



Tanglewood Park Community Centre
30 Woodfield Drive, Ottawa, ON K2G 3Y5
Management Committee Meeting
Minutes of Dec 07, 2021 @ 7:00 pm via ZOOM

Present: G Roderick, chair; C Sewell, treasurer; C Bernard, P Budd; M Mintenko; A Deering.

Absent: D Cornwell, V Keaney, M Krishan and M House

1. Approval of the Agenda Approved
2. Approval of the Minutes of August 24, 2021, Approved for posting.

Key THCA Services¹, Key Neighbours, Key Communication Tools (physical & virtual) noted.

3. Business Arising:

3.1 Medhurst Park Refurbishment: Work is completed on the basketball court and parking lot.

3.2 All other business arising will be dealt with under portfolios.

4.0 Portfolios:

4.1 Facilities Management: P. Budd, C. Sewell

- a) Exterior Christmas Lights. M. Budd-Kenny was hired to do put-up/take-down.
- b) Christmas tree up.
- c) Public Health protocols are in place
- d) Enhanced Cleaning: D. Cornwell continues to complete task, 50/60 times in the last month. Some regular groups such as Girl Guides will take on their own sanitizing after their use of space
- e) Regular cleaning: It occurs 3 times a week. City's M. Connerty is aware of our performance concerns of the contractor.
- f) Overhead Lighting In Hillside Hall: Original lighting has been replaced by City.
- g) Incident Occurrence Dec 4: Reporting Protocol, including when police are involved, was reviewed. C. Bernard to be included in persons notified.
ACTION: P. Budd
- h) Damage Deposit – same incident: \$150 of the \$200 was assessed for this incident.

¹ Key Services a) Active Lifestyle, b) Protective Service, c) Environmental Stewardship, and d) Promoting a 20 Minute Neighbourhood

Key neighbours:

650 under 15 yr. old, 645 15-25 yr. old, 2610 25-65 yr. olds 830 over 65 yr. olds.

Families: 200 Single parents; 800 Two parents.

38 Local Businesses

- i) ~~Cleaning-Up~~ Tanglewood Park: In early October, A half-dozen youth volunteered to do Clean-Up.
- j) Outdoor Library located near front of Centre. \$375 put into this year's budget.
- k) Zeba Taj on behalf of NROCRC, on December 7, offered us 20 folding cloth covered chairs and 2 tables. Photos have been requested. It is unclear if these would be a loan or a gift. It was agreed that if a loan, it should be decline. If a gift, THCA would accept, add to our insured inventory, exchanging a signed letter of understanding. ACTION: P. Budd/G. Roderick
C. Bernard said that if any of our approximately 90 chairs and 20 tables needed replacement to put a request to her. ACTION: Scheduler

4.2 Scheduler: P. Budd

There has been a notable number of inquiries or the cancellations for private functions, there has also been an increased in use by regular/occasional/one-time users. For instance, for December the Association's portion of the revenue is expected to be about \$3000

Requests are for room/kitchen but not usually for the entire facility. Renter update is:

- ❖ Guides: 4 nights a week 5:30 to 7:00 pm
- ❖ 2 Violin lessons
- ❖ Counselling group
- ❖ Monkey Rock Music: Monday Morning
- ❖ Taekwondo
- ❖ Dance: Sunday afternoon
- ❖ Chie (sp)

May return in January:

- ✓ Indo=Canadians

Not returning -at least not for this winter session:

- Tai Chi
- Tanglewood Tykes

4.3. Records Management: G. Crone

- Beyond membership records, there are ones for participants in soccer, garden, paint-it-up, and volunteer training. Records may be created for either neighbours or those living outside the neighbourhood. Records may be for businesses.
- Records for Upcoming Programs: These could be for *Learn to Skate* or *Learn to Play Hockey*.
- Our record database is used to keep current Membership and Mail Chimp for Alerts and digital **SC**.
- Mail-Chimp may receive requests to unsubscribe. Frequent reason: No-longer living here.

