



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

Website: www.thca.ca

**TPCC Management Committee Meeting Minutes
Held October 9, 2018**

In Attendance: G Roderick (Chair), P Budd, M Mintenko, D Orozco, A Deering

1. **Approval of Agenda** **Approved**
2. **Approval of June 05 2018 Minutes:** **Approved**

3. Personnel Changes:

Programs & Events Manager (External and Internal). At its August meeting, directors approved a potential split in the P&E (External) position and at its September meeting (held October 1), directors approved a split in P & E (Internal) position. Effective that date, there would be two Programs Managers (External and Internal) and an all Events Manager. Compensation will be the same for all three positions.

Jessica Gao has been appointed Program Manager (External) effective September 1.

Doug McColeman has agreed to be our photographer effective Sept 1. He will be given editor status for Facebook, so that Event photos can be posted soon afterwards

4. Business Arising from the Minutes

- A. Drink Machine – No action has been taken due to the transition from A. Deering to P. Budd. Will report at next meeting. ACTION: P. Budd
- B. Ball Courts: In July, City painted lines in the Tanglewood basketball court.
- C. Ball Wall - Medhurst Park [Woodfield Side]: Refurbishing is to be addressed by placing this basketball court on the Recreation, Culture and Facility Services' life cycle restoration schedule. Review next spring. Graffiti is now again on wall.
- D. Dumpster Gravity Lock: It was obtained in June. Works well.

5. Reports:

5.1. Facility Manager – P. Budd

- Advised on:
 - roof replacement – completed in June.
 - eaves-troughing: 'down-drains' at rear of the centre are positioned to direct water to barrels for the community gardens' use.
 - December holiday lights: some strings of existing lights can't be accounted for. Recommend that the full set be replaced (BLUE). ACTION: P. Budd
 - new stationary windows in the Hillsdale Hall were installed by a City contractor. It was necessary for them to return to make adjustments.
 - local Ottawa *cleaning supplies* company, where TPCC had intended to establish an account, has moved to the East End. It is not recommended that we deal with them given new location.

- certain Centre's floors were professionally cleaned in June, as occurs annually.
- furniture for the multi-purpose room purchased and is in place.
- City has agreed in principle to contribute to cost of *refurbishing* the kitchen.
MOTION: To recommend to Directors:-
 - replace 1998 refrigerator: estimated replacement cost: \$2000
 - disposition of existing fridge to adhere to property policy.
 - allocate \$4000 in '18-'19 budget to the *refurbishing project*. Ascertain if our contribution falls under a separate capital partnership agreement

Approved
- snow blower recently sent for maintenance – cost \$95.
- main Storage room: Has been re-organized so that a) there is an inventory, b) everyone has a specific allocation, c) outdoor equipment to be located in the shed, bunker or hose-room.
- landscaping is under the guidance of Algonquin Horticulture student Ashley. Plants purchased during the summer. They and original ones are being prepared for winter.
- bench in front of Centre is being installed shortly. Thank you V. Keaney.

5.2. Facility Scheduler Manager – P Budd

- Copies of permit and cheque for the period Jan 1 to Jne 30th hand delivered to City staff K. Venema. Next remittance to the city will include July 1 to Dec 31 permits.
- Given that THRA and the City's year end differ by one Quarter, it was suggested the directors consider changing our fiscal year-end to match the city's December 31st.
- The facility continues to be much-in-demand. Year-end revenue has exceeded budget figure. Rental of equipment is within the anticipated budget figure.
- Closing Hours: In light on Noise Complaints, have have been reduced to conform with City's bylaws.
- It has been necessary to establish a non-welcomed patron's list
- Payment of T. Bradley for second installment under the Webmaster Agreement is due Oct 31 – value \$360.
- To carry over to the next budget the 2018 allocation for G. Delia's development of an MS Excel protocol & macro to deal with irregular bookig dates on reservation form.

5.3.1 Programs Manager (Interior) – A. Deering

- Assigned to this position in the last week of June. Transitioned out of former position by assisting P. Budd in transition into the facility manager position.
- In July met with N. Mintenko and J. Gao to review programs being run at the Centre as well as during the autumn. Also gained familiarity with Centre, City and third-party's programs posted on Activity Calendar page of our website.
- Another aspect of this position's duties is keeping current internal and external bulletin boards. Posters, providing up-to-date information about the programs being run at our Centre supplied by K. Mercuur. Boards will be updated twice a month. Also oversees care and use of A frames.
- While A. Deering did not meet with our facility promoter, K. Mercuur is aware that A. Deering have taken over V. Siciliano's role.

