

Glebe Neighbourhood Activities Group (GNAG)
Board Meeting June 24, 2015
7 pm GCC

Present: Michel Ouellette, Mary Tsai, Suzanne Joyale, Brad Sigouin, John Richardson, Cathy McCallion, Heather Irwin, Nicole Allen, Kate McCartney, Clare Pearson, Elspeth Tory and Heather...last name?
Regrets: Christy Oliver, Geoff Kellow, Joanne Lennon, Ian Nicol

1. Welcome. Quorum established.

2. Review/adopt agenda:

Nicole Allen, Kate McCartney

3. Review/adopt minutes from meeting of May 20, 2015:

Clare Pearson, Michel Ouellette

4. Operational Overview

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

- Legendware update (Suzanne)
 - Suzanne presented an executive summary of the Legendware proposal to explain history and to summarize documents sent to the board for review; business case and cost analysis were sent to the board prior to this June 24th meeting, as was Legendware's project plan
 - Summary included a history of events, how the project quickly involved both the website and online registration, how other products in use at other comparable organizations were reviewed (other community centres), how the UK vendor was selected and how they are now breaking into the Canadian market with GNAG as an early adopter if all approved. Of note in the business case is that efficiency is a major contributor (for example, staff time and effort to continue with existing system)
 - Coincidentally, a contract was read today (from Legendware to GNAG)
 - A goal for this June 24th meeting was to obtain board buy-in on proceeding while not officially voting in Legendware under the contract undergoes a legal review
 - Kick off for the project is September and ideally winter registration will occur on the new system; as a backup the existing e-register will be kept up and running under the new solution is proven to work
 - Clients will need to re-register in the new system although data-porting from e-register to Legendware will be looked into (it may be possible, with some data clean up, to have a bucket of useable data out of e-register system in the Legendware data centre that may be searchable)
 - Cost benefit analysis:
 - Cost of the new solution is an output
 - Efficiency cost savings in terms of hours of work saved – a drop in person hours
 - Potential for publishing cost savings down the road because a good website may cut down our need for a printed guide
 - Banking costs may result in savings – not due to this project but because we're changing banking institutions
 - Reviews some one-time costs associated with the project – like web design

- Requirements were sent to Legendware and they addressed all of the – with most accepted
- Discussion of board reporting – do we have a go/no-go decision (we have e-register in the background for fall back)
- Board discussed beta testing, soft launch options, in-house registration kiosk (on-site computer for public use)
- Discussion of capturing board vote to move ahead – with the potential for an emotion to sign the contract. All board members present voted to say “keep going” and that while this is not an official vote we are moving ahead as necessary to prepare for the move to Legendware
- Board asked questions – all addressed by Suzanne; board thanked Suzanne and committee for their work
- Board nomination update (Kate)
 - Kate introduced four new potential board members, one of whom has a marcomms background. Christy, Ian and Joanne are willing to be non-voting members to accommodate new board member positions
 - We will not have a summer meeting but rather two September meetings

4.2 Executive Director’s Report (Mary Tsai)

- Shed/Amsted
 - Amsted is donating a shed to GNAG in celebration of their 25th anniversary – designing a shed and donating the labor. Design concepts to be presented soon. MANY THANKS TO AMSTED!
- Outdoor Rink/St. James Tennis Club
 - Cost update and a bit of history: when Mutchmor rink shut down the neighbourhood was upset (understandably) and the St. James skating rink was introduced. Some operational money was given to GNAG to run the rink on the tennis court – but it does not cover costs. Set up and tear down for the rink is a huge challenge (heavy liner, labor intensive, much setup work, tear down requires perfect conditions, drainage, rolling up the heavy, heavy matt, storing everything). In year one there was much support/help. In year two, equipment replacement was covered by a donation. This year GNAG spent money on staffing the rink. Mary approached the city for more money for staffing this neighbourhood rink and received a 10% increase but it is not enough (storage is a surprisingly tricky element). Current model is not supportable.
 - Sidebar discussion ensues about other city cutbacks at the GCC that have been absorbed by GNAG (CSR hours, for example). Board agrees that a stakeholder meeting for rink should be organized with the city.
- Ontario Sports and Recreation Grant
 - GNAG applied for and received this grant! It will be used for a youth fit initiative – can be used as needed by GNAG. There were two grants awarded; one to fund a summer employee (who has started already). Initial budget for grant has been revised and will be submitted – GNAG to report back on the budget. New program initiative planning underway; meeting with neighbourhood stakeholders includes Glebe Collegiate
 - Kate raises the point that the already-announced secondary school teacher strike may affect the youth fit programming in schools (teacher support is considered to be key).
- Summer Programming and Camp update

- Summer camp starts Monday, June 29th
- This year's numbers are currently higher than last years. This is a 10-week summer which may explain part of the increase (an extra week of camp)
- Update: Q4 JK/SK is full for the 2015/16 school year and a few spaces remain available for grades 1 - 6

4.3 Treasurer's Report (Brad Sigouin)

- Numbers are presented to the board and reviewed by Brad – numbers are not final.
- Of note:
 - Increase in summer camps year over year (likely due to an extra week of summer this year)
 - Big jump in youth - tutoring is going very well
 - Adult general is hit and miss
 - Pottery is up and new courses are doing well
 - Theatre numbers are great (big increase)
 - Great fundraising numbers
 - Brad recommends previous retained earnings as suggested money for Legendware when we move forward with that project
 - Brad proposes a motion: we are due for an audit next fiscal year; because we are undertaking the Legendware project that same year, he recommends a deferral of the audit for one year due to effort and resourcing (both in terms of actual cost and staff effort). Official motion to be presented at the 2015 AGM.
 - Show of hands by GNAG board present – to support the concept – all OK.

4.4 Community Partners Report (Geoff Kellow)

- No update – Geoff unable to attend this GNAG meeting due to illness

4.5 Any Other Standing Committee Update

- Lobster update (Cathy McCallion)
 - Raffle was very successful – four donated baskets
 - Musical guest was Jeremy Fisher
 - Special thanks to Clocktower – they recognized that beer was running low and they ran and grabbed another keg!
- Risk Management (Michel)
 - Second committee meeting took place
 - Framework is in place
 - Risks identified and scored/ranked with a level and risk of occurrence
 - Mitigation being worked on
 - Risk management plan to be circulated
- House Tour (Cathy McCallion)
 - Set for September; the last house has been identified; Cathy is looking for volunteers for the house tour and help in getting the word out

5. Adjournment:

Michel Ouellette, Clare Pearson