



Tanglewood Hillsdale Community Association
30 Woodfield Dr, Nepean, ON K2G 3Y5
Website: www.thca.ca
Board of Directors Monthly Meeting- MINUTES
Held June 26, 2017 – 7:15pm
(open to all residents of Tanglewood-Hillsdale)

Present: G. Roderick – Chair D. Ani Treasurer,
Directors at Large: D. Orozco, G. Kong, W. Farant
Resident: V. Siciliano
Absent: K. Kearnan, D. Lombardo, and V. Keaney

1. Approval of Amended Agenda

CARRIED

2. Approval of Minutes of May 29, 2017 w minor changes

APPROVE

3.0 Resignations & Appointments

N. Mintenko declined the position of Program & Events Manager *internal*.

ACTION: Position to be reposted

K. Kearman's resignation's effective date is June 30.

K. Sachithanantham's resignation's effective date is June 19.

Position of SC editor. Position has been posted in the centre and on line.

ACTION: Ask to do Sept issue

Position of photographer & overseer of the Association's recognition program remains open.

4.0 Business Arising from Previous Minutes

4.1 *Status of Contribution Agreement.* The City signed off on the Agreement on May 31, possibly through the assistance of Councillor K. Egli. Monies deposited June 6.

4.2 *THCA and General Burn's contributions to the June 3 Old Time Nepean Fun Fair* has been revised from \$750 to \$500. Five other Neighbourhood Associations are contributing between \$200 and \$500. All are requesting receipts.

4.3 *Letter to Counsellor K Egli re: Dumpster at the Community Centre.* In a conversation between the Councillor and our president, the councillor indicated that he would look into the implication of endorsing this initiative.

4.4 *Setting priorities for next five years:* Will occur during the October 23 meeting, in advance of the November Annual General Meeting.

4.5 *Phase II application for the community garden*

In order to assist in determining the quality of the soil, it was said that its use prior to 1968 would be helpful.

4.6 *Hydro One Networks:* S. Ryan of Councillor Egli's office has established a contact for us: Jonathan.

ACTION: President to Follow-Up

- 4.7 *THCA's representation at the July 10 Mayor's Community Leaders Breakfast.* Agreed it will be G. Roderick. Key concerns are snow clearance of pathway and Nepean Trail.
- 4.8 *Provincial Requirement* – the Financial Statements need to be reviewed prior to submission as a *Notice to Reader* type review is insufficient. It is agreed that Sum Bookkeeping will be asked for their opinion. There likely would be a cost for doing so.
- 4.9 Lawn & Garden Contest: W. Farant reported that Winners have been selected.

5.0 Portfolios Reports: (fixed order)

5.1 *Community and Business Concerns:*

- G. Kong reported that he had contact Hawley Signs to do header with logo and Neighbourhood Program and Events.
- Business Directory: Was updated mid June.
- Nepean Trail: City staff R. Bennett recently indicated that the project has been shifted to Infrastructure Services Branch for engineering and construction. New Project contact is Jeff DeLoyde. On track for 2018
- Items to be carried to next meeting
 - ❖ Safe Streets
 - ❖ Bike Path problems vis-à-vis pedestrians
 - ❖ Hold a Neighbourhood Walk-A-Thon – get to know your neighbour
 - ❖ Including 100 Medhurst residents re Community activities.

5.2 *TPCC Management Committee Meeting and Community Garden*

- Meeting was held June 6, minutes are in circulation.
- Partnership with City on resurfacing the Tennis Court: a meeting is set up with Kevin Wherry for July 13.
- Community Garden – Phase I completed. Mayor J. Watson could be asked to declare 1st Season a Success when hopefully he attends the Labour Day 2017 Celebration on September 6.

5.3 Volunteer photographer needed.

5.4 *Membership (W. Farant)*

- Street canvas will not occur this summer. Next opportunity will be September Corn Roast.

5.5 *Volunteers*

- Nepean Fair: Thirty-six volunteers come forward from the eight communities to assist.
- Recruitment/Retention – this will be a priority for discussion with the new community developer from NROCRC replacing K. Kearnan.

5.6 *Safety/Security: Neighbourhood Watch*

- Volunteers are required. As there is no walking of our streets, in the event of an occurrence, contact Ottawa Police and/or advise neighbourhoodwatch@thca.ca.
- Database: Student available.

5.7 *Communications*

- The May issue of SC has been sent to all businesses.
- Editor position has been posted internally. M. Stenfert will be asked to do one more issue.
- Sending the SC to member’s e-mail addresses: Not yet implemented.

6.0 Financial Report

6.1 *Frequency of Financial Reports:* The Monthly Journal entries will be sent to D. Ani by A. Lewis of Sums Bookkeeping until the end of FY beginning with June. The quarterly report for April to end of June will be available at the July meeting.

6.2 *Deposits over the summer* – D Farant will carry out these duties

6.3 *THCA Bank Balance end May* - \$4363.63 June Deposit – \$109, Expenditure -\$466.11

6.4 *TPCC Bank Balance end May* - \$58,161.17; June Deposit –\$15,141.58, Expenditure - \$5788.75

6.5 *Paypal:* D. Ani is to meet with K.Sachitanantham to learn how to effect a transfer from Paypal to TD Canada Trust’s TPCC account. However D. Ani now has the ability to effect the transfer into the account.