- In August, followed up with city staff K. Venema on their plans for city-run programs for the autumn. Updated the website on programs offered by the Centre, City and third parties. Assisted in the preparation of the *Staying Connected* Program Insert. Placed the 11" x 17" copy of the autumn programs on the bulletin boards.
- Ensure program staff available for possible inside programs of the Centre
- In September, assisted in the organizing and carrying out the Labour Day Corn Roast, and registration for our program. Kept in touch with City, third party program leaders to learn which ones were a 'go'. With respect to the City, no program were a 'go', due to insufficient registration. The same was the case with Centre's September program.
- Currently organizing a yoga program that could begin in November as well as CPR course.
- Amended status of the autumn programs posted on Bulletin boards and on website.
- Recommended that the Internal Program Management have a separate line on the budget.

5.3.2 Program Manger (Outdoors): –J. Gao

- In the Outdoor program manager's absence, N. Mintenko reported that during the last five weeks since J. Gao's appointment, they have been in transition period. Before then:
 - T-ball with an enrollment of 18 was a success, in part because of efforts of volunteer K. Stacenko and C. Fowler
 - Soccer with an enrollment of 45 was also a success with the assistance of W. Khaemba, K. Stacenko and some parents. N. Mintenko was regularly involved. T. Horton's is thanked for supplying the gear, clothing and medals.
 - A second soccer program was run though NROCRC (*Jump Rope for Heart*) beginning in July
 - Tennis instruction on our courts ran again this summer through the City's third party agreement. We wish to be informed early.
Action: Program Manager(E)
 - Basketball and ball hockey courts well used.
 - The directors have agreed that THCA will be the Service Provider with which the City would contract for the delivery of supervised ice rinks/skating/ hockey.
 - J. Ash has agreed to be the rink supervisor. He has been given a sample contract. Same compensation.
 - Learn to Skate and Learn to Play Hockey to be offered this winter, via NROCRC/SNCHC.

5.3.3 Events Manager: N. Mintenko

- N. Mintenko stepped out of her combined role as P & E Manager effective Sept 1. [NIKI, thank you for sixteen years of steadfast service]. She has agreed to continue as Events Manager with additional responsibilities for Volunteers associated with Events.
- With respect to the Labour Day Corn Roast and conclusion of our 50 Anniversary Celebration, it too was a success. N. Mintenko will complete the Final Report required of the City's grant of \$1835. Grocer gift cards (McDaniels, Loblaw's,

FreshCo, and Costco), were received to a value of \$200. Cash donation (K. Egli, J. Dean, L. Wellings and G. Kong) were received to a value of \$300.

- With respect to the next two events, the Christmas Party and Carnival, the former will be on December 15 and the latter on January 19.
- With respect for applying for Civic Event funding for 2019, we propose to apply for funding for Arbor Day & Spring Fair (April 26). Closing date for applications is Oct 12th. ACTION: N. Mintenko & G. Roderick

5.3.4 Community Garden Manager - D Orozco:

- **PHASE I:**
A successful completion of the year for all 12 gardeners. The soil, being sandy, will be enriched next spring. Produce etc is to be removed by October 15th.
- **PHASE II:**
 - An amendment to the 2016 Licensing Agreement with the City for use of the Tanglewood Park's lands for a community garden allows an additional six garden boxes. It was approved by the directors in August, signed and returned.
 - Just Food's grant agreement for \$3000 stipulated that the monies were to be spent by September 30th. We spent \$1534 before that date, \$1493 on capital expenses and \$41 on maintenance items.
 - It is anticipated that the construction of the boxes will be completed by mid-October.
 - Just Food will directly carry out the work on our sign TPCG , which may occur either this fall or next spring.
- **PHASE III:**
Motion to recommend to the directors an application for an additional 6 beds.
Approved
It is anticipated that it will take a year to get approvals.
- **Eductional Session:** A session on *Permaculture* will occur October 29. 7:00-8:00 pm at the Centre.

Commented [GR1]:

5.3.5 Hillsdale Park Wall – Paint Contest:

There was no expression of interest by the community's youth. See # 4.c above

5.4 Promotions Manager – K Mercur

With the duties of the Program Manager (Internal) to include posting to all Bulletin Boards, the Promotion Manager is to ensure posters are made and provided to A. Deering, J. Gao and N. Minitenko. She is to place posters on our digital tools. As needed orders external signs such as Curbex.

5.5 Communications:

- *Staying Connected* Winter Insert – Anticipate delivery by December 7. P. Peori and Gary's Printing require 12 day advance receipt, so November 23 submission date unless P.Peori directs otherwis

6. Finances:

- Budget: following amendments, Motion that the budget be recommended to the directors for consideration. **Approved**
Need to clarify if we need a capital partnership agreement regarding the kitchen renovations.

7. Emerging Issues:

- Parking lot: some concrete bollards are in a deteriorating state.
ACTION: Facility Manager to request assessment/plan
- Parking lot: the garbage containers seem better placed.
- Parking lot: sweeping is usually done once a year. Seemed to have been missed this year. Might we put it in our budget.
ACTION: Facility manager to request sweeping and to get estimates.
- Mailbox: the fix of a year ago did not prove secure enough. On a motion, new box approved.

8. Adjournment 10:00pm. NEXT MEETING on either November 12 or 19th. The focus will be on programming.

G. Roderick
Recorder