



Tanglewood Park Community Centre
30 Woodfield Dr., Nepean, ON K2G 3Y5

Website: www.thca.ca

TPCC Management Committee Meeting Minutes

Held September 12, 2017, Approved January 09th, 2018

In attendance: G Roderick (Chair), P Budd, M Mintenko, D. Orozco, V Keaney (part of meeting)

Absent: A. Deering, K Macuur, K. Venema, City of Ottawa Representative

0. Approval of Agenda Approved
1. Minutes of June 6 proceedings as amended Approved
2. PERSONNEL CHANGES:
Overseer of the Association's recognition program, Programs & Events Manager (internal) and photographer remains open.
3. BUSINESS ARISING:
 - Old Time Fair – G. Roderick reported that the City has accepted a revised Final Outcome Report in which community associations who provided funds contingently, will have it returned. And, eight community associations will receive an equal portion of the \$459 surplus.
 - Checklists: On July 1 checklists were implemented. The two managers present indicated that they assist in preparing their quarterly invoices. ACTION: Ensure use for quarterly payment
 - Drink Machine: – In the absence of the facility manger Deferred to next meeting
 - Acquisition and Disposal of property: Protocol approval at the June Board meeting.
 - Tennis Courts: At the July 13 meeting with Kevin Wherry, manager of Parks and Facility, it was communicated that the Associations was willing to contribute up to \$7000 to the 2018 scheduled resurfacing of the tennis courts. Told to complete a Partnership Undertaking
Action: Graeme
 - Damage Deposit: Protocol is in place
 - Issuing of keys: Lockboxes are in place for the shed and main building. More to be acquired...
 - 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 Facility Manager – A Deering Deferred to next meeting
 - 4.2 Facility Scheduler- P. Budd
 - ✓ Eleven Months of revenue suggest that we will exceed the \$32000 budget projection but will be below the previous year. Approximately 150+ permits, 60% returning users. . .
 - ✓ THCA board has approved Gaetan Delia to work to improve on the digital system where users book multiple rooms, or multiple but not necessarily recurring time periods [i.e. third Mondays of the month]. This will necessitate work with T. Bradley our webmaster to complete.

- ✓ A second account may be established with PayPal so that rentals of the facility can advance. Presently it will be just one. It will not be as smooth as it is with membership and registrations.
- ✓ Regarding insurance, in fiscal year 2017, approximately 80 permits carried insurance. This created additional work which has monetary value. What would be a reasonable percentage of the value of the permit? What were other Community associations doing? Suggestions ranged between 5% and 17%.
- ✓ Effective immediately, approve \$25 fee for cancelled permits. Carried
- ✓ \$25 is in place for NSF cheques.
- ✓ Business sized cards needed for Yogalates, senior exercise and rentals to be on display in the hallway.
- ✓ Fee business using business card holder.

4.4. Activity Management – M Mintenko

4.4.1 Outdoors -

- ✓ Soccer had 30 kids register. Registration were not has high as last year but still strong. Tim Horton supported us again this year.
Motions: to build into the budget for 2018 payment of out outdoor instructors \$15/hr. CARRIED
- ✓ Basketball court: There's continues to be a demand for the court and the after dusk lights.
- ✓ Ball Hockey: Need to ensure netting is in good repair. ACTION: A. Deering
- ✓ Volleyball: Courts are used. New benches well received.
- ✓ Labour Day Corn Roast was well attended. With Hard Stone Grill contributing hot dogs and staff, we made over \$900.
- ✓ The Management Committee commends *Hard Stones* for a neighbourhood builder award.
- ✓ All those who made donations to this or other events will be recognized in SC and on our website. Could invite/recognize at AGM.
- ✓ The Corn Roast was an occasion to start the 50 anniversary year of the development of Tanglewood. Mayor was in attendance.. Celebration of the establishment of the Neighbourhood Garden and potential approval of its expansion to be done at AGM Action – M Mintenko/D. Orozco
- ✓ NROCRC had a successful program for younger persons. Teen program less of a success. For the first year of a program considered a success.
Action – N Mintenko and K. Macuur

4.4.2 Indoor:

1. a French program for adults Wednesdays from 5:30-9:00. One spot short of number needed to go forward. Motion to pay for that spot and offer it, possibly to a resident who is a refugee
2. a pre-school French program;
3. An after school program on Tuesdays and Thursdays from 3:45-5:30.
4. A combined yoga and pilates program to run.
5. No response yet to manager ad in *Staying Connected*. May need to reach out to Algonquin College.

4.5 Community Garden – D Orozco

- ✓ Garden had a successful year. Of the original grant \$1800 remains unspent. Will be returned to Just Food.
- ✓ Phase II application (approximate value \$10,000) targeted to be made by end of September. Still need City's approval of use of additional land.

- ✓ J Bouchard could not make the corn roast, will be invited to Recognition Day in November to celebrate First Year's completion.
 - ✓ Mention to be given to community garden on Tanglewood-Hillsdale of the Wikipedia website.
- 4.6 Promotion: K. Mercur reported that she has carried out her duties with the assistance of V. Siciliano and A Deering.
- ✓ Reactivate the twitter account
 - ✓ Increased use of Facebook
 - ✓ Latest updates shared with expanding network
 - ✓ Refining our marketing tools so that they are creative, modern, readable and accessible.
 - ✓ Logo in public spaces: The official logo for the Association [THCA] now appear on internal and external bulletin boards' mastheads.
Thank you: G. Kong
- 4.6.1 Website: Programs & Events and rental of facilities calanders have been amalgamated.
- 4.7 Winter insert – Awaits a meeting with the SC's new editor P. Peori.
- 5.0 Finances:
Budget was approved and recommended to the Board for consideration.
Managers are expected to know the current financial position of the budget lines to which they are responsible.
D. Farant continues to do the monthly deposits in G. Roderick absence.
- 6.0 Emerging Issues
- ✓ More secure Mailbox at 30 Woodfield, and Lockboxes approved
 - ✓ Halloween Contest: Need for judge and photographer.
 - ✓ Following Parks Priorities were communicated to the Councilor on June 27:

SHORT TERM

- 2 picnic tables in the Tanglewood Park, one located near the garden and one southwest at the play structures. A bench in the latter is being assessed
- snow clearance of the pathway east of the tennis court.
- partnership in resurfacing all the courts. Willing to contribute up to \$7000.

Lifecycle 2018

- 1 picnic table in the Hillsdale Park on Woodfield side near the new bulletin board
- Mural on the practice wall in Hillsdale Park Woodfield side.
- Tree running length of the parking lot in Hillsdale Park near location of the two planters. A bike rack on the Medhurst side of the Park. likely near the volleyball court and the new bench.

LONG TERM

Parquet at Benlea at Cardigan Winter small toboggan run, summer a picnic table , garbage can; flower planter, new year round bulletin board association contributing half approx. \$1600 from us.

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.

- 7.0 Adjournment. Next meeting October 23 Joint Long Term Planning and December 12.
G. Roderick recorder.