



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

Website: www.thca.ca

TPCC Management Committee Meeting Minutes

March 12, 2019, 7:15 pm

Approved: June 2019

In attendance: G Roderick (President); G Kong (Vice-President); V Keaney (Secretary); P Budd (Facility Mgr & Facility Scheduler Mgr); N Mintenko (Program Mgr (Ext) & Events Mgr); D Orozco (Community Garden Mgr. & Neighbourhood Watch Contact)

Absent: A Deering (Program Mgr. (Int)); K Vezena (City of Ottawa); NROCR Rep R. Awni

1. Approval of Agenda Approved w minor changes

2. Approval of January 2019 Minutes: Approved w minor changes

3. Business Arising from the Minutes
 - a) Drink Machine – P Budd - deemed too costly so no further action required.
 - b) Ball Court & Wall at Medhurst Park – G Kong spoke to a City of Ottawa Rep and it was decided that there would be a walk-by and review of the condition of the court in the spring. THCA will provide up to \$10K to be shared with the City for improvement. There will be a tour of the Steve McLean Park for ideas. **G Roderick & G Kong to Action**
 - c) Concrete bollards in the Centre parking lot are in a deteriorating state. City of Ottawa has been advised. **P Budd to Action**
 - d) Parking lot: sweeping – will occur in the spring **P Budd to Action**
 - e) Internal Mailbox – P Budd has set up an internal mailbox system for Committee [and Board] Members.
 - f) Refurbishing of Kitchen at the Centre – P Budd reported that it is hoped the completion of this project will be May end. Currently the City is in receipt of quotes, cabinet colour & style has been determined along with the countertop & backsplash. As 2 of the 3 appliances are 20 years old, the fridge and dishwasher will be replaced. **P Budd to Action**
 - g) Sound System – P Budd reported that the new system has Bluetooth, WiFi and a battery backup. **It will also be used in Emergency situations.**

4. Reports:
 - 4.1 Facility Manager – P. Budd reported -
 - a) Cleaning Contract – the Board was too late in determining its position and completing City of Ottawa form requirements so the City will continue to supply cleaners. As cleaners have been a tad weak in their work ethics, the contractor has apparently decided to have an inspector periodic view the work and get it up to par. For the

moment, this seems to be an acceptable arrangement for the Centre.

P Budd to Action

- b) Chairs were purchased for the multi-purpose room.
- c) Maintenance – it was reported that the \$2,250 budgeted for maintenance is depleting and only \$400 remains. If more funds are required, they could be pulled from other accounts if not committed or obtained through the reserves.
- d) Depending on availability, on May 4th or May 11th, TPCC/P.Budd as chair will be holding a workshop on Facility Management. Invited are Ward 9 community associations.

4.2 Facility Scheduler Manager – P Budd – reported:

- a) The scheduling system continues to be amended. End of April may see the conclusion.
- b) The Centre is on track for income earned from facility rentals.
- c) There was discussion about the City of Ottawa mandatory \$200 deposit fee required for rentals. In the past cheques were requested, however, over time people have migrated to E-transfers. As a result, the FS Mgr. has been requesting a \$100 cash rental deposit. The City is to be notified of this change.

P Budd to Action

L Mangone, THCA Treasurer is looking into the Centre expanding options to include electronic banking and different monthly fee packages.

4.3 Programs Manager (Interior) – A. Deering – (although absent, sent in a report on:

- a) French Language Training – Levels 1 & 2 – Spring – registration numbers are very low thus this course may be cancelled.
- b) The City of Ottawa will not be running any summer programs at the Centre.
- c) Young at Hearts asked for funding earlier this year to hire Guest Speak Mary Cooke. Funding was approved and as **Ms Mary Cooke has agreed to return in the fall**, further funding of \$150 has been approved as a portion of the \$1280 New Horizon Grant allocated to THCA.

It was suggested by President that THCA commit an additional \$750 to Young at Hearts' to offset 6 activities over a 2-year period. This is to start in 2019. This amount can be partnered with other communities. ACTION; recommended to the Board

- d) Young at Hearts which meets once per month and **may** increase to twice per month. More should be known end May.
- e) On Wednesday, March 20th @ 9am, Tanglewood Tykes will resume. For more info email nanagid@rogers.com
- f) On Monday, March 25th from 1-3pm, Young at Hearts' will be having a High Tea. \$2 fee.
- g) On Monday, April 15th from 1-3pm, Young at Hearts' will be hosting a McBeads Creations workshop. Various jewelry kits will be available for a \$fee.
- h) On Friday, April 5th PM(Int) along with Rana will be talking about NROCRC at the Seniors Forum and talking about the Young at Hearts program.
- i) On Tuesday, May 7th from 7-9pm, there will be a Guest Speaker to talk on nutrition and the benefits of Essential Oils and Essential Oils Therapy. Products will be available for purchase. Attendance \$free.
- j) THCC Library – there is a small library in the hallway of the Centre. Please feel free to borrow a book and also drop off your pre-read books. More info programs-interior@thca.ca
- k) There is a new Task Force being formed to increase the awareness of the Centre and increase programs. Members are A Deering (Chair), G Kong & V Keaney.

