



Tanglewood Park Community Centre
 Management Committee Meeting
 30 Woodfield Drive Ottawa
 Aug 08, 2023 Minutes (zoom); 8:00 pm

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

✚ g, C. Sewell

- 1. Today’s Agenda: Approved
- 2. Minutes of June 06 for posting: Approved
- 3. Reports: A. Deering dated August 08,2023
- 4. Business Arising:

- Key Messages¹, Key Audiences ² Tools and Strategies
 The theme of this quarter is Nurturing Heritage and Culture which includes acknowledging two former farms near 30 Woodfield. The key tool in the coming days/weeks are Curbex, and SC.
- Group Picture of Directors, Manager and Coordinators to be displayed at Centre and on website: Most likely time would be Neighbours Recognition Day

- 5. Financial Picture: Colette
 TPCC Finances –\$49378.
 Outstanding payables to the City and Gallegher Insurance are approximately \$15,800.
 Outstanding receivable: \$3625

6. Portfolios:

6.1 Facility Scheduling:

Months 2023	Total Revenue Permits: 65	TPCC Portion	Kitchen, Multi-P Storage & Cleaning	Renters’ Insurance*
May, June, July	\$9903	\$5,716	\$1,937	\$1,302
Cumulative	\$46,126	\$21,049	\$7,494	\$4,636

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, X/twitter, Next Door), 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.

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.



Insurance is submitted quarterly
Rental Tab On thca.ca regularly featured in SC.

6.2 Facilities Management: Pauline

- Storage and Universal Bathroom
 - ✚ Storage cupboards in multi-purpose room and in the Lounge are finished. While reduced size for each user, space allocation has begun.
 - ✚ **August** construction would impact corridor, media cupboard, and current storage room. Expect to be finished by end of August.
 - ✚ Lounge will continue to be shared space with contractors during construction.
 - ✚ **November**: Celebration of the new bathroom
- Cleaner as well as Set-up/Take down and Additional Cleaning: Cleaner service is much improved compared to former service. Number of times/weeks to be reviewed by year end.
- Paid Set-up/Take down and Additional Cleaning: Continue to use as is to at least end of calendar year. If to be limited or withdrawn, message needs to get out ahead of time. Balance between needed and convenience. THCA/TPCC use of this service is by exception. ACTION: Remaining decisions next meeting.
- Shed: Reorganized. One old box was no longer needed.
- 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: City supervisor Mike Connerty was asked 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. Addressed . Possible use of CILP for expansion. Canadian Tire gave permission to use of their parking space near tennis court, on each particular use Notification basis.

6.3 Manager of Promotion: Allen.

- ✚ Curbex: The sign arrived on August 03 with the wrong information. The correct information was given on application, Curbex procedure now required approval of their mock-up picture. An additional \$58 was charged for new mock-up picture, which Niki received and approved.
- ✚ Mail Chimp: A core email distribution app, which interfaces with the database maintained by record co-ordinator. While not as user-friendly as desired, it is essential tool to achieving our goal of being able to alert the neighbourhood of a crisis and to being able to distribute SC electronically once our database contains 60% of neighbour's e-addresses. ACTION: Explore an alternative while provide additional training for the promotions manager.
Determine if an alternative person can assist Allen with this function.



- † Display shelf inventory (i.e. bus schedules)
ACTION: Completed as soon as Allen returns from vacation.
- † Display cards: THCA and TPCC cards are on display. Third-party cards ok to display if space permits.
- † A-frames: While the frames are used regularly, it is recommended that one be available to indicate **Parling lot is full**, use either the Brick or Canadian Tire. Does this require the purchase of a new frame, plexiglas or letters?
- † Social Media: Tools used in footnote on page 1 being used.
ACTION: Communications Committee Sept 12
- † Nepean Baptist Church [<https://www.nepeanbaptist.ca/index.php/calendar/>] is underdeveloped/utilized.
ACTION: Determine how the church can announce our activities. Can THCA offer an ad on our website in exchange.
- † New Bulletin Board: Installed this summer at Dalehurst/Crestlea/Foxmeadow.
- † Councillor's biweekly newsletter. Need to make submissions more often.
- † Membership application holders to be on all bulletin boards.
TABLED: Communications Committee

