



Management Committee Meeting Minutes  
Tanglewood Park Community Centre  
30 Woodfield Dr, Nepean, K2G 3Y5  
10-March-2020

In Attendance: G Roderick, chair; A Deering, (Promotion Mgr.); N Mintenko, (Events Mgr.); D McColeman, (Recognition Coord); Naomi Sapezinskas (Program Mgr. [Int]) and D Orozco (Community Garden Coord)  
Absent: Raphael Ezema, (Program Mgr. {Ext}), V. Keaney (secretary), and P. Budd (Facility Manager & Scheduler) who provided a report.

0. Approval of Amended Agenda: Approved  
G-Suite and CV 19 were added

1. Approval of TPCC's December 10, 2019 Minutes: Approved

2. Business Arising:

- Business Liaison: The position description was approved by the Board in February, posted and will be advertised in *Staying Connected*. If not filled before spring, be posted on external Bulletin Boards.

3.0 G-Suite

D. McColeman circulated a ten-page synopsis of the features of G-suit. He observed that the Board of Directors is supportive of exploring the features that could be of benefit to improving communication between those in THCA positions as well as with attendees of our programs and events. Because of our status with Tech Soup, THCA has acquired the basis features of G-Suite for free. Attractive features are a) survey, b) g-mail, c) common access to documents, d) hangout chat (when unable to be together in person), e) groups, and f) calendars. As the Communication Committee identified '*our using of surveys to get feedback on the tools currently use*', G suite's capacity may well meet our needs. There is good support for trying it.

As P. Budd was not present, D. McColeman will review potential with her. G-Suite dialogue will go back to Communications and return to the Board. Going forward would require our users having hands-on training. Doug was thanked for the handout and exploring opportunities this communication tool seems to afford.

4.0 Portfolios:

4.1 Recognition Program: D. McColeman reported progress made on displaying current photographs. Photos of activities minimally should have *the year taken*. Photos of Winner Circle [volunteers, businesses, contests] should have *the year taken*, and consideration be given to *retaining street addresses*. Replacing wooden frames with acrylic ones is a work in progress.

4.2 Facility Management: P. Budd by written report

a) CV 19 Response:

- An additional cleaning a week, focused on surfaces, is supported; to be implemented as soon as possible  
Currently, THCA has provided two additional cleanings / wk. above the City's cleaner contract.



- Hand sanitizer dispensers: An additional hand sanitizer is supported, to be installed in a high use area as soon as possible. If not provided by the City, TPCC to acquire asap.. Currently TPCC has 1 in use.
- Conspicuous Hand washing 'Reminder.
- City to be advised of our precautions and our desire for guidance of any others.
- Other aspects of our CV response can be found under promotion (item 4.9) and programs (item 4.4).

b) Strip Wax Floors: mid June.

c) Internal Mail/Horizontal Filing Cabinet: The vertical cabinet has been replaced. Lockbox is on the storage room wall above. Same code. Check for mail regularly.

d) Kitchen renovations are complete.

#### 4.2 Scheduler: - P. Budd

a) Scheduler's Silver box has been moved to the kitchen from the media room.

b) Review numbers of patrons in our facility.

c) Permit rental revenues/budget: 55% on City/TPCC rental revenue and 63% of other rent related revenues achieved.

c) 99 permits from Oct 1 to March 7. Does not reflect amendments or cancellations.

d) Number of E-transfers related to rentals: Jan: 14, Feb: 6

#### 4.3 Event Management: - N. Mintenko

- Carnival: January 30 Carnival Debriefing Meeting: Notes have been circulated
- Hockey Day Ward 9: February 15: Tanglewood Tiger Team: Jordon Young, captain, Khaled Ibrahim Mohamed, Amir, and Yahya Saad; N. Mintenko, Coach were runners-up.  
Team Picture to be up in Multipurpose Room, copies for each member. WHERE'S THE TROPHY?
- Arbour Day; April 26, 2-4 pm; Commemorative Stone, Emergency Readiness Week Speaker – possibly Rob Easy from TACA.
- Neighbour Day: June 20 – see details on agenda
- Music (Nepean Concert Band) in the Park July 29 evening
- Corn Roast Sept 09
- Recognition Day Nov 14
- Craft Fair and Santa Dec 12
- Carnival Jan 23, 12:00

#### 4.4.1 Program Mgr. (Ext):

a) Rink: debrief on rink season set for March 30, date to be confirmed by chair G. Roderick.

- Rink season 67 days
- Rink open 62%
- Number of Days Temp Above "0" between Dec 15 and March 2: 32 days
- Total skater/hrs 3549, 71% hockey/hours.
- Average number of skater/hrs on days open 86, in 2019 72
- Maintenance hours: Above 200
- Our Learn to Skate instruction was to 18 4 to 11 yr. olds.



- Jump Start's *I love to Skate* instruction was to 30 4 to 12 yr. olds.
- Jump Start's *I love to Play Hockey* instruction was to 15 6-12 yr. olds.
- Rink team: J. Ashe, M. Budd-Kenny, P. Budd, S. Karim; City instructor T. Shonuck, Volunteers D. Cornwell, D. Farant, P. Chinatankumak and G. Roderick together made for a successful season.

b) Summer sports: T-Ball, T. Horton's Soccer, Youth Soccer, Adult Soccer, Ball courts

- Sports Fields and Tim Horton (soccer) applications have been made.

