



Tanglewood Park Community Centre
30 Woodfield Dr., Nepean, ON K2G 3Y5
Website: www.thca.ca
TPCC Management Committee Meeting Minutes
Held June 6, 2017
Approved Sept. 12th

In attendance: G Roderick (Chair), P Budd, M Mintenko, A Deering, D. Orozco
Absent: V Keaney (Recorder), K Macuur, K. Venema, City of Ottawa Representative

0. Approval of Agenda Approved

1. Minutes of April 11 as amended Approved
Minutes of Aril 24 THCA & TPCC 2013-2017 review/plan Approved

2. PERSONNEL CHANGES:
N. Mintenko declined the position of Program & Events Manager internal.
ACTION: Position to be reposted
M. Stenfert has resigned from the position of SC editor.
ACTION: Position to be posted
Ask to do Sept issue

K. Kearman's resignation's effective date is June 30
K. Sachithanatham's resignation's effective date is June 19.
Position of photographer, overseer of the Association's recognition program remains open.

3. BUSINESS ARISING:
 - Application to Forestry Service for 2017 trees for either park: Action G, Roderick
 - Old Time Fair – G. Roderick reported that it occur in good weather on June 3 at Howard Darwin Centennial Arena and Merivale High School sports field. The number of participants per hour was 600+. Action G. Roderick
 - Checklists: By July 1 checklists are to be implemented and should form the basis of the manager's report to the quarterly meetings (i.e. September 2017) Action: –
Managers
 - Drink Machine: – Inquiries being made for a less expensive machine. Action - A Deering
Report: September
 - Property Inventory: The revised property inventory was submitted to Aon Risk Solutions on May 29th. The value of the inventory is \$32,300 which does not include pathway. Aon's policy effective date is June 1.
 - Acquisition and Disposal of property: protocol approved here last November, up for approval at this month's Board meeting.
 - Tennis Courts: A meeting is set for July 13 with Kevin Wherry, manager of Parks and Facility Focus is resurfacing of the ball courts. Action: Graeme
 - Hillsdale Park: Planters have been planted that to the Lombardo family. The two benches have been recently installed, and are being used. Both bulletin boards are being kept current.

- Facility Scheduler and Programs & Events Manager now receive deposit sheet before deposit is made.
- Status of Centre's Garbage: A letter has been sent to Councillor K. Egli seeking his support for a City-provided garbage dumpster with a weekly pickup. No reply. The second alternative: participate in the City's yellow bag pick-up program (\$3.75/bag) was to be considered if the Councillor did not support the dumpster.
- Damage deposit: The facility manager and the chair will advance a change in practice to the next board meeting which will include.
 - ✓ responsibility for a) retaining, b) activating, c) notifying and d) depositing damage deposits will be solely the facility manager's.
 - ✓ Responsibility for removing of uncollected garbage will rest with the facility manager.
 - ✓ Item 10 of the City's Terms and Conditions will be reviewed/ revised
 - ✓ Responsibility for the transition will be the Scheduler and Facility Manager's.
- Issuing of keys: Under the Access Management Agreement, the onus for ensuring access to the facility by the permit holder is the Association's. As noted on the City's permit, and discussed at the April meeting keys are issued pre-event to the holder or the stated alternate.
- Marquis vs A-frame Signs – it was suggested the large marquis sign be used in lieu of the A-frame.

Deferred to next meeting.

4. REPORTS:

4.1. May Managers Meeting – Did not occur.

4.2. Facility Manager – A Deering

- ✓ The Center has been painted by the City inside and out.
- ✓ Pictures, where possible in their new frames will be mounted.
- ✓ Water fountain has been replaced and now faces into the multipurpose room.
- ✓ Picnic table, deemed unsafe by the City staff, is to be sold. Counsellor may be able to assist in acquiring a new one. Action A. Deering
- ✓ Acquisition of slimmer type of furniture to be costed for the next year's budget.
- ✓ Landscaping: plan for summer is being finalized. Rona's end of season perennials are a good buy.
- ✓ Play structure in west of park: flat seat which is tilted out of ground needs attention.
- ✓ Hillsdale Park: Graffiti on practice wall needs removal. Is there city money for painting of a mural? ACTION: A. Deering

4.3 Facility Scheduler- P. Budd

- ✓ Eight month current revenue is \$21,304, with a projected year-end being \$32,000. While on budget, it's 20% lower than revenue for the previous two years.
- ✓ 110 permits have been initiated in the eight months of this year, 19 were cancelled.
- ✓ Eighty-two percent of the 91 finalized permits are recurrent users. 19% were neighbourhood residents, Five percent were THCA members.
- ✓ While we seek to automate much of the related rental work processes, including providing a PayPal payment option, the challenge is to create a system that can accommodate permit amendments because approximately 40% of rental permits this year have been amended.