6.6 *Old Time Nepean Fun Fair* – Motion that the bookkeeping fees, cost of two dozen cheques, service fees be charged actual expense. CARRIED

Motion: whereas the volunteer contribution to the organizing and delivery of Fair by the eight community associations was substantial, in the face of the possible surplus the amount of the surplus would be divided among those associations. CARRIED

8.0 Other Business to be tabled Sep or Oct 2017

- Gaetan Delia (software developer) has offered to do revisions to the rental program at a rate of \$25 per hours. It is recommended that he provide us with an analysis of the issues, the scope of his work, an estimate of the hours involved in completion and targeted completion date. Would there be a training component for those who would be implementing changes?
- Park Priorities: Suggestions to be provided to Keith Egli tomorrow. Nine members of our leadership participated in the ranking of Tanglewood Hillsdale’s request. The Board discussed these this evening. We are assuming request are to be short-term, but included in the email to Councillor Egli will be two long term ones. Some fit well within CILP
 - two picnic tables in the Tanglewood Park, one located near the garden and one southwest at the play structures. A bench in the latter area is being assessed
 - snow clearance of the pathway east of the tennis court. The circuit breakers for the path lights is in the Centre’s furnace room.
 - partnership in resurfacing all the courts. Willing to contribute up to \$7000. Lifecycle resurfacing is scheduled for 2018
 - one picnic table in the Hillsdale Park on the Woodfield side near the new bulletin board

- Mural on the practice wall in Hillsdale Park Woodfield side.
- Trees running length of the parking lot in Hillsdale Park situated near location of the two planters. A bike rack on the Medhurst side of that Park. likely near the volleyball court.
- Parket at Benlea at Cardigan Winter would see a small toboggan run, and in summer a picnic table , garbage can; flower planter, new year-round bulletin board. Association contribution in the past has been approx \$1600 [half].

A Play structures on the Medhurst side of Hillsdale Park

Hillsdale Park does not have the standard NAME sign. Not a priority until the name of the park can formally be changed.

- Inventory Procedure: Motion to approve appended procedure. CARRIED
- Security [Damage] Deposit Procedure: Motion to approve appended procedure. CARRIED

Meeting adjourned at 9:00 pm.with the Finance Committee to follow. Next meeting to be July24 2017

NOTE – residents wishing an item on the agenda should contact the Chair, president@thca.ca

Tanglewood Hillsdale Association Inventory Procedures

1. The Association’s inventory will be reviewed by the facility manager a) prior to preparation of the next year’s budget and b) prior to the Annual Property Insurance Renewal.

Acquisition

2. Acquisitions are added to the inventory at time of purchase, when warranties are completed by the facility manager, mailed and filed in the Association’s filing cabinet.
3. Should other managers (Events & Programs or Garden) have property in their custody or be authorized to acquire property (i.e. equipment), the same procedure is followed except warranties are given to the facility manager.
4. The facility manager tables a Report with the Committee of Management prior to the budget consideration.
5. The facility manager copies the report with the treasurer following each review and each purchase.

Disposition

6. Care of THCA’s property is a shared responsibility of all managers. Scheduled maintenance is recorded, the cost of which is built into budget deliberations.
7. Shared use and storage of facility and non-facility property (i.e equipment) is overseen by the facility manager. Users leaves little to no trace of use and/or report breakdown.
8. Forecasted dispositions and proposed replacements are aspects of budget deliberations. Thereafter the timing of disposition and/or replacement is determined by the facility

manager, except in the instance of donated property. The donor is advised of our intention to dispose of the item.

9. Unanticipated dispositions (i.e. non-repairable goods) are documented in the inventory. Replacement authorization is with the Managers in their team meetings, committee of management or the finance committee. In urgent circumstances action is determined by the facility manager and the treasurer.

Acquisitions and Dispositions are immediately reconciled on the List of Property Record

[Approved June 26 2017](#)

Tanglewood Hillsdale Association Security Deposit Procedure

A. Current

1. The Facility Scheduler notes on the Agreement whether security deposits is to be destroyed or returned.
2. The Facility Scheduler leave security deposits in the silver box.
3. The Facility Manger determines if the Agreement has been violated
4. If not violated, the facility manager follows the disposal direction found in the Agreement.
5. If violated, the facility manager
 - E-mail to the renter telling them they have two hours to rectify the violation.
 - Deposits the cheques in the TD Canada Trust TPCC account.
 - Places the deposit slip in the silver box.
 - Notifies the renter of the amount (if any) of the refund.
 - Notifies the treasurer and the facility scheduler that the deposit has been made
 - Creates an invoice for the amount to be refunded,
6. The Facility Manager notifies Garbage Removal Contractor to remove the garbage.
7. Facility Manager ensures the treasure receives the Contractor' invoice.

B. Outstand deposits July 1 2017

The facility Scheduler transfers to the Facility Manager all outstanding security deposits and related documentation.

C. Record Management

The Facility Manager established a record management system comparable to that which has been in place.

The system permits a six month audit, and an annual report which will be tabled with the Association's Management Committee nor more than six months after the end of the fiscal yer (Sept 30th).

On request the Facility Manager may issue a report to the City.

[Approved June 26 2017](#)