



Tanglewood Park Community Centre  
Management Committee Meeting  
30 Woodfield Drive Ottawa  
Draft Agenda  
June 07 7:00 pm Zoom

1. Welcome
2. Crystal Bernard departure and replacement
3. Approval of the Agenda
4. Approval of the Minutes of March 1, 2022
5. Business Arising
  - Key Messages<sup>1</sup>, Key Audiences<sup>2</sup>
  - All other business arising will be dealt with under portfolios
6. Portfolios:
  - 6.1 Facilities Management:
    - Centre a Welcome Centre
    - Generator Minor Capita Community Partner program
    - Cleaning contract
    - Kiosk
    - Bathroom renovations 2023
  - 6.2 Schedule
    - Revenue
    - Rates increase in next budget year
  - 6.3 Records Management
    - Program records and their use
    - Vulnerable persons
    - Availability of records in an emergency
  - 6.4 Manager of Events/ Activity Committee
    - Emergency Preparedness Day
    - Neighbors Day
    - July 1 Company of Fools

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<sup>1</sup> Messages: a) Active Lifestyle, b) Preventive/Protective/Emergency Service, c) Environmental Stewardship, d) 20 Minute Neighbourhood, e) Nurturing Culture.

<sup>1</sup> Key audiences:

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.  
50 Local Businesses.

<sup>3</sup> Tools: Our tools are physical and digital, the latter includes in and outside the neighbourhood. SC, Website (*blog, calendar, gallery, survey*), social media, 4 external bulletin boards, 3 internal bulletin boards (*posters*), holders (*Things to Do*) A frames, display shelf at Centre, Curbex signs, Mail Chimp (*blasts*), Audiovisual links (*you tube, Zoom, Skype, Meet*), external newsletter (Egli, NROCRC), general meetings and public advocacy

<sup>4</sup> Strategy: Visibility and wide reach to all locations, cross promotion across our tools, early promotion (i.e., posters) and quick take down. Feedback on effectiveness.



- Postponed Jubilee Day
- Corn Roast Civic Event Grant
- 4.4 Management of External Programs
  - Tennis
  - Soccer
  - NRORC Camp
- 4.5 Neighbourhood Garden & Planter
  - Condition of the boxes / Replacement?
  - Care of area surround each box
  - Medhurst Planter source of water
- 4.6 Manager of Internal Programs
  - Young at Hearts Advisory Committee
  - CPR Defibrillator (for our volunteers?)
  - Online
- 4.6 Environment Stewardship
- 4.7 Recognition Program
  - Pictures in the Centre and on line
- 4.8 City programs
- 4.9 Communications Review of tools including email addresses
  - thca. ca, thcadotca
  - SC Summer Issue
- 4.11 Manger of Promotions
  - Bulletin Boards
  - A frames
  - Facebook
  - Display Shelf: Inventory
  - External Library
  - Street library – bylaws
  - Card Holders in the external bulletin
- 5.0 Financial Picture:
  - TPCC Finances
- 6) New Business \Emerging Issues:
  - Open House during Corn Roast
- 7.0. Adjournment: August 9, 2022