- ✓ Regarding insurance, after eight months, the \$value is the same as all last year: Our projected year end will be the highest of the last 4 years.
- ✓ Alcohol: In the past 8 months there have been three functions which served/sold alcohol. The City's policy of the sale of alcohol will need to be reviewed with a view to considering not permitting this option in our facility.

4.4. Activity Management – M Mintenko

4.4.1 Outdoors -

- ✓ T-ball was cancelled because of City said no access to the field is granted because of wet conditions. Registrations fees to be reimbursed.
- ✓ Soccer registration were not has high as last year but still strong.
- ✓ Tennis instruction is occurring on Saturday mornings. The program is full. Unfortunately this was arranged by the City and not communicated to us, and thus not advertised. The instructor has access to the washrooms at no cost.
- ✓ Basketball court: There's a demand for the court and the after dusk lights.
- ✓ Ball Hockey: Need to ensure netting is in good repair. Action: A. Deering
- ✓ Volleyball: Lombardo family has agreed to weekly rake the sand.
- ✓ Labour Day Corn Roast will be September 6th. It could be an occasion to celebrate Nepean's 225 anniversary of its founding. It could be an occasion to display the digital pictures using on June 3, and to invite the Mayor and former Mayor Pitt.
- ✓ The Corn Roast could also be an occasion to celebrate the establishment of the Neighbourhood Garden, potential approval of its expansion, as well as the start of the 50 anniversary year of the development of Tanglewood.
Action – M Mintenko
- ✓ NROCRC will be assisting us in operating an 'outdoor' recreational program beginning July 19. Needs to be promoted;
Action – N Mintenko and K. Macuur
- ✓ Councillor Egli will again be offering an outdoor movie night August 26. How to prevent the electrical difficulties that occurred last year from reoccurring?
Action: A. Deering

4.4.2 Indoor:

N.Mintenko and K. Venema recently met to review summer and plan for City's Fall program.

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.
- Pilates and yoga will run for six weeks during the summer.

4.5 Community Garden – D Orozco

Garden is operational. Phase II application being made. K. Kerman's replacement will be asked to assist in making request for additional grant monies. We have received assistance from Yarmans (lawnmower) and Rona. Agreed that they will get 1) corporate membership for year and free digital advertisements. Consideration ought to be given to referencing the garden as the neighbourhood garden. D. Orozco will discuss desirability/feasibility with Jordon Bouchard of Just Food.

Action P. Budd

- #### 4.6 Promotion: K Macuur will take up her duties when she received a) a schedule of events and programs to be promoted b) digital copies of posters, flyers and c) locations for

promotional material. While she had agreed to be the lead-hand with respect to creation/updating of posters etc., assistance is needed to place material in locations such as Hillsdale Park and A frame. A. Deering has agreed to provide that assistance until an individual comes forward. Action: G Roderick

- 4.6.1 Website: Registration for programs and Association membership are now available on line and through PayPal. Other actions include:

T. Bradley's contract has been renewed.

Parking available at Crossroad's the Brink will be announced on the activity page of the website as well as on one of the internal Bulletin Boards.

- 4.7 Fall insert – Information on changes and updates will appear in the Fall insert of the newsletter: SC.

- 4.8 There are no City run programs being run at our Center this summer. A Youth Group (9-14 yr. olds) is running during June and July twice a month on Monday evenings at Manordale Community building.

- 5.0 Finances:

Budget will be approved at the next meeting.

There has been approximately \$500 paid through PayPal. This would include a few Association memberships.

Managers are expected to know the current financial position of the budget lines to which they are responsible.

Managers quarterly invoices will state detailed by day. Effective; July 1 2017

The treasurer will be receiving the 'journal entries' on a monthly basis until the end of the fiscal year.

D. Farant will be doing the monthly deposits in G. Roderick absence.

- 7.0 Emerging Issues

Video tour: to be placed in the next year's budget proposal

Hand-in Hand program: no one has yet to apply.

Logo in public spaces: The official logo for the Association [THCA] is what will appear on bulletin boards' mastheads. We are seeking designed mastheads for internal and external boards. Action: G. Kong

- 8.0 Adjournment. Next meeting September 12.

G. Roderick recorder.