



Tanglewood Hillsdale Community Association (THCA)
Monthly Board of Directors Meeting Minutes
December 22, 2021 @ 7:00 -8:35 pm via Zoom

In Attendance: G. Roderick, chair; G. Kong, vice-chair; V. Keaney, D. Cornwell,
C. Sewell, treasurer

1. Approval of Agenda: APPROVED
2. THCA's Nov 22 Minutes: APPROVED for POSTING
3. Positions:
 - V. Keaney is stepping down as secretary after 4 ½ years. The position will need to be posted. ACTION: G. Roderick
 - V. Keaney assumes the position as business liaison, which includes awareness of what enterprises are available within our boundaries and of what resources are available in our neighbourhood.
 - N. Talello and M. Kreishan are concluding their year with us. Thank you. The former was a member of the Board and the latter a member of the Management Committee. There is a possibility that they may be back with revised duties.
 - R. Awni is considering being the NROCRC: CDF representative to our Board.
 - (NW) Neighbourhood Watch Coordinator and Program Manager positions remain unfilled. It is awkward to clamour for the appointment of a replacement of our community police officer when our NW [liaison] has yet to be filled.
4. Business Arising
 - a. CDF 2022: The application for 5 hours a week was favourably received by the Coalition of Community Health and Resource Centres. A decision is expected soon.
 - b. CRA/ON 2021 submission: The revised Financial Statements prepared by accountant B. Pilon and reviewed by our bookkeeper R. Seabrook has been received by us. Once approved this evening (see # 5.d), the signed document and related forms will be submitted to Canada Revenue Agency and Ontario's Consumer Affairs.
 - c. Recognition: Certificates will to be distributed. Holiday Judging this year will be done by G. Roderick
 - d. Audit of Record of Board Proceeding 2021: The eleven-month reviewed found two orphaned items:
 - ✓ Considering our potential charity status.
 - ✓ Gardening Guide to be posted on our website.The former should await the 2022 review of our letter's patents, and the latter has been corrected by posting the Guide's URL to our Community Gardening page of the website.
 - e. Christmas Social tradition: While a social was scheduled for this evening, it will schedule in the spring.
5. Portfolios
 - a. Community concerns: G Kong
 - ✓ Hydro 1 Corridor's Bulletin Board and Bench Installation: Last hold-up before installation appears to be the transfer on funds to the City. Has it been done? ACTION: G. Kong

- ✓ Medhurst Park's Basketball Court: D. Cornwell, G. Kong, M. House, G. Roderick met on site on Dec 2 with Park Planner D. Williams and project manager to acknowledge the completion of the project. Spring tree planting is the last element.
 - ✓ Medhurst Park – handicap parking completed. Will be acknowledged in SC.
- b. TPCC
- Holiday Party (Dec 11)'s three mini-sessions well attended.
 - Rink: M. Budd-Kenny has been contracted to do the Rink. Andy's Snow & Lawn will be available to clear the rink after clearing driveways. Base ice grant installment [1 of 3] of \$1567 has been received. Surfaces hopefully to open before January 1.
 - Carnival: Scheduled for January 22nd.
 - Will use a full range of physical and digital tools to promote event. [e.g. featured on pg. 1 of SC. Will also use Curbex' s Mini B]
 - Community Centre
 - 28 persons in Hall, 9 in Lions Den, 2 in Lounge. Subject to change.
 - requires attendees to be fully vaccinated. Proof is the responsibility of the renters for their attendees.
 - Sanitization and cleaning will continue to augment the work of the cleaners. P. Budd was not yet successful in having cleaners sign IN and OUT. Directors request a copy of the Centre's cleaning contract.

ACTION: P. Budd
 - General Liability Insurance: Concern over insurance deductible was raised at KMC. Their chair will act on it.
 - Music In the Park 2022: Will apply for QEII Jubilee grant to fund event.
 - Community Garden:
 - Painting of 18 boxes: R. Awni [NROCRC] as not yet had word whether the unspent \$10,000 from CPO's painting the bunker could be available next spring.

ACTION: G. Kong
 - Young at Hearts Advisory Group: Monthly pm meeting occurred on Dec 20. Virtually. Good attendance.

NROCRC's provision of staff support for programs: Could be reviewed
ACTION: G. Roderick
- c. Parks, Trails & Trees Task Group:
Following the Dec 2nd meeting on the refurbished court of Medhurst Park, on Dec 10th L. Wood of the City's Forestry Service provided landscape locations for eight trees. She requested our comments by January 13. ACTION: Group to Provide Comments
- d. Membership & Record Co-ordination – D Cornwell reported that
An Invitational Package to Businesses including a letter is next initiative. V. Keaney would help.
- e. Business Liaison: Students from Ottawa U.'s Telford School of Business may be interested in businesses and ourselves being better aware of each other. The project would occur during the winter term.
- f. Environment: Summer Job 2021: We have been advised that P. Peori is owed \$56.98 for vacation pay. Will pay.
6. Finance Committee:
- a. Bank statements \$18677 TPCC
\$ 9365 THRA

\$ 2800 Receivable Gov Canada

- b. Statement for the First Quarter: expected in January.
 - c. Status of accounts. Once cheques for TPCC are received, will end regular between account transfers to pay TPCC expenses. The treasurer noted that issuing a cheque cost .75c plus postage. An e-transfer costs \$1.50.
 - d. Budget: Discussed at Dec 7 TPCC Meeting and at THCA's Finance Committee. Revision has been placed in circulation.
 - Our Promotions Manager was disappointed that his request for Canva Pro app was not approved. It would be \$168 per year, when less than a dozen posters are needed to be produced, and the free version provides a rick resource to draw from.
 - Organizers of the winter carnival anticipates revenue from *food sales*. If there were no food sales, could there be other sources of revenue? Or expenses reduced?
 - THCA was *over revenue* in 2020 by \$15,291 and 2021 by \$12,215. This budget does not plan a deficit. "We can not afford to do that."
- ACTION: Approved with a half year to be reviewed
- e. 2020-2021 Financial Statements: APPROVED
 - f. Quarterly stipend: Managers are requested to submit invoices by end of the month.
7. Report of the Vice-President: see above, particularly 5.a)
 8. Communication Committee:
 - a. Asked to review the effectiveness of using a verity of physical and digital tools.
 - b. Asked to consider their progress in collecting household email addresses. What would be a reasonable benchmark to move to mainly digital SC.
 9. Other Business:
 - 9.1 Summer Job 2022: If we were to apply, there must be a clear understanding of the supervisory commitment. Application must be made before January 25. Last year we had sought our councillor and MP's letter of support.
 - 9.2 Cleaners' tasks: see item # 5.b)
 10. Adjournment:

Next meeting to be held on Jan 24th

G. Roderick, recorder.