Some programs being reviewed are crocheting, quilting, knitting, bake sales, language training (Spanish, Arabic, Mandarin as examples), weekly bridge & tea, exercise with light weights, luncheons on site, ESL, walking, biking, tai-chi. Some activities would be free and others have a low fee. If you have special interests, please contact programs-interior@thca.ca

4.4 Program Manager (Exterior) - N Mintenko

- a) On behalf of PM(Ext) P Budd provided rink statistics saying that it was a very successful year. The rink was open 57 days (42days in 2018); 4,107 hrs (2,584 hrs in 2018); supervised and volunteers averaged 30 hrs per week. Reporting details to the City has become simplified with completion of a form. \$5,549.50 was spent on the rink contract with Jason Ashe. Note: In addition, \$117.18 spent on 2 mats/2 shovels; Approx \$113.00 on various maintenance items, and \$45 for instructor Learn-to-Skate.

4.5 Events Manager – N Mintenko – reported:

- a) Spring Plans –
***Outdoor Soccer** – uniforms have been ordered through T. Horton’s grant; **t-ball** will also run; however, **COACHES ARE NEEDED. Registration Friday, April 26th from 5-7pm during the Arbor Day activity.**
*There will have to be an inquiry with the City to find out what their plans are for the tennis lessons at the Centre.
*2019 Winter Carnival was extremely cold and yet still reasonably well attended. Next year, the Winter Carnival will have more indoor activities and may include a magic show - \$350 would need to be set aside in next year’s budget for this activity.
Winter Carnival 2020 is slated for January 18th with a new start time of 12:00pm.
- b) **Arbor Day event will be held on Friday, April 26th from 5 to 7 pm at the Community Centre.** A food vendor is being invited.
*A “Plaque” recognizing the tornado of September 2019 will be presented.
*The City will not provide a tree so a Motion was made for THCA to fund the purchase of a tree. Approved.
*In a conversation with a forestry expert, it was noted that there are an insufficient number of evergreens in the Medhurst Park replacement plan. Plan to be posted on website. It is planned to invite the City Forestry Department, a Nursery and a Librarian. This activity will be integrated with the Friday night group.
- c) On May 25th in the morning, there will be The Annual Yard Sale at the Centre and in neighbourhood driveways Rain date May 26th.

4.6 Community Garden Manager – D Orozco – reported:

- a) Phase I has been completed.
b) Phase II – 2019 – Fees will remain the same.
c) Phase III – 2019-2020 - as funds have been returned to Just Foods, a further application for funding from Just Foods will be required. City must agree to use of park land for the 6 spaces.
d) There was to be a Sign created by Just Foods and now as the contact has left, renegotiations will be required.

- e) There again will be flowers planted in the two concrete planters at Medhurst Park. Councillor K Egli donated \$80 towards the flowers. A motion was made to request additional funding from THCA Board. Approved.
- f) The Gardening Workshop which took place on February 27th was well attended, very interesting and much appreciated.
- g) Previous gardeners have been contacted and many are returning. **Submission for a garden plot should be completed by April 5th.**
- h) There will be a meeting with gardeners to discuss the soil condition as many experienced that the soil was too sandy.

4.7 Promotion – Our Association’s header will be required for the new bulletin board.
(The Promotion position remains open. Please contact President@thca.ca to discuss.)

G Roderick to Action

4.8 Communications –

- a) The establishment of a Communications Committee is required.
- b) Staying Connected Newsletter – work must be started on the next issue with a submission date of April 5th and distribution to begin April 12th.

5. Finances – Budget vs actual (more to follow)

6. Emerging Issues

- a) CD Framework Grant – A Deering, N Mintenko, D Orozco and G Roderick have met with H Ali. G Kong, P Budd and V Keaney will meet with her to discuss enhanced participant of residents in Center programs and events with participants and/or volunteers, includes such non-Centre initiatives as Neighbourhood Watch.
- b) Emergency/Crisis Response – the new sound system will become part of this.
- c) KMC Workshop on Facility Management will be held at the Centre on potentially either May 4th or 11th. Check with other community associations availability. P Budd, N Mintenko and D Orozco will help organize and attend.
- d) Centre bathrooms – it was suggested that the bathrooms be updated and that double toilet paper rolls be placed in each cubicle. To be raised in the context of the City’s 2020 budget.

Adjournment: NEXT MEETING June 4th, 2019