



Tanglewood Park Community Centre
30 Woodfield Dr., Nepean, ON K2G 3Y5
Website: www.thca.ca
TPCC Management Committee Meeting Minutes
March 06 2018, approved June 05th, 2018

In attendance: G Roderick (Chair), Allen Deering

Reports were received from Pauline Budd, Niki Mintenko and Danilo Orozco that were tabled at particular items on the agenda.

1. Approval of Agenda Approved
2. January 9 proceedings were placed in circulation with one amendment suggested: 4.1.1
There is not an external key access by the multipurpose room. Approved
3. BUSINESS ARISING:
 - Drink Machine: Facility Manager has sought to reach four vending machine companies. No answer from one. A. Deering is seeing one company on March 07. He will recommend action before or at the next management committee meeting. Action: A. Deering
 - Acquisition and Disposal of Property (last revision 06/17). Changes from last year's Inventory of property are to be completed by May 1 so as to be submitted for insurance . Action: A. Deering
 - Ball Courts at 30 Woodfield: This will be brought up at a March meeting with Wendy Royer, our Recreation and Community Development officer for the City. Action: A Deering & G. Roderick to attend.
 - Internal mail: When the bottom of the vertical filing cabinet becomes available, it could be used. No Action at Present.
 - Dumpster on Site: In January, with the assistance of Councillor Egli, a dumpster and commercial-size re-cycling bins were placed on-site. A protocol for keeping the dumpster padlocked yet available for the permit users has been established. Key in janitor room.
 - Issuing of keys: Lockboxes are in use. One party who could have access to the facility is the contractor who replaces the carpeted mat during the winter. Action: A. Deering
 - Marquis vs A-frame Signs – While we have used the Curbex signs for events, and A frames throughout the neighbourhood, as well as the external bulletin-board at the Centre and Hillsdale Park, it continues to be suggested that a large marquis sign be used at the Centre. In the past, we have considered purchase of a large mobile sign which would need to be stored. If it were permanent, approval would need to be sought from the City. A fuller discussion is needed when everyone is present. Tabled.

4. REPORTS:

4.1 Facility Manager – A. Deering

4.1.1 Securing the Centre:

- Old keys have been returned to the City.
- Users have adapted to the 3 lock-boxes system.

- New statements of understanding are being signed.
- Security Panel instruction posted. Security Panel is being disarmed and armed without difficulty,
- Digital lock in use in the storage room.
- Regarding the disposition of the old children's chairs, they have been posted on Kijiji. Per the Inventory Procedure # 9, if not sold would be donated to Value Village.

ACTION: A.

Deering

- Janitor closer has been cleaned and painted.
- There are items in the cleaner's contract that appear not to be regularly met.

ACTION: A. Deering

- TV is mounted, the support bracket having been installed by the City staff.
- Vacuum: the current vacuum, which has been used with the roll-up carpet, the adjacent floor, under the cushions of the sofas and for dusting; is broken; apparently beyond repair. Our facility manager has obtained an estimate for a replacement.

ACTION: mindful of budget line revision, vacuum to be replaced.

4.1.2 Other:

The Checklists used by the facility manager were reviewed. Some items on the list do not set out a location or frequency. For instance, it is unclear if windows are either internal or external or both. On the Weekly Checklist this could state "As required", yet on the Semi-Annual checklist it states "Twice a year". The regularity of checking the cleanliness of tables and chairs states: "As needed". It ought to state: "After use, but at least weekly". Given the importance of cleanliness and good-repair, clarity is desired.

ACTION: Allen to continue to refine Checklist.
Allen reports the list being helpful.

4.2 Facility Scheduler- In P. Budd's absence, her report was tabled and discussed.

- Permits: In January and February revenue of \$13000 from forty permits has been deposited.
- There are also post-dated cheques for bookings Half of the post-dated cheques are from regular permit holders.
- No permit fees in January/February were paid through PayPal. Needs to be encouraged.
- Number of payments by cash is down in the last six months vs first months of 2017. Overall, cash is about 4% of revenue.
- TPCC is perusing two promising courses of action: to automate multirate, multiple room reservations:
 - A form generator [Word Press plug-in] that T. Bradley believes to be promising.
 - D. Orozco is willing to help draft specifications that would be used to hire a programmer to do similar WordPress- compatible preliminary work.
 - Once the preliminary work is operational, G. Delia will write a program so that information will automatically migrate to Excel worksheets.
 - Regarding permit insurance, *in fiscal year 2017*, 58 permits carried insurance.
 - Business sized cards are needed rentals for yagalates and senior exercise to be on display in the hallway cardholder. Action: Promoter
- Scheduler is reviewing ways to reduce number of hours required to do the job.

