

Glebe Neighbourhood Activities Group (GNAG)
Annual General Meeting
Wednesday September 23, 2015 @ 7 p.m.

Attendance:

Board members: Nicole Allen, Joanne Lennon, Geoff Kellow, Joanne Lennon, Heather Irwin, Mary Tsai, Suzanne Joyal, Brad Sigouin, Heather Moncur, Sarah Wilson

Non-board members: Christy Oliver, Dominique Bergevin, Clare Rogers, Ali O'Connor, Jane Wilson, Peter Whiteman, Paul O'Donnell, Stephanie Stewart, Tim Lamothe

GNAG board members not present (regrets) with assigned proxies:

- Cathy McCallion (proxy to Nicole Allen)
- John Richardson (proxy to Geoff Kellow)
- Clare Pearson (proxy to Geoff Kellow)

GNAG board member not present (regrets): Michel Ouellette

1. Welcome

2. Review/Adopt Agenda

- Nicole Allen
- Joanne Lennon

3. Review/Adopt Minutes from 2014 AGM

- Nicole Allen
- Geoff Kellow

4. Executive Director's Report (Mary Tsai)

- Mary presents the four main categories that define GNAG's approach

Our People

- GNAG strength: our people (staff, board members, volunteers). This year's highlights include:
Increased opportunities for seasonal staff; more part time opportunities for students and volunteers; regular performance reviews; HR Committee to work with an HR consultant on a salary review; updated employee tools expected this year (registration and accounting)

Our Community

- Sustain position as cultural, social, recreational hub in the Glebe. Highlights:
GNAG received provincial grant from Ontario Sport and Recreation Communities Fun to support a new initiative called YouthFIT that will offer free classes, fee-based classes, and youth sports leadership; outreach is a cornerstone of this project and GNAG looking to partnerships with local schools
Last year GNAG presented two theatre productions: Charlie and the Chocolate Factory and Oliver; Wizardd of Oz and Chitty Chitty Bang Bang coming this year

Programs and Facilities

- Always looking for feedback, highly quality instruction and programming well suited to the community
- Full-day kindergarten resulted in a significant drop in preschool programming and freed up space for new daytime course offerings. This change in programming was successful and included outreach programs within local schools, increased weekday fitness and senior adult programming; Q4 now includes a full kindergarten care program (before and after care increased 30%); leadership program continues to flourish and a new junior councillor-in-training program was launched; summer camps are GNAG's biggest portfolio; program subsidization remains a GNAG goal financed through GNAG fundraising efforts

Our Organization

- Always working with community partnerships, collaboration and cooperation
- Financial challenges exist – city of Ottawa cut backs have reduced GCC hours by 14 hours/week over the past two years; financial shortfalls may result in program reduction or increased fees although GNAG makes every effort to avoid this
- Many GNAG committees working hard (HR, buildings, IT, Risk Management, Fundraising; fundraising committee raised over 30K for the Community Development Fund through five very successful events (House Tour, Craft Show, Taste in the Glebe, Jewellery Show and Lobster Fest))
- On-going successful partnership with St. James Tennis Club re summer sports and tennis camps, winter music programs, outdoor community rink
- Ongoing negotiations for offsite locations to ensure a spot for all courses
- Many thanks, including GNAG Board, City team (Jane Wilson, Janet Conley-Paterson and Tim Bertrand) and GNAG staff

5. Treasurer's Report (Brad Sigouin)

- Brad presented an overview of the numbers for the year. Highlights include:
 - Severance fund is growing well
 - Community Development Fund (CDF) is also growing well
 - Restricted fund discussion – to be used should the Glebe Community Centre (GCC) close unexpectedly and GNAG must keep paying staff and some expenses
 - Unrestricted fund discussion: board decision on how to better the community centre
 - This money is put into operations and the GCC to improve the experience for all members of the community
 - Note made of tight revenue numbers (expenses run very tight)
 - Good numbers mean that less-full programs can still run; we are able to support some lower registration offerings (courses) that may be balanced by packed classes; this is a good example of community serving the community
 - Brad notes an increase in some bank charges; the upcoming new billing system by Legendware will help to address this
 - New accounting and registration program (Legendware) will align staff salaries to each program – will present a more accurate look at the cost of programming; Mary currently

supports much of this manually; this is a more precise allocation of costs to programming

- General discussion about cash flow; overall GNAG is in great financial shape
- Summer camps 2015 showed a great increase in enrollment (also a ten-week summer which is one week longer than normal)
- Diversification of programs is noted – a great move that truly addresses the variety in the community (different needs and interests)
- All present vote in favour. Officially moved and seconded by:
 - Christy Oliver
 - Joanne Lennon

6. Chairperson's Report (Suzanne Joyal)

- Rink (on St James Tennis Court) update:
 - GNAG is running the rink at a deficit
 - The tarp that is installed each year to protect the tennis court is only good for one more year; first tarp was largely subsidized by BMO
 - GNAG is heading back to the City Councillor for help; GNAG is in conversation with the City of Ottawa as originally this rink was installed to replace a City rink and it's possible they'll relocate it
- GNAG is Investing in operations: via new registration and accounting system
 - Legendware was chosen as the successful software; decision based on a better customer experience and better tools for GNAG staff; implementation is on-going; same tool chose by Ottawa South Community Association (OSCA) and Dovercourt community centre; a couple of roll-out dates:
 - Start of November 2015: Website launch planned
 - Mid November 2015: Family profiles can be added to the new website
 - Start of December 2015: Registration for winter programming
- YouthFit initiative: GNAG has funding for two years; there is plenty of time for GNAG to secure the grant with the goal that the program become self-sustaining after two years; small additional funding from province was also received
- Shed storage space is on the horizon – it will be located outside between the GCC and St. James Tennis Club and will include a small patio space
- Suzanne thanks our many partners at the City of Ottawa, with special mention to Jane Wilson. Thanks also to sponsors for other GNAG events (Taste in the Glebe, House Tour, Lobster Fest) including BMO, McKeen's Metro, Home Hardware, Pelican (Lobster Fest)

7. Motion to Elect 2015/16 GNAG Board

- No new nominations from the floor.
- Special thanks and recognition paid to an outgoing GNAG voting board member Christy Oliver for her many years of volunteer work; Christy will be staying on as a member of the HR Committee
- Welcome to new HR Committee member Dominique Bergevin
- Official motion to elect 2015/16 GNAG Board:

- *Be it resolved that the following listed individuals be elected as Officers, Directors and Non-voting members of the Board of Directors of the Glebe Neighbourhood Activities Group for the 2015-2016 years, such nominations having the unanimous support of the current Board of Directors and being in keeping with the By Laws of the organization:*

<p>Officers: Chair: Suzanne Joyal Co-chair: Michel Ouellette Co-chair: Kate McCartney Treasurer: Brag Sigouin Secretary: Heather Irwin</p>	<p>Directors: John Richardson Geoff Kellow Nicole Allen Joanne Lennon Clare Pearson Cathy McCallion Heather Moncur (new) Sarah Wilson (new)</p>
<p>Non-Voting Members: Mary Tsai</p>	

- Motion to approve 2015/16 GNAG board – all present vote in favour.
- Officially moved and seconded by:
 - Christy Oliver
 - Dominique Bergevin

8. Adjournment

- Joanne Lennon
- Nicole Allen