- Neighbourhood Watch membership is a discrete field. Residents can select away on renewals.
- 4.4 Manager of Events: N. Mintenko
- Corn Roast was attended by 80 pre-registered neighbours plus volunteers.
 - Upcoming Events:
 - Holiday Party: 2:00-4:00 pm:
Four half-hour gatherings of 20, in the Hillsdale Hall. Now fully subscribed.
 - Carnival: Planning an outdoor/indoor event on January 22 [1:00-4:00 pm] for fully vaccinated. However, number in attendance, indeed the use of the park needs approval from the City (a permit). Will need to register.
Sleigh-ride operator, entertainers need to be fully vaccination.
- 4.5 Management of External Programs: N. Mintenko
- Rink: M. Budd-Kenny and P. Budd have agreed to operate the rink. It is anticipated that the base ice will be in before Christmas.
RCFS's grant [\$5325] is made by direct deposit and by installment.
Volunteers need for the change room. Need to be over 17 to oversee without a rink supervisor on duty. ACTION: Manager of Promotions
Snowblowing: While TPCC has a snowblower machine, would prefer to use *Andy's Snow and Lawn* if that firm is still willing to clear our rink in heavy condition. Would advertise on our boards. ACTION: G. Roderick
City has expressed interest in providing Learn to Skate on the Tanglewood Park rink
ACTION: Acting Manager External Program
- 4.6 Community Garden: A. Deering
Gardeners emptied their box of produce by the end of October. Year-end report to be sent to *Just Food* by our Chairman. Gardening Guide to be posted on website.
- 4.7 Internal/Online Programs: N. Mintenko, A. Deering
- 4.7.1 On-line programs were highlighted.
- 4.7.2 Young @ Hearts gatherings were also highlighted. December program likely to be virtual on either the 13th or 20th in pm.
Advisory Committee has met and planned the once a month gathering to April. Local library asked to assist in identifying guest speakers.
- 4.8 Recognition Program: P. Budd
- Halloween 2021 pictures were selected for display at Centre. *Walmart* may be an alternative to *Staples* for printing.
 - Pictures displayed in the Centre: Will replace current ones as activities occur and pictures taken.
 - G. Roderick to judge Holiday Lights. P. Budd to take pictures.
- 4.9 NROCR: In the absence of M. Krishna, information of outreach: Tabled
- 4.10 City Facilities and Programs –C. Bernard
- Just returned to position after a year's secondment. E-mail if any questions

- Thanked for requesting that our Centre's address be changed from 31 to 30 Woodfield Drive in the city's West End Buildings Directory.

4.11 Communications:

- Last meeting was November 09th. Next meeting February 8th.
- *2021 Trees Report* will replace the survey on businesses once a precis is provided. ACTION: G. Roderick
- Website's Bog and Facebook posting: It is understood that once again use of a check box on the Wood Press dashboard, would result in a post on our Facebook page ACTION: A. Deering to confirm

4.12 Manger of Promotions: A. Deering

- Through this meeting, it had been agreed posters would put up or taken down.
- If Curbex 's Mimi B sign gets added to the budge and is to be used for the Carnival; A. Deering requested help with language. ACTION: Events Manager
- Facebook used or monitored of Page. For instance, an entry/post made for the holding the Holiday party
- **A-Frame** letters have been requested in the Promotions' budget.
- Bulletin Boards: Can not use the external boards in the winter. Could post only recently use standard size insert as Gary's printing did not print the enlarged one for bulletin boards.

5. Finances: C. Sewell

- As the Association had deficits of \$12,200 in 2021, and \$ 15,300 in 2020, the treasurer is counting on the managers and others to constrain their budget requests.
- When the budget gets approved by the Board later this month, it will be the end of the first Quarter. That quarter's statements will be available in early/mid January. Managers could use it to compare with their budget allocation.
- Changes to the 2021/2022 budget were made.
- Financial Statements 2020-2021: A few changes were recommended.
- Managers' Quarterly Invoice to be sent in by month's end.

6. New Business\Emerging Issues:

- Social Gathering in mid-December if conditions permit would be at Centre. Food ordered in at board's expense per past practice
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7. Adjournment. Next Meeting: March1, 2021,

Approved

G. Roderick, recorder