

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

**Present:** Michel Ouellette, , Heather Moncur, Clare Pearson, Mary Tsai, Suzanne Joyale, Cathy McCallion, Heather Irwin, Kate McCartney, Geoff Kellow, Dominique Bergevin, Sarah Wilson Nicole Allen  
**Regrets:** Joanne Lennon, John Richardson, Brad Sigouin

**1. Welcome. Quorum established.**

**2. Review/adopt agenda:**

Clare Pearson, Geoff Kellow

**3. Review/adopt minutes from meeting of June 24, 2015:**

Clare Pearson, Kate McCartney

**4. Operational Overview**

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

- Legendware update (Suzanne – with Mary)
  - Our team is “living the Legend”, with hiccups along the way. All is well managed. Files have been loaded into the system, testing and training is underway and on-going. Three days of “super user” training begins soon with Mary, Clare and Pete. There is much “system discovery” going on.
  - Mary and Suzanne applied for a funding grant to put towards super user training and the grant was awarded. It will cover 2/3 of the cost of training.
  - Agreement work is on-going and GNAG continues to work with Old Ottawa South and Dovercourt as all will use the same agreement; a lawyer has been engaged. The agreement, including feedback, is currently with Legendware for review and consideration.
  - Testing has been opened up and is available on different devices; some long wait times have been experienced; 2<sup>nd</sup> round of testing on right now; testing revealed an issue that was addressed by Legendware
  - The website will launch on November 26<sup>th</sup>; purposely not the same date as the registration
  - GNAG board members are asked to please create their family profiles on the new website on November 26<sup>th</sup>
  - Many thanks to the volunteers at GNAG who are contributing many hours to the testing and preparation of the website and online registration sites
- City of Ottawa SLA (Kate)
  - Annual review of GNAG's service level agreement with the City of Ottawa is underway. No big issues identified.
  - GNAG fulfilling its mandate to have a single room available for rent at all times but this is proving tricky because the room does not often rent, but could be used for programming that has been moved off site due to lack of programming space. GNAG asked to use this dedicated rentable room for three programs and will assess if bookings are turned away; city approved the concept.

*4.2 Executive Director's Report (Mary Tsai)*

- Winter guide, preregistration, family profile
  - Winter guide out soon; Heather to send board the pre-registration form; board members reminded to create their family profiles when website launches

- Snowflake Special
  - December 13 is the Snowflake Special; board attendance encouraged
- Wizard of Oz
  - December 9<sup>th</sup> youth theatre production; two shows
- Lansdowne update
  - GNAG is providing feedback to Lansdowne with respect to programming needs in order for Lansdowne to be considered feasible (lack of storage space, high cost). Lansdowne interested in working with GNAG. GNAG explained the logistics issues encountered when GNAG ran programming there last winter (things like who opens the building for programming, security issues presented when most doors to the outside are left unlocked -- unsuitable for small children and in the case of summer camps it's not all conducive to using the space for GNAG programming)
  - GNAG asked for Lansdowne to analyse their consistently open and unbooked times that GNAG and Old Ottawa South may use; GNAG is always looking for big run-around type spaces. Also presented the idea that outdoor covered space in summer increases the outdoor activity levels; it's too hot and exposed at the moment and not a viable "base" for camp.

#### 4.3 Treasurer's Report (Mary for Brad)

- Fall numbers still underway but revenue numbers presented and discussed (revenue up)
- New registration system will result in some new or changed categories (different and/or improved cost alignment to programming in some cases)

#### 4.4 Community Partners Report (Geoff Kellow)

- Glebe BIA: Snowmania is going forward – neighbourhood snowman-building initiative; banner and advertising forthcoming and snowmen along Bank Street are planned. This is tied to "Cracking Up the Capital"; world record for snowman building on one spot (like last year at Lansdowne during Winterlude) is planned again
- GCA: Geoff presented a rink update to the parks committee of the GCA, highlighting that Sylvia Holden was likely a viable spot and that our neighbourhood is underserved in terms of rinks (compared to rest of city); Geoff fielded many, many questions from the committee

#### 4.5 Any Other Standing Committee Update

- Shed/Amsted update (Mary for John Richardson)
  - Amsted shed is complete; handrail on mini staircase still to come; project is on budget
  - Mary notes that John has put in a lot of time on this project
  - Shed installation being considered sooner rather than later
  - John planted tulip bulbs and topsoil and with Tim (from facilities) – thank you John and Tim!
- HR update (Michel)
  - Cornerstone submitted their HR assessment; report to be presented to GNAG board at next meeting
  - Salary comparison completed as part of the exercise; assessment proposes different approach with an emphasis on performance reviews and planning
- PD day suggestions for all parents on the board: Cathy shares that the RedBlacks have planned a fan-appreciation day that includes skating on the rink @ 10 am and viewing the RedBlacks practice @ 11 am

## 5. Adjournment:

Michel Ouellette, Kate McCartney