



Tanglewood Park Community Centre, Ottawa
Management Committee Meeting Minutes
Held , Dec 1, 2020, 7:00 PM, via Zoom

In Attendance: G. Roderick, chair; P. Budd, (Facilities Mgr & Facility Scheduler); N. Mintenko, (Events Mgr, Acting Program Manager Int); A. Deering, (Promotions Mgr); M. House, (Public Concerns: Environmental Conservation); D. Johnson (portfolio manager, Nepean Sportsplex).

Absent: R. Ezema, (Program Mgr [Ext]); V. Keane (Secretary).

1.0 Approval of Agenda:

Approved

2.0 Approval of TPCC August 18, 2020 Minutes:

Approved & be posted thca.ca/news

3.0 Business Arising:

- i. Record Coordinator: Position has been readvertised in *Staying Connected (SC)*
- ii. Business Liaison: TABLED to next meeting
- iii. Key Messages Relevant key messages are a) active lifestyle and b) environmental stewardship. The dozen facilities including the Centre and Parks were open though Aug to Nov. Ball courts are now closed. Pathways were well used. Regarding stewardship, park maintenance staff have done a good job in keeping the area litter-free. Some neighbours helped.
- iv. Enabling Accessibility Fund: Youth Innovation: Jay Ashe was the young adult applicant. Application was submitted November 30, with endorsements from MP Chandra Arya and Councillor Keith Egli. In preparing the application, we had the support of City staff, who arranged the quote. Our project is the automation of the Centre's bathroom doors. If approved, work would be 4 days and in the Spring.

4.0 Portfolios:

1) Facilities Management - P Budd reported that:

- a) Community Centre remains open and booked, users are following CV protocols with D. Cornwell doing the cleaning after each use.
- b) Holiday Season lights have been purchased and placed.
- c) Medhurst Park's basketball court: Work on refurbishing the court, including wheelchair accessible bench and pathway is scheduled for 2021. In design phase. Under the Community Partnership Minor Capital Grant Program, a letter of understanding and a conveyance of our half of the \$20,000 contribution will occur before the end of the year.
- d) Toboggan Hill: City Staff have mowed the area. M. House observed that during the last snowfall, it was being used. It is recommended that a covered garbage be placed there during the winter season
ACTION: G. Roderick
- e) Play Structures Audit: Report went to City, and item reported in current issue of SC. No smoking sign installed in the Tanglewood Park [westside] site.

2) Scheduling – P Budd reported that:

- a) An over payment to the City's remittance occurred in June 30 cheque. As of September 30, the overage was \$2329. This will decrease modestly, \$640 reduction since then.
- b) D. Johnson suggested details be shown in our Dec 31 submissions to the City. Also submitted then would be the rental permits since June.

3) Manager of Events – N. Mintenko reported that:

- a) Virtual Corn Roast: Creative and successful. Recording is in virtual library.

Related City's Events Grant's Final Report was sent in to City. TPCC underspend by \$60.28 which was returned to the City on Nov 6.

Noted is that call for applications for new grants has been delayed to 2021.