6.4 Events/Activity Committee: Niki

- ❖ Company of Fools: July 19 in Tanglewood Park.
Successful 196 in attendance
- ❖ Talent in the Park: August 10. 9 participants anticipated.
- ❖ Corn Roast- Sept 06
ACTION: Promotion & Logistics
Food Preparation (i.e. hamburgers, hotdogs, corn) is still being worked out as Hard Stones Grill again will not be available. The Food Truck that was available last year will also not be available. Need for volunteers for other functions being worked on by Jill Morrison, student from SSW program.
Mayor M. Sutcliffe to attend Roast. ACTION: Niki and George
- ❖ Halloween Party: As it falls on a Tuesday, the party will occur on the weekend before. The Promotions aspect will be discussed on September 12.
ACTION: Activity Committee
- ❖ Neighbours Recognition Day: Luncheon will be arranged with Franks.
ACTION: Graeme
- ❖ SC's submission date is August 11.

5.5 Management of External Programs/Activity Committee: Niki

- T-ball: Thursdays, 06/08 to 07/06. 15 children project enrollment
- Soccer: Tuesdays, 06/06 to 08/08, 5 coaches, 60 children projected enrollment
Tim Hortons' Timbit program is supplying each, a ball, jersey & participation metal.
- Day Camp ESDC summer student Maya Tuck and assistant Joel Damogbe are successfully running the day camp with near full registration. Day Camp beginning July 4 to August 24, 10:00am to 3:00 pm, July 24-28 and Aug 8-11 will be a combined camp with NROCRC. Maya and Joel are also coaches in Soccer and T-ball. CRA remittances and pay for Maya done through our bookkeeper, assistance through invoices to Colette. Grant yet to be received.
- QR code used for program registration. What is the uptake?



5.6 Neighbourhood Garden: Allen/Don

Vandalism at Garden. ACTION: Ask help from **NW**, Just Food & Crime Prevention Ottawa
Medhurst Planters: Colette reported that the cost of the plants was \$55. Has invoiced the councillor's office. Has sent pictures of planters. Not yet reimbursed.

5.7 Centre's libraries; Program warrants review with its expansion coming up to a year.

5.8 Manager of Internal Programs: Niki/Allen

- *Young at Hearts' Advisory Group*: Next meeting August 21.
- Programs including on-line (i.e. NROCRC) will be announced in the Summer Issue of SC

5.9 Recognition Program: Graeme/Pauline

Pictures taken of Lawn & Garden recipients. Been printed. Thank you, Pauline.

5.10 City programs: Crystal

- Baby-sitting course ; August 16 and August 17 at TPCC

5.11 NROCRC: Summer Day Camps July 24-28, and Aug 8 to 11. [7 to 12 yr. olds]

5.12 Parks, Trails and Tree

- A meeting occurred July 18 with Laura Wood of Forestry Service, Hasnaa and PT&T members George, Don and Pauline. Twenty trees will be planted by Forestry Service in Tanglewood Park, the location, type etc. presented in the fall and planted in the spring of 2024. City will bill Tree Canada for the \$3500 (our grant) and augment number of trees planted in the park by themselves.
- Bench and bike stand installed by RCFS installed by City in central circuit. City addressed backstop issue of ball diamond as well as fence in front of Centre in Tanglewood Park
- Trees in Trust Program: This City program could be promoted (i.e. SC).

6.0 Other business

Rink Supervisor advertisement to be in this of SC.

Need to review/revise contract.

Draft Communication Policy: Will be discussed at next Communications Committee

7.0 Adjournment: Nov 28, 2023,

CARRIED

Graeme Roderick recorder