

Glebe Neighbourhood Activities Group (GNAG)

Board Meeting May 18, 2016

7 pm

Present: Suzanne Joyal, John Richardson, Kate McCartney, Sarah Wilson, Joanne Lennon, Brad Sigouin, Michel Ouellette, Clare Pearson, Cathy McCallion, Nicole Allen proxy to Kate McCartney

Regrets: Heather Irwin, Geoff Kellow

1. Welcome. Quorum established.

2. Agenda reviewed and adopted (Cathy McCallion, Clare Pearson)

3. Minutes from previous meeting of April 20, 2016 reviewed and adopted (John Richardson, Kate McCartney)

4. Chairperson's Report (Kate McCartney)

Pantry Update

- GNAG will be submitting a proposal for the food services operations in the GCC Cafe space because: a) GNAG believes it can create a community asset in the space and food services offerings, b) we are concerned about impact to program and rental offerings if the restaurant space were to be controlled by an outside, for-profit entity, c) given overcrowding of staff work spaces, the kitchen space has significant additional value to GNAG as a staff workspace and meeting area.
- The proposal is one that envisions not just a comfortable and convenient place to have a healthy midday meal, but rather a community hub for of all ages. The proposal was developed in co-operation with key members of our community, including input from members of the Glebe Community Association, the Glebe Business Improvement Association, Glebe Collegiate Institute, the GNAG Board of Directors and the Friends of the Pantry
- To maximize food offerings at the GCC, while ensuring maximum potential for programming, rental and drop-in use of the common room space, GNAG proposes the following food service offerings:
 - o 11:30-12:30: cafeteria style, grab-and-go healthy, affordable, kid friendly lunch fare for high school students, adults on-the-go and morning program preschoolers & their parents.
 - o 12:30-3:30: quiet lunch service would be provided for adult patrons to meet for quality meals with friends. Lunch service will continue the tradition of offering a variety of fine tea, coffee, desserts and hot home-style meals and will maintain, as much as possible, the same approach and ambiance that the Pantry has offered these past 40 years.

- Left overs from lunch service will be packaged and available as take-home options for local adults and seniors who find it difficult to prepare healthy meals at home.
- Pending City approval, GCC Cafe would also have a short breakfast service and morning coffee/tea offerings:
 - 8:00-9:00am: grab and go coffee, tea, muffins, and breakfast sandwiches and smoothies for GCC clients who are dropping off children for childcare and preschool, as well as adults who attend early morning fitness classes.
 - 9:00-11:00am: coffee, tea, cookies and muffins will be left out for self-serve, honor system payment approach, for participants in common room programming.
- Our objective is only to service GCC clientele; offer local teens with healthier alternatives to the Bronson fast food chains they currently frequent; and continue to serve the Pantry's long-standing patrons.
- GNAG believes that the GCC Cafe should be an intricate part of the Community Center as a whole, rather than a private, on-premises enterprise, and that any profit gained from Cafe sales be used for the benefit of the Community Center and its users. To this end, we have proposed an even division of profits - 50% going to the GCC revenue budget as incremental rental income over and above the base rent, with an intention that such monies would be reinvested in the GCC building and property wherever possible. 50% would be retained by GNAG and would be used with an emphasis on developing drop-in/outreach mid-morning adult programming in the common room space. This would both increase services to this key demographic (which typically does not want to pay programming fees) while also expanding the customer base for the Cafe.
- Operational job opportunities at the Cafe will be best suited to younger applicants who will 'graduate' on from year to year. The GCC Cafe offers an important opportunity to provide work experience and job opportunities for young people as they set out on their career paths. To this end, GNAG will work with our close partners at Algonquin College and Glebe Collegiate Institute to provide co-op and work placement opportunities for students interested in the culinary arts. GNAG would also seek to create job opportunities for employment-challenged individuals and new immigrants who require greater oversight, flexibility and understanding than is generally available to them at most places of employment.

Nomination Committee Report

- Joanne Lennon and Nicole Allen will be departing from the Board due to known conflicts with the set meeting times (third Wednesday of each month). Nicole will remain as head of the Taste in the Glebe sub-committee and Joanne will move over to head a new Information Technology sub-committee.

- Suzanne Joyal will remain on the Board, but will step down off of the Executive. Michel Ouellette has agreed to take on the Chairperson role. Kate McCartney has agreed to remain as Vice-Chair.
- Heather Irwin will remain on the Board, but will step down off of the Executive. Kate McCartney to recruit a new Secretary.
- All other Board Members have indicated that they will remain on the Board, in their current positions.
- Elspeth Tory was indicated desire to join the Board. Board members asked to recruit candidates they thought would be a good fit and to invite them to the June meeting.
- Under the Constitution the Board of Directors can be made up of anywhere from 9-13 members, so it is not required to fill both vacancies.