Motion: Whereas instructors, supervisors, managers can not [easily] access an accurate list of program registrants, move by consensus that IT's priority be given to developing capacity to easily generate paper lists (participant's name, age, guardian(s), phone numbers and e-mail address).

4.4.2 Program Mgr. (Int) – N. Sapezinskas

- *Young at Hearts*: Since January is being offered twice a month. Attendance is steady.
- *Chair Exercise* program is fully subscribed,
- *Tai Chi* program for the spring is cancelled because the instructor is not available.
- *Yoga* may be a GO as an instructor is available
- *Baby-sitting* course (pre-teens & teens) would have an available instructor and manual. Agree to 4 hrs.
- Affirmed that the typical hourly rate for instructors is \$30.

4.5 Neighbourhood Garden - D Orozco

January 14 workshop on pollinators had 4 in attendance. February 17th workshop on pest control had

5. The Association willing to cover garden signage. The registration fees for 2020 will remain at the 2019 rates. See item # 6.4 below re sitter service during workshops.

4.6 NROCRC winter program: R. Awni

- H. Ali (CDF outreach) is present ½ day / wk.until December. She and G. Kong are working on a workshop(s for new neighbours.
- Children's Sports and Recreational Program {6 to 12 yrs.} on Wednesdays. Good turnout.

4.7 City Programs – K. Venema

A meeting with K. Venema, supervisor Don Davies, N. Sapezinskas, R. Ezema, N. Mintenko and G. Roderick occurred on March 4.at Sportsplex.

**Highlights:** The City is willing to

- ✓ train and use our residents to deliver their programs. *Home Alone* targeting 10 to 13 yr. olds is an example
- ✓ help us find stand instructors
- ✓ help with program content development
- ✓ keep us informed in trends in public's interest.

A meeting our Program Managers with Mr. Davies and Ms. Venema's replacement will occur at the centre on April 08.

4.8 Promotion: - A. Deering

- With Dates of Events established until February 2021, posters and Curbex signs can be in the neighbourhood 6 weeks before the event as governed by the communication committee.
- Business Cards for THCA/TPCC's positions are in the card holder between Kitchen and Den. Ease with new logo needed.
- Display shelves items are current including membership cards



- Winter Access to Kiosk: with our snowblower, access to it should be possible.
- External Bulletin Boards could have holders for SC. One is located at Centre's kiosk.
- The Centre's Kiosk donated by Rona needs repair, replacement  
ACTION: Deering to Speak to Rona General Manager
- New Bulletin Board: Location on all season pathway in Hydro 1 corridor, junction of Crestlea, Dalehurst, and Foxmeadow, to be installed in 2020 and in care for by the City.
- CV 19
  - Medical Officer of Heath's Video on website's blog
  - Emergency Preparedness Video on website's blog
  - *Are You Ready* pamphlet in four languages on Centre's display shelves
  - *Emergency Preparedness* poster to be on all bulletin Boards asap.

#### 4.9 Volunteer Facilitation:

2019 Youth Volunteer Riley McKenney has received the THCA certificate.

H. Ali is running a 6-month volunteer training course

#### 5.0 Financial Position:

- Financial Report: Quarter End Dec 31, 2019. TPCC Revenues: \$9692, Expenses: \$7050
- The impact of CV 19 on our budget will be assessed going forward

#### 6.0 Emerging issues / other business:

##### 6.1 Clean Up the Capital:

Tanglewood Park - Spring clean up: Christian Redeemer High School: May 6: - AM / PM times to be clarified

Medhurst Park: Residents of our Neighbourhood May 9. met @ 10:00 am at Parking Lot. Rain Day Sunday. . Lead-hand: G. Roderick

##### 6.2 Key Messages and Constituents:

THCA's Communication Plan's 4 key Audiences and 4 Key Messages were approved by the Board in January. In Program selection & development and in Promoting our Association's mandates, audiences and messages are to be kept in mind.

##### 6.3 *Staying Connected* Insert: H. Ali, P. Budd, A. Deering, R. Ezema, N, Mintenko, D. Orozco. B Rushton and N. Sapezinskis

##### 6.4 Child Care during Workshops: When running workshops such as *Parent Training*, it is agreed that it would be desirable of off care. The Association has the equipment and volunteers to offer this help. A plan needs to be presented & passed by the Board. ACTION: N. Mintenko, H. Ali

##### 6.5 2.7 k Loop: Commencing just south of 61 F Woodfield Dr, in the Hydro 1 Corridor, then turns west at boundary of the Park, running parallel to Hunt Club Rd. until the traffic lights for the pathway that crossed Hunt Club Rd to the Sportsplex, then turns north 40 yards and then turns east, running to the Hydro 1 Power Station, and then turns south to Tanglewood Park. Hydro 1 and RCFS will install a bench and bike stand about half-way in the loop. TPCC should consider a *Walking* program. The Association is seeking a flashing-light **Cross-Over** near 61 F Woodfield. City survey on the user need for that cross-over to be done this summer.

##### 6.6 Parkette: THCA is seeking to have our Toboggan Hill designated a Parkette.



7.0 Adjournment @ 9:20pm:  
Next meeting – June 09, 2020  
G. Roderick, recorder