4.4. Program & Events Management – M. Mintenko

4.4.1 Outdoors - WINTER

- ✓ TPCR, which opened on December 25 and closed February 23. We were open 70% of the time, 2 days less than last year. 56% of closure were in February. In terms of skater hours, it was 1% greater than last year. Board rink use slightly less, while non-boarded rink use was 6% more relative to last year.
- ✓ I love to Skate was well-attended and a success. Helmets and skates were donated by Canadian Tire's *Jumpstart*
- ✓ The January 20 Carnival was challenged because there was no skating that day because it was too warm. Over 100 persons attended, including mayor and councillor. Food sales were up relative to last year. Seasonal Recreation. Councillor Egli, Metro and Tim's were sponsors
- ✓ Hockey day (Feb 18) had four teams. Food sponsor were Metro and Tim's. Our team were runners-up to one from Trend Arlington. Andy's Snow and Lawn clears the ice.
- ✓ Regarding the Supervisor's bonus, N. Mintenko has given T. Young a list of items to complete including submitting attendance report. The "change room" needs to return to the multipurpose room.
- ✓ Regarding the Rink Snowblower, year-end maintenance needs to be arranged.

Action: A. Deering

Outdoor – SPRING

- ✓ T-ball (5 weeks) and soccer (10 weeks) will start May 29 and May 31. TPCC may have a coach for either one or both. Registration would be evening of May 22.
- ✓ Reviewing with the City [park planner Donna Williams], resurfacing of the courts.

Action: G. Roderick

4.4.2 Indoor - SPRING

- ✓ Yogalates has 5 participants
- ✓ French cooking Class [4 participants] will run 2 weeks in April and 2 weeks in May.
- ✓ Wheelchair exercise class scheduled to start March 21. No one yet registered.

4.5 Community Garden – D Orozco

- Phase II application for a dozen boxes (approximate value \$10,000) targeted to be made to *Just Food* by end of March. Timing is contingent on City of Ottawa's approval of use of additional space in the Tanglewood park.
- At the February board meeting of THCA, an allocation of \$1000 was made to Phase 11 as recommended at the January TPCC meeting.(item 4.4.1).
- At the February board meeting of THCA, the approval of funds for D. Orozco to attend a composting workshop was approved as recommended at the January TPCC meeting (item 4.4.2).
- At the Winter Carnival, Mayor J. Watson recognized Maria and Ted Baker for their help in moving ahead the garden.
- Fee increase of \$5.00 is recommended to the Board for approval.
- Mention to be given to community garden on Tanglewood-Hillsdale of the Wikipedia website.

Action: G. Roderick

4.6 Promotion: In the absence of K. Mercur, it was noted -.

- Signage for the Carnival.
- Carnival poster was in the Councillor's newsletter
- Increased use of Facebook

4.6.1 Website: TPCC is looking for someone to do the preliminary work to making booking the facility on multiple dates easier [recurring dates, date exclusion, multiple date booking, per date room booking.

4.6.2 *Staying Connected*: Spring Insert – Anticipate publication in early May.

5.0

Finances:

- D. Orozco and G. Roderick submitted to Sums Bookkeeping the supporting documents which showed the shed expenses were \$4833. While the shed's blocks foundation would increase the value of the shed to 68856, because the installation was paid by Just Food – outside the grant – it can not be reflected in the Statement of Financial Position. With respect to the boxes, their expenses were \$4566.
- See # 4.2 above for the permit revenue for January and February.
- It is expected that our treasurer will resign effective the first of April.

6.0

Emerging Issues

- ✓ Expansion of the Centre: G. Roderick reported that at a recent meeting with the benefactors, representatives of the Sportsplex and the City, it was determined not to pursue expansion.

7.0

Adjournment: Next meeting June 05.

Carried