



Tanglewood Park Community Centre
 Management Committee Meeting
 30 Woodfield Drive Ottawa
 June 06, 2023 Minutes (in person)

In Attendance: G Roderick, chair; C Sewell, treasurer; P Budd; M Mintenko, A Deering C Bernard and D Cornwell.

1. Today's Agenda: Approved
2. Minutes of March 07 for posting: Approved
3. Business Arising:

Key Messages¹, Key Audiences² Tools and Strategies
 The theme of this quarter is Nurturing Heritage and Culture which includes acknowledging a former farm next to our garden plots.

4. Financial Picture: Colette
 TPCC Finances – June 6 \$47,690
 Permit revenue raised February to July – amount owing City is approximately \$12,000.
 Property Insurance Premium 2023/2024 is \$400 with \$2500 deductible.

5. Portfolios:

5.1 Facility Scheduling:

Months 2023	Total Revenue Permits: 65	TPCC Portion	Kitchen, Multi-P Storage & Cleaning	Renters' Insurance*
March, April, May	\$20,961	11,957	<i>3,185</i>	1,598

*Insurance is submitted quarterly

5.2 Facilities Management: Pauline

- Universal Bathroom and Storage
 - ✚ *April*: Announce Construction and Impact in Spring Newsletter *SC*
 - ✚ *May*: prepare regular users. Particularly those who use storage.

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

² 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.

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

⁴ 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.



- ✚ **June:** construction of new storage cupboards in Multipurpose Room and in the Lounge. Lounge will be shared space during construction.
- ✚ **August** to mid-October: construction would impact corridor, media cupboard, and current storage room.
- ✚ **November:** Celebration of the new bathroom

ACTION: Continue dialogue with City staff

- Storage-on-the-Move: Items from the storage and multipurpose room, including a metal cupboard donated by TOPS, have been relocated to the shed. THANK YOU TOPS
- Additional Cleaning: Prior to the pandemic, we provided additional cleaning to augment the less than satisfactory cleaner service. During the pandemic, additional cleaning was mandated by public health, with charge being levied to the user. Post pandemic some users wanted to pay for this cleaning and set-up/take down chores. Should this continue? If so, would it a service offered broadly. What happens to user responsibility for Set-Up/Take Down and Cleaning? ACTION: Discuss at future meeting
- Annual Stripping/Waxing; June 1
- Property Insurance & Depreciation Schedule: Inventory has been submitted to Marsh [insurance broker]. Property Insurance continues for 2023/2024 effective June 1. ACTION: Submit to Rick in September
- Clean-up Tanglewood Park: May 11 & 12 half days by students, teachers and parents from Redeemer Christian High School. Success!
- Landscaping: Our facility's *foundation garden* usually requires some care, this year a *landscaping edge* between the front garden and the walkway has been installed. City has provided mulch and Canadian Wildlife Federation as donated perennials.
- Emergency Procedure Manual: Will ask City supervisor Mike Connerty if the Centre's copy is up to date. ACTION: Pauline & Crystal
Need to have a know designated spot in which renters know is the assembly area. ACTION: Pauline & Crystal
- Parking Lot: Bollards and lot expansion. Discussed.

5.3 Manager of Events/Activity Committee: Niki

- ❖ **Arbour Day:** Deemed a success on indicators of planning, participation, volunteers. Held on the opposite side of the building to facilitate youth basketball, resulting in decreased visibility. ACTION: Review 2024 Location
- ❖ **Garage Sale June 3:** Three dozen household participation. At our Centre rental of table and chair \$10; member discount applied.
- ❖ **Company of Fools:** July 19 in Tanglewood Park.
ACTION: Logistics
Rain day alternative plan
- ❖ **Music in the Park:** August 10. Civic Event Application turned down. Still going ahead.
Promotion: Curbex, Newsletter, Posters
ACTION: Logistics



5.13 Management of Promotions:

- Instagram to be added to our website homepage banner. THCA app.
- Curbex sign to be ordered for Aug 3 to Sept 3rd.
- Record of inventory of items on Display Shelves to be maintained.
- Emergency preparedness material kept restocked.
- Business size cards for Card Display be kept current.
- Nepean Baptist Church
- Councillor's biweekly newsletter
- Membership application holders to be on all bulletin boards.

5.14 Communication:

- ✚ Rental Tab Of thca.ca regularly featured in SC.
- ✚ QR code used for program registration. What is the uptake?

6.0 Other business

Rink supervisor advertisement in this and next issues of SC
Need to review/revise contract.

Managers are to submit quarterly invoices by end of June.

Leaders' pictures

ARRANGE ASAP
CARRIED

7.0 Adjournment: August 11, 2023,

Graeme Roderick recorder