- b) Tornado Commemoration Day: N. Mintenko reported that
 - o Commemorative Stone which was placed by a tree in the Medhurst Park (Hillsdale side) is not as obvious as desired. Ways to make it more obvious was discussed. TABLED TO NEXT MEETING
 - o A pictorial reminiscence of the park/neighbourhood before/after/now was produced and used on September 21's celebration. Available in virtual library
 - c) Halloween: There was little uptake on the virtual event. N. Mintenko and P. Budd did a video, which has been placed in the virtual library.
 - d) Neighbours Recognition Day: Reasonably well attended. Not recorded. Reference made in SC.
 - e) Virtual Holiday Season Party & Gingerbread House Decorating Contest: December 13,(2-4pm).
 - Games, Song, Contest, as well as private conversation with Santa.
 - Santa: Don Cornwell
 - Suite: a purchase up to \$70 was approved by consensus
 - Registration will be found on the thca.ca's blog and on Facebook.
 - f) Carnival: Jan 23 (2-4 pm)
- 4) Manager of External Programs:— In R. Ezema's absence, it was noted that:
- a) Booking Parks and Sports fields: City's surveyed interested parties for 2021 closed October 31. N. Mintenko replied for Events, unclear if t-ball, junior and senior soccer were booked. Community Associations get an annual credit for uses of the fields' fees ACTION: Check with Manager
 - b) Rink: On Nov 25, THCA's board of directors agreed to a supervised change room rather than only rink maintenance. Other guidance:
 - Public Health protocols to inform all implementation actions.
 - There would be one activity at the Centre at a time to ensure users of indoor & outdoor programs do not place demand on the bathrooms at the same time.
 - Center's change room be open 20 hrs/wk., supervised by one additional person.
 - Rink supervisor's contract to be revised.
 - Matt Budd Kenny hired as supervisor. He will hire Jason Ashe and Chris Defalco as assistants.
 - No volunteer hours dedicated to change room duties.
 - Service priority remains *this* neighbourhood, our rink will not be promoted externally.
 - Province may or may not issue more restrictive directives.
- TPCC has:
- o Received the City's Seasonal Recreation's Rink Manual
 - o Rink boards & safety netting up.
 - o Accessible First Aid Kit to be updated.
 - o TPCC's well develop CV protocols, developed with the assistance of Suzanne Sanford, will apply to the change room.
 - o Max of 6 masked persons at a time.
 - o Plan in place if rink attendees test positive.
 - o Change room would be open 4 or 5 days/wk., and on days open, coordination of hours open with the indoor program. ACTION: Facilities Scheduler
 - o A request for no hockey public recreation was considered. Two of the twenty hours could be accommodated, time to be determined.
 - o Change room and bathrooms will be C. Defalco's responsibility. He will take First Aid at our expense on Dec 19th. Same for vulnerable persons clearance and on-line accessibility training.
 - o Andy's to be contacted re gratis snow removal. ACTION: G. Roderick

- Promotion of days/hours of operation on external bulletin boards, rink season in SC
 - City provides goal frames
 - Frame to be moved from ball hockey court.
- 5) Manager of Internal Programs: – N. Mintenko reported that:
- a) Hatha Yoga: Jan 11 to Feb 15 (7-8pm). Centre run.
 - b) Group violin lessons: Jan 6 to Mar 6 (afternoon) Third party run.
 - c) On-line programs can be found on the calendar.
 - d) Regular activity planning sessions are being held with R. Awni, Z. Alali, H. Ali and others and N. Mintenko. Well attended Artistic painting virtual session is an example of what came out of these meetings.
 - e) Young @Hearts: A. Deering reported
 - Advisory Group recently met. A. Deering is selected new chair.
 - Seasonal Care packages to seniors in Neighbourhood.is part of Outreach [see below 9 b]
 - Young@ Hearts is going back to one [virtual] session a month.
 - Guest Speakers achieve the best attendance
- 6) Neighbourhood Outreach: It was noted:
- With H. Ali’s resignation, R Awni has taken over.
 - R. Awni will be speaking with N. Mintenko on how to post to our web blogs
 - Volunteer certificate program
 - i. Remains unclear what happened with graduates and to their certificates
 - ii. THCA wishes copy of the content of the certificate program. ACTION: G. Roderick
- 7) City programs at the Centre:
- D. Johnson has indicated that K. Venema’s replacements is Crystal Bernard. She currently has been seconded to public health response.
- 8) Neighbourhood Garden: A. Deering reported that
- a) A successful year, though not successful with plot for local Food Bank.
 - b) No expansion of beds in foreseeable future.
 - c) Reduction of fees for next year. This reduction will be built into the 2021 budget.
 - d) Should there be a costed plan for box replacement?
 - e) Just Food and Ontario Community Gardens seeking a year-end report. ACTION: A. Deering
 - f) Signage: Review with Moe Garaham (executive director Just Food) why signage was not provided to TPCG this past summer ACTION: G. Roderick
- 9) NROCR
- a) Tanglewood Sports and Recreation (S&R): NROC’S Winter Outdoor Program [Ages 8-12] Wednesdays, (4-5:30pm) at our Centre. Limit is 8. Registration:- Lindsay at lziebell@nrocr.org. No registrations yet from us. Can we do a better job in promoting? ACTION: A. Deering
A part of S&R, NROCR is considering *I love to Skate*. Can that be managed on our rink this year?
 - b) NROCR will also provide THCA \$600 for senior outreach. See 5. e) above.
- 10) Communication:
- **Website:** Seasonable background should be turned to winter. Can a macro be written to automatically do the season change on a particular date?
 - **Weekly on-line calendar:** could a macro be written so that on a completion date, event description comes down?
 - **Can information about ball courts being open be removed from thca.ca’s Home Page banner?**
 - **Mailchimp** – in use
 - **THCA** currently has G Suite Login-in and Password is with the “keys” manager – P. Budd.

