



Tanglewood Park Community Centre
30 Woodfield Dr, Nepean, ON K2G 3Y5
Website: www.thca.ca
TPCC Management Committee Meeting Minutes
Held April 11, 2017

In attendance: G Roderick (Chair), V Keaney (Recorder), P Budd, M Mintenko, A Deering,
D Orozco

Absent: K Venema, City of Ottawa Representative, K Macuur

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| 0. Approval of Agenda | Approved with additions |
| 1. Minutes of January 10, 2017 | Approved |
| 2. Personnel Changes | |
| • Treasurer | D Ani |
| • Promoter | K Macuur |
| • Photographer and Display of Pictures | |
| • Events & Program Manager (Indoors) | to be interviewed |
| • Volunteer Facilitator | |

3. BUSINESS ARISING:

- Bulletin Board in Hillsdale Park – G Kong met with D Williams of the City of Ottawa. There was concern about the direction of the Board. After a review, it was determined that the Board would stay as is.
- Regarding the same Bulletin Board – A Deering reported that the material used to post items on the Board is too hard for tacking. Action: - G Kong to note.
- Status of application for 2017 trees in either park – K Venema to be emailed re status. Action – G Roderick
- Old Time Fair – to occur June 3 at Howard Darwin Centennial Arena located on Merivale Road beside Merivale HS. Dress costumes may be available from the Nepean Museum for a fee. Action – G Roderick
- Rink Report – comparative information is required from D. Dafniotis, City of Ottawa Seasonal Recreation Staff. Action - M Mintenko
- CHECKLISTS: submission date for your portfolio to be agreed upon. Checklists are to be used to support actions completed and required. Once fully implemented, incomplete checklists may cause a delay in stipend. Action – Managers

- Drink Machine – the machine has been removed because The company said it was too expensive to operate. Inquiries to be made for a less expensive machine. Action - A Deering

4. REPORTS:

4.1. Next Manager’s Meeting – to be held early May 2017

4.2. Facility Manager – A Deering

Moving the furniture from storage back to the Centre was \$60.

There was discussion about disposing of the large furniture and replacing it with a sleek type of industrial furniture. During the winter, the slimmer type of furniture could be stored/placed in the halls rather than placed in storage which costs approx \$700 per season. Cost to be added to a future budget.

It was announced that the tile in the lounge was to be replaced with a greyish tile.

Agreed

4.3 Scheduler – P Budd

Spreadsheets pertaining to room revenues were provided. It was recommended that the scheduler and program & events manager review financial sheets (deposits/expenses) prior to them going to the bookkeeper.

Action – G Roderick

P Budd

N Mintenko

Insurance, on behalf of the City, the Scheduler offers Centre users ‘group’ insurance. After some discussion, it was suggested and agreed that the Centre charge back a fee of 17% to the City. Effective now. The Scheduler is to provide a separate report on this action.

Action – P Budd

Rates for Saturday evening

MOTION – After 4pm on Saturdays, it was recommended that users be subject to private room rates. Discussed and AGREED. Change to be phased in.

Action – P Budd

Damage Deposit - The deposit fee from users for room rental damage/cleaning of \$200 is held back in the event of an issue. In the event of non-conformance with the user responsibilities [Terms and Conditions], the deposit is to be cashed and the user notified by email by the Facility Manager with a cc to the Chair and the Scheduler. A discussion arose about charging a portion of the deposit fee as required vis-à-vis retaining the \$200. The Chair indicated that the Centre must comply with the policies set forth by the City and requested the Facility Manager review policies. See no.10 of Terms and Conditions.

Action - A Deering

Keys – keys are ONLY issued to the permit holder and/or alternate person.

4.4. Activity Management – M Mintenko

4.4.1 Outdoors -

It was reported that the rink was well cared for during 2016/2017 as in the past. It was recommended and agreed that Tim’s contract for 2017/18 be renewed.

Action – M Mintenko

Coaches for T-Ball and Soccer are required but in short supply. Algonquin College will be contacted for volunteers.
Action - M Mintenko

Basketball court - Already there's a demand for the lights to be turned on.

Division of job between Facilities Manager and Program & Activity Events Manager:.
Clarification provided that the former handles the tangible property, the latter the activities. A shared area is such equipment as balls and pucks.

The City of Ottawa is responsible for the maintenance and rentals of the tennis court.
THCA/TCPP has delegated authority to rent the basketball and hockey courts.