Amendments to Constitution

- A Motion was unanimously passed to approve changes to Constitution to remove clauses that are no longer applicable to the organization, and specifically removal of geographic limitations on definition of "Member"
- Edited Constitution was reviewed and approved
- Notice of the changes to the Constitution will be posted in the June edition of the Glebe Report and posted on the website
- Changes to the Constitution will be presented for approval by the membership at the Annual General Meeting in September, 2016

5. Executive Director's Report (Mary Tsai)

Summer Camp Registration

- Demand for summer camps has grown significantly and registration is 20% higher from last year's registration to date.
- Many campers coming from outside of the Glebe neighbourhood, participants from all over the greater Ottawa area.

ESL Camp

- GNAG is spearheading an initiative to provide 5 weeks of ESL programming for Ottawa's Syrian Refugees. We have obtained funding from the Glebe Community Association and have been developing the programs in cooperation with the Ottawa Centre Refugee Action (OCRA). Currently we are proposing 25 days of full day programming with four or five different offerings a day focused on: active camps and sports for elementary school-aged children, camps for youth, mom & toddler/baby programs, ESL training, skill development workshops for adults (men and women), as well as full-family field trip excursions to notable destinations around Ottawa.
- These programs are all FREE - and for any refugees from anywhere in the city. To our knowledge, there is no program in Ottawa like this

- one where there is programming provided for the entire family, all at no cost to the participating families.
- Have encountered a hiccup in terms of transportation of families to the program location (First Avenue Public School) from around the city. We are trying to eliminate the cost of transportation as a barrier to participation. Rather than cut back on program offerings, GNAG is currently seeking financial assistance from the City of Ottawa and the United Way to get free bus passes or some other transportation solution in place, to help families in need access these programs.
 - Funding: GCA approved \$5000.00 towards the ESL Camp. CAT Squad fundraised \$400 at their coffee house this winter. KIT KATs doing another fundraiser this spring to help cover busing costs. Program will cost about \$7000.00 in total. The Board approved the spending of up to \$2000.00 on the program to make up for the difference rather than cut back on program offerings.

Summer Student Grants

- Summer Student employment grant was approved by the Federal government to cover 2 camp councilor positions and 2 special needs worker positions.

6. Standing Committee Reports

- Lobster Report (Cathy): alcohol has been sponsored greatly reducing costs of the event. Local band On Better Ground will be playing. Kit Kats will be doing food service. Raffle has been replaced by a 50/50 draw. Approximately 150 tickets to be sold - sales progressing well.

- House Tour (Cathy): have been having difficulty finding houses. Normally have all 5 by beginning of June. It was stressed that the houses do not need to be big/new/high design - the objective is to provide a variety of interesting homes to show. The Board offered some suggestions, Cathy to follow up.

7. HR Compensation Review (Michel Ouellette, Brad Sigouin)

- Mary Tsai excused herself from the room for the remainder of the meeting
- Cornerstone did a market compensation analysis of each of the GNAG positions this past fall/winter. The analysis demonstrated that in some cases our compensation was well below the market average for similar skillsets in the Ottawa market at similar organizations.
- It was recommended that rather than try and implement a gradual increase to get us into better alignment, a one time salary adjustment would allow us to do this correctly and not draw it out over a lengthy period of time. This approach will be easier to implement and explain to staff.

- The board was presented with a spreadsheet showing each employee's current salary, the proposed adjustment, and to the right the market (mid-point) value and maximum that Cornerstone has suggested. Each position was evaluated individually and the percentage increase does vary. Most of the recommended adjustments are just below Cornerstone's mid-point value.
- The proposed salary increases represent a significant leap for some of staff in terms of pay. It was agreed by all Board members that the outstanding reputation that GNAG has achieved and the quality programming that is provided is a direct result of the outstanding staff we employ. Therefore, in order for us to continue this we have to think strategically in how we compensate them.
- Staff would be told that this is a one-time correction.
- Staff automatic bonuses that are currently given out will be replaced by performance based bonuses, Michel to present on this matter at a later date
- The overall impact of the recommended increases to our operating budget will be an increase in just over \$70K per year.
- Brad explained that the \$70k would be covered through:
 - o An increase in Q4 and Breakfast Club fees (have not been raised for many years), producing additional annual revenue of \$21,000 and \$6,000 respectively
 - o Summer camp revenue increases will offset an additional \$82,000-86,000
 - o Remaining delta of \$15,000-19,000 will be spread evenly across all other programs, per person, which amounts to an approximate increase of \$0.95/program/person increase.
- a Motion to accept the recommended new salary positions was unanimously approved.

8. Adjournment (Sarah Wilson, Brad Sigouin)