

Minutes
GNAG EXECUTIVE MEETING
Sept 10, 2008 - 7:00 p.m.

Present: Jennifer Batley, Matt Bonsall, Michelle Campbell, Katie Faught, Inez Kettles, Megan Malloy, Suzanne McCarthy, Patti McKay, Tahera Mufti, Ian Nicol, Christy Oliver, Mary Omerod, John Richardson, Ruth Swyers, Mary Tsai-Davis

1. Welcome (establish quorum)
 Moved by Ruth. Seconded by Tahera.

2. Review / adopt agenda
 Moved by John. Seconded by Christy.

3. Review / adopt minutes from previous meeting of June 11, 2008
 Moved by Michelle. Seconded by Mary O.

4. Chairperson's Report
 - Thanks to Inez who is stepping aside from the board. Katie Faught will take over the Secretary role.
 - Summary of Board Retreat – More awareness of the board role as being strategic rather than operational. The main role of GNAG board is to monitor the operational plan although Board members may help with some operational aspects. There was an e-mail vote to pass the strategic plan. Mary T-D has almost completed the operational plan based on recommendations from the strategic plan. Board will continue to have annual retreats.
 - Accomplishments for 2007-2008: Dealt with the growth of the organization and the budget surplus. New events were established including the first of a speaker series and a Family Dance. Old events continued. Work on the sound system was completed. New policies were established concerning relationships with the neighbourhood schools, storage issues, and human resources.
 - Meeting date is being moved to the 3rd Wednesday of the month to allow for more accurate financial reporting.
 - There are sufficient funds to install a shower by the dance studio.

5. Executive Director's Report
 - Thanks to GNAG Board from GNAG staff for the changes to the compensation process and amounts.
 - Centre was approached to participate in Dancing in the Streets. Staff worked with people from the Cancer Foundation and Glebe BIA to organize children's activities for the event. The GNAG activity was located at Fourth Avenue and was very well attended. There were all-day games, crafts, and face painting and also a dance program with Kailena Van de Nes. The dance team worked all summer to build up to this event.

- GNAG has many linkages with BIA including the Taste of the Glebe and Halloween party. GNAG plans to continue these collaborations and seek to make them more formal. Meetings will be arranged for the purpose of continuing or starting new activities. Relationship with BIA fits with the goal in the strategic plan of building links with community organizations.
- Registration was divided into 3 parts and it worked smoothly. However, the number of registrations was lower. Not sure if the drop reflects a change in demographics and/or interests or whether it was the timing. Very few programs are completely filled. Staff is reviewing the situation.
- Senior staff reviewed the strategic plan and will start implementing it, paying particular attention to the marketing of Centre programmes and building links with other groups. Need some input from Board on adopting a theme for the upcoming speaker event.
- Staff plans to review all GNAG events held throughout the year and evaluate them as to whether they fit the GNAG mandate and should be continued. The questions asked will be the following: Does the events fit from a marketing, community building, and/or fundraising point of view? Is the event worth the time required to run it?
- City of Ottawa staff person Dinos Dafniotis from Ottawa South Community Centre is now working at the Centre as part of an exchange agreement.
- In past years Ottawa South held a Lobster Fest that was a popular community and worthwhile fund-raising event. Ottawa South no longer has this event and GNAG could take it on. Mary T-D has details on the event from Dinos and a former executive-director from Ottawa South.
- New part-time staff person is Brendan Gillis. He will help establish the Youth Programme and co-ordinate After-4. Before his hiring staff were overextended.
- There was some discussion about GNAG events. It is getting more difficult to find volunteers for the House Tour and ticket sales are lower. The Family Dance turned out to be a popular community event. However, it was designed to "celebrate our people" and fell short on that aspect. Events need to be evaluated and prioritized. There will be more discussion at the first 2008-2009 Board meeting in October.
- Mary T-D wants to have the operational plan ready as soon as possible. Also needs to know about the Speaker event to begin planning for it. She reminded us that the purpose of the speaker event is to market our programmes.
- Christy raised the point that the Board needed to discuss some of the informal agreements that we now have in place. Should they be dealt with more formally? For example, GNAG has an informal relationship with Mutchmor. GNAG staff will attend some School Council meeting as a GNAG rep. What type of meeting participation is GNAG going to have the schools and with the BIA? As part of a pilot, the Catholic school had allotted funding to allow us to use school gym during the past summer with help from 2 support staff. GNAG hopes to maintain this relationship over the next year.

6. Reports for GNAG Standing Committees/Other Initiatives

- Glebe House Tour (Suzanne) - There are 5 houses and 155 tickets sold as of today. More volunteers are needed.
- Sound Committee – summary report (John) - Work on the sound system is now completed. It has made a huge amount of difference. Big thanks to John who put a great deal of effort into this project. Part of the plan was to buy a sound system but this is being put on hold. It is necessary to use the new system for a period of time to determine what more is needed.
- Taste of the Glebe (Tahera) - Tahera will lead the event, taking over from Jeff. Thanks to Jeff for all his past work on this event.
- Policy and Procedure/HR Update (Mary O) – Committee focused on the compensation part of the HR requirement. The manual still needs to be completed. Joanne Glazer has worked on it and it will be put up for Board approval. Mary T-D will e-mail a copy to Board members. The committee will read the document and make recommendations to the Board. It will be approved by an e-mail vote or, at the latest, at the October meeting.

7. Treasurer's Report (Megan)

- An unreconciled year-end report was presented. The goal was to spend the surplus amount from last year. All retroactive pay has been given out. There are no outstanding payments to be made. The financial year ended June 30. Surplus for 2006-2007 fiscal year was approximately \$64,000. In 2007-2008 fiscal year approximately \$75,000 was spent on the sound system, benches and equipment. Net current assets are required to be under \$200,000 and will be so this year.

8. GCA report (Karen Campbell)

- No GCA meetings over the summer.
- Chair Bob Brocklebank has a column in the Glebe Report. In the last column he reported that Leadership Ottawa approached GCA seeking Community Connectors.
- Nothing has been decided about Landsdowne, The stands have been demolished.
- There will be an all candidates meeting at Glebe Collegiate.

9. City of Ottawa Report (Patti)

- New face in the office – Dinos from Ottawa South has exchanged positions with Regis for a year.
- Pantry entrance is open. Project is not completed because some materials have not arrived from United States. The entrance is being used for wedding photos, particularly Ilsa's garden
- Contract came out for the cleaning company.
- Floor is still being considered. It is a major project with a complicated problem to solve. Work will entail closing the nursery school room. Deterioration is visible. Substandard concrete has liquefied and has to be removed through a window. The repair is on the list for RPAM for City of Ottawa. GNAG needs to send letter to the City. Ian will phone Clive Doucet. Karen will speak to the GCA about the problem.

10. Other Reports

- L'Amicale (Catherine via Inez) Nothing new to report.
- GCNS (Jennifer for Michelle) - New teacher for the toddler programme. All three classes are full with a waiting list. Plans are being made for a fall event.
- Good Morning Pre-School (no rep as yet) – Some attendees knew that the school was full.

11. Other Business (not requiring a motion)

- AGM to be held on September 24.

12. Adjournment (motion and note time)

Moved by Megan. Seconded by Ruth. Time: 8:30.

IMPORTANT DATES:

Annual General Meeting September 24, 2008

Next GNAG Board Meeting: October 15, 2008