- Tech Soup Google's **Not-for-Profits**: THCA could access a free versions of Google products: Gmail, Google Documents, Spreadsheets, Calendar, Presentations, **Forms/Surveys**, Chat, Drive (cloud file storage) and Sites. Also provides premium access to YouTube.
- Forms/Surveys provides an opportunity to gage neighbours' interest, such as a Dog Park
- Tech Soup: THCA could access Zoom (up to 9 hosts) for 50% off price for 1 year.
- Copy of *Staying Connected* to be sent to D. Johnson. ACTION: THCA Editor

11) Recognition:

Pictures, including Halloween, are on the website. Next to be at the Centre.

During Neighbours Recognition Day, Don Cornwell was recognized as Volunteer of the Year (Adult Division). A. Deering's volunteer service was being recognized by the Knoxdale Merivale Ward Councillor. Congratulations to both.

12) Promotions – A. Deering reported that:

- a) New Bulletin Board – A. Deering has agreed to oversee the final phase of the placement of the Bulletin Board at Dalehurst/Foxmeadow.
- b) Problem with Bulletin Board in the Medhurst Park remain to be fixed.
- c) A-Frames: Two whiteboards have been purchased. Chalk will be purchased by 12/10.
- d) Curbex' s Mini B sign is up on Dec 1 for 30 days. It announces Xmas Party and Jan 23 Carnival. What is the cost on keeping it up for another 2 to 3 weeks? ACTION: A. Deering
- e) Budget 'actuals' ('19/'20) to be reviewed.

13) Environmental Stewardship : M. House reported that:

Neighbourhood is flush with open space and trails. Open spaces during CV 19 are very desirable,

5.0 Financial Picture:

- a) Year End Statements were approved at AGM on Nov 14.
It is unclear why promotion was only \$260 for the April to Sept 30 period. Two Curbex signs?
Review: A. Deering
- b) draft budget: Distributed draft budget with 2019/20 a) budget, b) actuals and c) actuals for the last six months as well as d) allocations for next year. Draft was amended.
It was noted for the time being, Manager's stipend is being reduced to \$60/month.
ACTION: Recommended to the Board of Directors
ACTION: G. Roderick
- c) Authority to spend: Occurs once approved by the Board. Managers are expected to keep a tight rein on spending. First quarter Financial Statements will be out in early January.

6.0 New Business/Emerging Issues

- a) Holiday Judging Contest: ACTION: G. Roderick & P. Budd
- b) Ski Trail in Tanglewood
Th Board has agreed that this possibility could be further explored. While not ideal, the Central Circuit is the only area with a forest providing protection for part of the 3 k. The Centre's parking lot could be a starting/end point.
Circuit's use helps to make the argument of an all-year-round cross-over. In a non-CV year, trail-end could give users access to the Centre's change/washrooms.
MOTION: Whereas there is an average of 15 snowfalls a year, that \$300 be allocated to stipend an individual to set one ski track for the 3-k path starting at the parking lot 30 Woodfield for \$18 a time.
Track to be on one side of trail only. CARRIED

7.0 Adjournment: Next meeting – Mar 02

G. Roderick, recorder