



Tanglewood Park Community Centre  
Management Committee Meeting  
30 Woodfield Drive Ottawa  
Draft Agenda  
March 07 2023, 7:00 pm in person

1. Welcome
2. Approval of the Agenda
3. Approval of the Minutes of December 05, 2022
4. Business Arising
  - Key Messages<sup>1</sup>, Key Audiences<sup>2</sup>
  - Key Strategies
  - All other business arising will be dealt with under portfolios
5. Portfolios:
  - 5.1 Facilities Management:
    - Bathrooms & Storage
    - Impact of Lounge during construction
    - Electronic Bulletin Board
    - Rink Maintenance
    - Tables, Chairs, Benches sofas
    - Status of Emergency Measure Manual
    - Water Fountain
    - Property Inventory (provided to insurer and Rick)
    - Landscape
  - 5.2 Schedule
    - Revenue: Dec, January, and February
    - Storage revenue,
  - 5.3 Records Management
    - Program records and their use
  - 5.4 Activity Committee/Management of Events
    - Craft Fair: Financial report

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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 (Devine, 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.



- Winter Carnival:
- Arbour Day
- Emergency Preparedness Week
- Rink Contract: need for review/revision
- Civic Event Grant March 10
- Company of Fools 2023
- Neighbours Day
- 4.4 Management of External Programs
  - Learn to skate
  - Learn to Play hockey
  - Learn to Play Soccer
  - T Ball
  - Soft Ball
- 4.5 Neighbourhood Garden & Planter
  - Plan for Plank Replacement? Just Food.
  - Contract with gardeners: volunteer # hours
  - Medhurst Planter and mid-street planter
- 4.6 Manager of Internal Programs
  - Young at Hearts Advisory Committee
  - Yoga
  - Library
  - Meeting of Street Librarians
- 4.7 Recognition Program
  - Pictures in the Centre and on web
- 4.8 City programs
  - Thriving Neighbourhoods
  - Implications for City programs
- 4.9 Communications
  - Record management of registrants
- 4.11 Manger of Promotions
  - Curbex
  - Record of Display Shelf: Inventory
  - Cards including THCA, TPCC
  - Bulletin Boards Maintenance
  - A frames
  - Facebook. Instagram
  - Card Holders in the external bulletin *Things to Do* and membership
- 5.0 Financial Picture:
  - TPCC Finances
- 6.0 New Business \Emerging Issues:
  - Picture of Board and Managers/coordinator at centre and website
- 7.0. Adjournment: June 6, 2023