posted on the website. The contact manager will be Niki Mintenko.

**ACTION:** T. Bradley

**5.0 Portfolios Reports**

5.1 *Community & Business Concerns*

- Bulletin Board in the Hillside Park: G. Kong is setting up a meeting with Donna
- Traffic Calming: It was requested that G. Kong reported that a contribution to the City by the Association would not facilitate installation sooner.
- OC Transpo "Limo" service:
- OC Transpo: Route Number Change effective April 23 - # 156 becomes #83.
- E-circulation of TPCC's Spring Program Highlights to Businesses with e-mails:

**TABLED**

**DONE**

5.2 *Safety/Security: Neighbourhood Watch*

- D. Orozco observed that the pages on the Association's website have been updated. However bringing the current volunteers in the Watch to be on-line remains a challenge.

5.3 *TPCC Management Committee Meeting & Community Garden*

- Program registration using Paypal are available for the Spring programs. Still can pay by cheque or cash.
- The Committee of Management meets on April 11. It is hoped to have the Promotion position filled by then. Our next task is the filling of the Events and Program Manager –Internal. Directors are encourage to talk-up the position.

5.4 *Membership* – membership payment is now on-line, with welcome/thank you for renewing letter automatically sent to those who renew on line through paypal. One can still pay by cash or cheque.

5.5 *Volunteers*

**TABLED**

5.6 *Communications*

- Next Newsletter sought to be out in early May.
- The Service agreement with our webmaster runs to April 30. New agreement needed. Current payment is \$600, on semi-annual installment.

**ACTION:** G. Roderick

- Payment of two ‘widgets’ from *SiteGround* for value of \$201.40 USD

**CARRIED**

- Sending to all members with email March program “insert. **AGREED**

## 6.0 Financial Report

6.1 First Quarter Statement – concerns expressed at last meeting with the Sep-Dec Statement of Operations reviewed with Bookkeeper. A revised Statement was tabled with the board. The Association, the Community Centre and Combined Totals are recorded. The second quarter statement and accumulative position should be available on April 11. We need to also see the balance sheet,

**ACTION:** G. Roderick

6.2 Bank Balance – effective Feb 28 /2017

TPCC - \$53,476.99

THCA - \$ 4,803.79

### Cheque Disbursement

TPCC - \$558.73 Administration, \$11.19 Maintenance, \$320 Staffing (Programs) \$900 Staffing (Management), \$45 Events, \$735.75 Promotion.

THCA - None

### Deposits

TPCC - \$3987

THCA - \$25.00

7.0 K.Kearnan’s audio broadcast:

**Received**

## 8.0 Other Business

- *Work plan Review:* It was agreed to hold the session on April 24 at 6:00 pm
- \$30 pay of annual dues to FCA
- Position on sanctuary city to K.Egli

**CARRIED**

**APPROVED**

9.0 **Adjournment at 9:05 pm:** Next Board and Finance Committee meeting April 24.

G. Roderick, recorder