Neighbourhood Garden – D Orozco

It was reported that Phase I is moving forward. Two students from Algonquin College are to assist with the set up

MOTION - D Orozco suggested that Rona be asked to cut the wood, gratis or payment. Agreed.
Action – D Orozco

MOTION – D Orozco asked for approval to go ahead with the grant requested from Just Food for Phase II Expansion of the garden from 12 to 24 boxes for 2017/18. Agreed.

Action – D Orozco

GARDEN DATES TO NOTE

*Saturday April 22 – wood to be cut by Rona and boxes built.

*Saturday April 29 – soil to be delivered and boxes to be filled.

4.4.2 Indoors –

M Mintenko advised that TPPC has run Pilates and Yoga programs originally offered and cancelled by the City due to insufficient enrolment. A query was raised re the running of Pilates and Yoga during the summer at the Centre. After a brief discussion it was agreed in the affirmative. The suggestion was to run Pilates and Yoga on Wednesdays. Zumba will return Thursdays commencing September 2017.

M Mintenko advised that in September the City of Ottawa will run:

1. a French program for adults Wednesdays from 5:30-9:00;
2. a pre-school French program;
3. an after school program on Tuesdays and Thursdays from 3:45-5:30.

D Orozco reported that Neighbourhood Watch database be reviewed yearly. Current data must be retyped to fit into the new application.

MOTION – D Orozco advised that \$600 had been allocated for the retyping of Neighbourhood Watch data to comply with the parameters of a new application. He requested the hiring of a student from Merivale/Redeemer High School. Discussed. Agreed.

Action – D Orozco

- 4.5 Spring Insert – Information on changes and updates will appear in the Spring insert of the newsletter (SC).

- 4.6 Volunteer Facilitator Tabled
- 4.7 City of Ottawa Programs – K Venema was absent so no new data on the Spring and Summer programs could be had.
- 4.8 Promotion –
Website – P Budd requested the current webmaster contract be renewed. Agreed.
Action – P Budd

Parking at the rear of the Brick – there is no known documentation to support the parking. Users will now be provided with the detail on space.
Action – K Maccur
P Budd to add to user Package

5.0 FINANCIAL POSITION & REVISED BUDGET:

Headings were reviewed with minor changes.

Positions: there are positions that are not filled. If Managers are temporarily filling those duties they need to detail in their 3-month report what is being done. Doing so supports that position's importance.

Questions on accountabilities for budget lines expenses was raised by the Chair. There are items within each budget line and Managers have been able to shift unspent monies to other budget lines. As well each Manager needs to accurately know what accumulatively has been spent on their budget lines. The Chair said effective today until the new Treasurer directs otherwise, there will be no further moving money within and between account lines without D Ani's approval. This will allow her to become familiar with the current financial position against our budgetary position, this now being halfway through the year.

6.0 NROCRC REPORT:

K Kearnan submitted his monthly report which speaks primarily on assistance to Tanglewood seniors feeling locked in and activities to help support seniors.

7.0 EMERGING ISSUES/OTHER BUSINESS:

Video tour – Agreed to be looked at in next budget year.

Hand in Hand - The Tanglewood Community Centre will now assist families of the Tanglewood and Hillsdale area to reduce program costs for children and youth up to 19 years of age. Further details can be found on the THCA website under Hand to Hand.

NOTE: This is a Pilot Project. Action: N Mintenko

Community Centre Garbage – the City of Ottawa was brought in to discuss with the Facility Manager and Scheduler the problem of refuse. 3 Options were discussed – (1) provide curb side service; (2) participate in the City's yellow bag pickup program (\$3.75/bag); (3) obtain a garbage dumpster to be provided by the City with a weekly pickup. The latter proposal must be approved by the office of K Egli. The Chair asked that a letter for permission to K Egli be drafted/sent.
Action: P Budd
G Roderick

Problems are being experienced at the Centre wherein users are not removing their garbage after events. A discussion ensued re the charging of a small fee for using the proposed dumpster.

*This situation is to be moved to THCA for review on Apr 24.

Water Fountain – to be discussed at a later meeting. Tabled

Marquis vs A-frame Signs – it was suggested the large marquis sign be used in lieu of the A-frame as data is too compressed and difficult to read due to overcramming of info.

Adjournment and Next meeting date to be determined.

Note: The next meeting be scheduled for Tuesday June 6th .The multi-purpose room could be used as the Lounge is not available until 7:15 and the Lions Den is booked, or if necessary another Tuesday night chosen. TBC.

Managers meeting: early May