

Glebe Neighbourhood Activities Group (GNAG)
Board Meeting February 18, 2015
7 pm GCC

Present: Michel Ouellette, Mary Tsai, Joanne Lennon, Suzanne Joyale, Geoff Kellow, Brad Sigouin, Kate McCartney, John Richardson, Clare Pearson, Cathy McCallion, Ian Nicol, Heather Irwin, Christy Oliver

Regrets: Nicole Allen, Brad Sigouin

1. Welcome. Quorum established.

2. Review/adopt agenda:

Cathy McCallion, Clare Pearson

3. Review/adopt minutes from meeting of January 21, 2014:

Cathy McCallion, Clare Pearson

4. Operational Overview

4.1 Chairperson's Report (Kate McCartney/Suzanne Joyal)

- Website and online registration update (Suzanne)
 - Legendware was in Ottawa from the UK on February 9th – attended meeting (included other organizations as well, such as OSCA, Brockville, RA Centre) that included a 3.5 hour presentation on the company and their products and it went very well.
 - Legendware going to produce a gap analysis to identify work needed to break into Canadian market and meet all requirements.
 - They proposed that they would send ex-pats to Canada; no cost discussed at the meeting but Mary received a quote that is very encouraging and breaks out start-up costs and per month costs and includes website and registration. Like to start with five super user accounts and the model is scalable; while here they witnessed a busy registration night and noted that efficiencies can be made to existing system and they are well set up to address issues surrounding peak registration times and high volumes; potential to include St James may be an option.
 - A new system would address not just the client waiting times but also the intense challenges of managing two systems (website and online registration); it works as content management system; solution to ensure that load balancing is addressed; they offer a test environment which would include load testing.
 - Next meeting is scheduled for February 27th/15.
- Ontario Sports and Recreation Communities Fund (Kate)
 - Grant proposal put forth to increasing the funding with respect to increasing sports/fitness for particular audiences, with youth a key group, as it is recognized that the fitness initiative in place this year with Glebe Collegiate is a good fit and funding is needed to make it sustainable. Some ideas include taking from the 14 on-site GCI classes and the youth training program to find leaders and teach their own classes (and potentially for co-op credit).
 - We made a "big ask" (\$). \$120K for two years and then ideally make the program self-sustaining; professional instructors at the start with a view to a self-running program.
 - Application process was onerous; hoping to know results by end of March; a successful application would immediately start a job search.

4.2 Executive Director's Report (Mary Tsai)

- Concussion Prevention and Management Policy
 - Concussion policy shared at meeting; it was part of the grant application process; staff training at GNAG will cover key elements of this policy (as needed)
 - **Board voted on new policy: and all in attendance voted in favour of adopting the new policy.**
- Risk Management Policy
 - GNAG in the process of developing a customized risk management policy using the City of Ottawa policy as a starting point; need to address gaps, gather existing bits of information; ultimately to be published on our website.
 - Mary put out a call to anyone who can help with this policy and John, Nicole, Christy and Michel indicated interest.
- Theatre Update
 - John is looking for “set handlers” for the March theatre production of Oliver; he will send out an email with details of the required task.
 - Pianist for Oliver is an accomplished musician with much experience.
- Skating Party
 - Skating party went well and there was a good turnout despite the cold weather and the overlap with the City's hockey day.

4.3 Treasurer's Report (Brad Sigouin)

- No update this month.

4.4 Community Partners Report (Geoff Kellow)

- Noise and lights issues at Lansdowne – OSCA and GCA asking not to adjust the city noise bylaws.
- There are requests for the removal of the TD Place sign facing the canal.
- Looking for official park designation for the last west of the Fire Hall.

4.5 Any Other Standing Committee Update

- Building update (John) – new handrails and carpet have been installed.

5. Adjournment:

Geoff Kellow, Cathy McCallion