



Tanglewood Park Community Centre
Management Committee Meeting
30 Woodfield Drive Ottawa
Draft Agenda

August 08, 2023, 8:00 pm in person with zoom connection

1. Approval of the Agenda
2. Approval of the Minutes of June 06, 2023
3. Business Arising
 - Key Messages¹, Key Audiences², Key Strategies/Tools
 - All other business arising will be dealt with under portfolios.
 - Picture of Board and Managers/coordinator at centre and website WHEN
4. Financial Picture:
 - TPCC Finances
 - First Quarter
5. Portfolios:
 - 5.1 Schedule
 - Revenue: June, July
 - 5.2 Facilities Management:
 - Bathrooms & Storage
 - Shed
 - Status of Emergency Measure Manual update: Assembly locations
 - Extra parking lot concrete bollard
 - Landscaping
 - 5.3 Manager of Promotions
 - Curbex
 - MailChimp
 - Record of Display Shelf: Inventory
 - Cards including THCA, TPCC
 - A frames

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

¹ 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 (*thca.ca/news blog, Facebook, Instagram*) 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.



- Facebook. Instagram
- Nepean Baptist Church, Councillor bi-weekly newsletter
- 5.4 Records Management
 - Program records and their use
- 5.5 Activity Committee/Management of Events
 - Rink Contract: need for review/revision.
 - Talent
 - Corn Roast
 - Halloween
 - Neighbour Recognition Day AGM
- 5.6 Management of External Programs
 - Tim Horton's soccer
 - T-ball, baseball
 - Day Camp
- 5.6.1 Summer student
- 5.6.2 SSW Placement
- 5.7 Neighbourhood Garden & Planters
- 5.8 Manager of Internal programs
 - Young at Hearts Advisory Committee
 - Yoga and other fall programs
 - Libraries
- 5.8 Recognition Program
 - Nesbitt Farms and Hydro 1965
 - Lawn & Garden
 - Halloween
 - Certificates
- 5.9 City programs
 - Baby Sitting Course
 - Thriving Neighbourhoods
 - Implications for City programs
- 5.10 Communications
 - Survey of Users/QR code update
 - SC Submission Date **August 11**
- 6.0 New Business \Emerging Issues:
 - Draft Communication Policy
 - Other
- 7.0. Adjournment: Nov 28, 2023