

Glebe Neighbourhood Activities Group (GNAG)
Board Meeting September 21, 2016
7 pm

Present: Kate McCartney, Heather Moncur, Heather Irwin, Mary Tsai, Suzanne Joyale, John Richardson, Michel Ouellette, Clare Pearson, Geoff Kellow, Cathy McCallion

Regrets: Brad Sigouin, Sarah Wilson

1. **Welcome. Quorum established.**
2. **Review/adopt agenda:**
Geoff Kellow, Michel Ouellette
3. **Review/adopt minutes from meeting of June 15, 2016:**
Michel Ouellette, Clare Pearson
4. **Operational Overview**
 - 4.1 *Chairperson's Report (Kate McCartney)*
 - AGM
 - Suzanne Joyale will host the meeting.
 - Kate talks about low community attendance at the AGM – looking for ideas to increase attendance to ensure the community is involved and represented. Community input is always appreciated.
 - gcCafe
 - Today's GNAG meeting is in the new gcCafe space; still under renovation
 - Looking for help with grand opening on October 6th. Soft opening and lunch on October 3rd with a simple menu. Grand opening on October 6th is 6:30 – 8; to see the space.
 - "City of Ottawa Tim" (who works at the GCC) has worked very hard on the new gcCafe, as has John, with much summer help from Michel and Brad (who came in to help during his personal move). Huge thanks to all.
 - Website being worked on – gcCafe to have its own website.
 - Contract for the space is underway.
 - In terms of renovations to come, the kitchen ceiling needs work at some point (Christmas maybe, when GCC is less full). There is money in the budget – just need planning. The purchasing budget not maxed out yet due to great purchasing decisions.
 - 4.2 *Executive Director's Report (Kate for Mary)*
 - Wifi and telephone re-infrastructure
 - Working on improving WIFI which will also increase the number of phone lines (looking at 11 lines of VoIP (voice over Internet protocol)); GNAG committee is looking into offerings and companies, with quotes coming in from Storm and FCI/IceNet.
 - GNAG will have options to offer WIFI in the GCC (not offered by the City of Ottawa). This gives GNAG options to control passwords, deploy streaming limits (to avoid things like streaming Netflix). Mary is happy with the quotes so far, with installation likely less than 5K (most expensive cost) and monthly fees comparable to existing

fees but with increased services and tech support. Looking to move with a service choice sooner rather than later.

- Summer Camp
 - Summer camp revenue increased despite a 9-week summer (compared to a 10-week summer break in 2015 which provided an entire extra week of camp offerings)
 - Meeting upcoming re the relationship between GNAG and the St. James Tennis Club and joint offerings (sports camp). Suggestions forthcoming. Under the current relationship and contract, GNAG does much contracting for tennis camps and sports camps and a new contract will clarify roles and responsibilities to ensure both parties represented fairly. A proposal is expected soon and there will be an impact to summer 2017 camps.
 - Overall the GNAG summer camps ran close to capacity.
 - Update on the ESL camp for Syrian refugee families:
 - The five-week camp run by three fantastic instructors was a huge success. It received 12 – 20 adults per day, as well as 20 – 25 children per day.
 - The camp was supported by many volunteers and ran out of First Avenue Public School.
 - It was chaotic and great and the adult participants commented on how useful the program was for them in terms of practicality/practical skills they learned, and that they learned many of the skills in English (further emphasizing the ESL skills).
 - The cost was mostly covered by private donations. Now looking at next steps/options (women's circle, cooking options/courses focusing on middle Eastern courses).
 - Mary is endlessly complimentary about the staff hired to run the program both in terms of their skill set and commitment to the program.
- Fall registration
 - Numbers slightly low which is normal in the fall
 - Preschool a challenge based on ages and full-day kindergarten
 - Some pricing changes to ensure costs covered and some users not pleased (not preschool)
 - After school programs are going well.
- Legendware
 - Legendware one-year anniversary is coming up and Mary and team will use this as an opportunity to review contract, reflect on a list of top 20 issues to be addressed, etc.

4.3 Treasurer's Report (Brad Sigouin)

- Mary presented some updated numbers for Brad. Of note:
 - A draft financial report from the accountant, will be finalized, voted on by GNAG board, and presented at the AGM.
 - Overall operations hit \$2 million for the first time.
 - No surprises in the numbers.

4.4 Community Partners Report (Geoff Kellow)

- No GCA yet
- Glebe BIA:
 - Looking to expand Snowmania, including GNAG's involvement
 - Working with Tim Lamothe on entrepreneurship ideas from GNAG; considering how/if to use unrented spaces for temporary display; proposal being worked on

4.5 *Any Other Standing Committee Update*

- House Tour (Cathy McCallion)
 - House Tour was a huge success with 300 tickets sold.
 - Kate made the interesting comment that ticket buyers do not seem clear that the event is a fundraiser; Heather M suggests a byline on the ticket to highlight this fact.

5. **Adjournment:**

Cathy McCallion, Heather Moncur