



Tanglewood Park Community Centre
30 Woodfield Dr, Nepean, ON K2G 3Y5
Website: www.thca.ca
TPCC Management Committee Meeting Minutes
August 27, 2019 7:00 pm

In attendance: G Roderick (President); V Keaney (Secretary); P Budd (Facility Mgr & Facility Scheduler Mgr); N Mintenko (Program Mgr (Ext) & Events Mgr); A Deering (Program Mgr (Int)/Promotion Manager); H Ali, Tanglewood Outreach
Absent: D Orozco (Community Garden Mgr & Neighbourhood Watch Contact); K Vezena (City of Ottawa)

0. Approval of Agenda Approved

1. Approval of TPCC June 4, 2019 Minutes Approved w minor changes

2. Personnel Changes – Thank you to the new volunteers
Promotions Manager – A Deering has taken on this task
SC Editor – B Rushton

3. Business Arising
 - *Commemorative Stone – After some discussion, it was decided to place the stone at the front of the Community Centre at 30 Woodfield Drive. Showing will be September 4th and install to be September 21st.
 - *Community Centre Banner will be used for functions such as the corn roast. A Deering responsible for the install at functions.

4. Reports
 - 4.1 – Facility Management – It was reported that the new kitchen was 99% completed. It was suggested that a new fridge be allocated to the budget for 2020. It was desired to change the white tiles to the coloured tiles as per behind the sink. It was suggested that perhaps wall paper be used behind the door or just paint behind the door.
Cleaning – as a demonstration project, cleaning has occurred more than normally done and the building is looking far superior and more rentable as a result. It is costing unbudget money so consideration will be given to ask the City to cover the extra costs.
Vote – a vote was taken to cease or continue the extra cleaning and costs to the budget for 2020. **APPROVED** to continue in next budget year. Estimated monthly expense of \$150.
 - 4.2 – Software Testing – testing is now 99% complete. Bill estimated to be \$1,300.
 - ***Rental of Lounge** – a vote was taken to rent or not to rent the lounge independently on Saturday and Sunday at 4pm for single use. After discussions of overlap of events in other parts of the Centre, the rental of the lounge in this manner was **DENIED**.

***Name of Tanglewood Park** – there is to be investigation as to whether or not the placement of the park name can be placed on the large stone at the front depicting the building or placed directly on the building.

4.3 – A Deering is to inquire about placement of a City directional sign regarding the Community Centre at Merivale & Woodfield.

4.3.1. – N Mintenko

1. **Corn roast** activities are underway ; Hardstones will donate wieners and buns and staff as in other years; MusicMan will provide lively entertainment. There will be face painters, a bouncy castle and TaiChi demonstrations and indoor stalls.
2. **Soccer** – 45 children registered; TBall – 10 children registered – Tim Horton’s provided uniforms such as socks, shorts, T-shirts, balls and medals.
3. The Community **courts** are being well utilized. The basketball court seems to be extremely popular.
4. **Learn to play hockey and Learn to Skate programs** are now being advertised. Canadian Tire provides assistance. The Contract position for Rink Supervisor is available. This is a well paid position with administrative requirements.
5. **Movie Night** – it looks like this will become an annual event. It was APPROVED that Capital City POP Up would be hired.
- 5A. **Plays in the Park** – it was suggested that plays become part of the Park’s attraction. After a brief debate, it was APPROVED that this be sought/budgeted for.
6. **Concerts in the Park** – it was suggested and APPROVED that music concerts become part of the Park’s annual attraction.

4.3.1.1. Neighbourhood Garden – Although the Mgr was not able to be present, it can be seen that he has done a great job in getting people interested in participating in “green thumb” experiments. Although there have been some minor issues, overall the garden is a success.

4.3.1.2. NROCRC Summer Program - 24 children attended the program.

4.3.2. A Deering advised that for the New Horizons programs, there had been a very well attended function on Asian foods, complete with samples. Yum!

*Young at Hearts will again present Mary Cooke, Storyteller on Oct 28th.

*Young at Hearts will hold a meeting on September 6th to discuss issues to be established.

4.4. City & NROCRC Programs – A Deering advised that he had spoken with the City’s rep, K Vezina, who indicated that there was no point in having City programs at the Centre as there were no responses. It was then decided that a meeting with the RCFS Manager would be required as the City has a mandate to run programs.

G Roderick to Action

A Deering to Action

***Fall/Winter Programs** – A Deering is working on setting up a TaiChi program.

4.5 Promotion/Communication

1. Update
2. Website: Registration and Rentals – Etransfer of funds will be encouraged.
3. Registration at CornRoast using ETransfer of funds cannot be done at this time.
4. A Deering is responsible for producing and amending business cards.
5. Posters – they are needed to provide program information. It was suggested that “Publisher” be purchased. AGREED. Tech Soup Canada will provide assistance.
6. Curbex Signs vs Hydro 1 & City of Ottawa – Charges to use these signs are based on size. It appears that Hydro 1 & the City may allow the placement of a Curbex sign at the intersection of Woodroffe & Medhurst.

4.6 Volunteers – H Ali advised that her group had commandeered 7 new recruits. It was then suggested that a meet and greet occur after the cornroast. It was agreed that \$50 be allocated for snacks.

4.7 Kitchen – see comments earlier in these Minutes.

5.0 Financial Position –

*P Budd reported that the Centre earnings are better than had been projected.

*A Deering was advised that the year end projections for Promotion and Interior Programs were based on from June 30th, Third Quarter, Operating Statement Report.

*N Mintenko indicated that nil was required for Events and that the budget for the exterior remained the same.

Financial Report June 30th

Budget 2019-2020 –

*P Budd sought approval for acrylic wall hangings.

APPROVED

- she advised that the oval window in the Centre requires a blind and sought funds

- she spoke on replacing the fridge in 2020 and putting aside \$1,500 for this item

- she spoke on obtaining additional tiles for the kitchen in 2020 and putting aside \$1,000 for these items

- she spoke on the need to replace ceilings throughout the Centre

*N Mintenko requested an additional \$500 be added to her budget of \$4,000 for annual events

*A Deering requires a budget of \$1,500 for Curbex signs, Avery labels for calling cards, and money for Publisher.

6.0 Emerging issues/other business

P Budd indicated that a video be made on “How to use the Alarm System, and Lock Boxes” for the entire building. It was found that this item must be obtained from A Deering’s budget.

P Budd volunteered to assist G Roderick in the Halloween Contest.

The Annual General Meeting (AGM) will be held Saturday November 9th.

7.0 Adjournment & Next Meeting – December 10th or 17th. To be decided.