



Tanglewood Park Community Centre  
30 Woodfield Drive, Ottawa, ON K2G 3Y5  
Management Committee Meeting

Minutes of March 1, 2022 @ 7:00 pm via ZOOM

- 1.1 Present: G Roderick, chair; C Sewell, treasurer; G Crone, P Budd; M Mintenko, D Cornwell.  
Absent: A Deering, V Keaney, M Krishan
2. Approval of the Agenda Approved
3. Approval of the Minutes of Dec 7, 2021, Approved for posting.  
Amended Key THCA Services<sup>1</sup>, Key Neighbours, Key Communication Tools (physical & virtual) noted.
4. Business Arising:
- 4.1 Official opening of Medhurst Park's refurbished Basketball Court is April 24. Will be combined with Arbour Day. Aman family to be present at rededication.
- 4.2 Rules posted and protective cushions placed around trunks of trees situated at the bottom of downhill run. Could be seasonable posted on our website.
- 4.3 Clean-Up of the Tanglewood Park: Christian Redeemer High School will be approached  
ACTION: G. Roderick
- 4.4 All other business arising will be dealt with under portfolios.
- 5.0 Portfolios:
- 5.1 Facilities Management: P. Budd
- a) Masks and distancing will remain in place at least to April. Hand sanitizing encouraged.
  - b) Enhanced Cleaning: D. Cornwell continues to complete task until next meeting, with regular groups such as Girl Guides, lessons, Tops, a church group taking on their own sanitizing after their use of the space.
  - c) Regular cleaning: It occurs 3 times a week until June when current contract ends. Given demands pre-pandemic, THCA believes it should be 4 times a week. City's M. Connerty is aware of our performance concerns with contractor. City indicated willingness to have THCA take on the contract in June with similar stipulations as offered in 2018. At that time, we declined. ACTION: P. Budd

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<sup>1</sup> Key Services a) Active Lifestyle, b) Protective Service, c) Environmental Stewardship, and d) Promoting a 20 Minute Neighbourhood, e) Nurturing Culture.

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

- Learned that Facility Manager could Track *length of time contractors in the Centre* through our Alarm system  
Recommend to the Board of Directors that any additional cost of cleaning be passed on to the renters:
  - d) City has supplied us with HEPA Filters.
  - e) Exercise the Evacuation Pan: to use Board members to achieve
  - f) Outdoor Library located near front of Centre. \$375 had been put into this year's budget.
- 5.2 Scheduler: P. Budd, C Sewell
- ]5There 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. Increase in revenue noted.
  - Continued use of PayPal – 14 users are doing so: -- memberships
- 5.3. 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.
  - Our record database is used to keep current Membership and Mail Chimp for Alerts and digital SC.
  - Mail-Chimp may receive 4 requests to unsubscribe. Frequent reason: No-longer living here.
  - Neighbourhood Watch membership is a discrete field. Residents can select away on renewals.
- 5.4 Manager of Events: N. Mintenko
- Carnival was on-line. 20 participated
  - Family Day was in person. While by invitation to control numbers, and 70 attended including some drop-ins. Maryam and volunteers were very helpful.
  - Pictures and videos posted to website.
  - Upcoming Events:
    - Arbour Day April 24th 2:00-4:00.
    - Reopening of the Medhurst Park's Basketball Court: April 24 2:00-4:00.
    - Emergency Preparedness Week May 2 to 8.
    - QEII 70 Jubilee: 2:00-4:00 Music and Maze.
    - Neighbours Day: June 25
    - Canada Day: July 1 \_ Company of Fools
- 5.5 Management of External Programs: N. Mintenko/P. Budd
- Rink:
- M. Budd-Kenny and P. Budd have done excellent job of operating the rink  
Change room only open last two weeks of February.

Attendance: Boarded rink(hockey) *down*; unboarded rink *up*.

- 1 [One] in-person event: - Family Day.
- Weather conditions: many very cold days but two melts requiring re-start with base-ice.

Last flood will be March 3.

- Bonus approved.!
- 180 hours of 'staff' maintenance and 80 hours of volunteer maintenance.
- Andy was used once. Two snow blowers were in use, one borrowed. Second blower not likely next year. Purchase? When?
- Volunteers do not like cleaning the rink! Not part of volunteer orientation/training.
- Advertisement is displayed for 2022-2023 for rink supervisor position.

Soccer: Tim Horton's *Learn to Play* program will be used.

Volunteers: Training program is offered through NROCRC. Need to acquire 5 new vests.

ACTION: N Mintenko

#### 5.6 Community Garden: A. Deering/D. Cornwell

- ❖ Email we're sent out to last year's gardeners to see who will be returning. I did not hear back from everyone but will follow up. Got three new requests for plots. Going to order mushroom compost.

#### 5.7 Internal/Online Programs: N. Mintenko,

##### 5.7.1 On-line programs were highlighted.

##### 5.7.2 Young @ Hearts gatherings were also highlighted. Spring speaker series' honorariums is supported by a \$750 grant from NROCRC.

Advisory Committee has met and planned the once a month gathering to Summer.

#### 5.8 Recognition Program: P. Budd

- December Holiday pictures were selected for display at Centre.
- G. Roderick judged Holiday Lights. P. Budd took pictures.

#### 5.9 NROCRC: In the absence of M. Krishna, information of outreach:

Tabled

#### 5.10 City Facilities and Programs –C. Bernard

Tabled

#### 5.11 Communications:

- Last meeting was January 11<sup>th</sup>. Next meeting April 12
- Website's Blog 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

#### 5.12 Manger of Promotions: A. Deering

- ❖ Bulletin Boards: Posters posted as I receive them. The only boards I have access to are the ones in the centre and the one outside the centre others outside are not accessible due to snow banks.
- ❖ A-frames Not in use because of the season  
New letters have not been ordered yet they will have to be ordered on line.
- ❖ Facebook

- ❖ Posters received and created are put on Facebook and other social media including Councillor Egli' s newsletter.
- ❖ Emergency Preparedness: Poster will be up, material will be displayed for 1<sup>st</sup> week of May
- ❖ Display Shelves: Get material which was put on the shelf
- ❖ Card Holder: New ones have not been ordered as not 100% sure which ones to order that will last longer than are previous one

6. Finances: C. Sewell

- When the budget was approved by the Board in December, it was the end of the first Quarter. That 1<sup>st</sup> quarter's statements were available in January. Managers could use it to compare with their budget allocation.
- Monies remain **tight**.
- Managers' Quarterly Invoice to be sent in by month's end.
- Cheques are again being issued by TPCC and by THCA.

7. New Business\Emerging Issues:

Speaker (B. Gooding) on Community Emergency preparedness March 28.

ACTON: Please attend.

8. Adjournment. Next Meeting: June 7, 2022,

Approved

G. Roderick, recorder