

Glebe Neighbourhood Activities Group (GNAG)
Board Meeting October 15, 2014
7 pm GCC

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

Regrets: Michel Ouellette

1. Welcome. Quorum established.

2. Review/adopt agenda:

John Richardson, Clare Peason

3. Review/adopt minutes from meeting of September 7, 2014:

No meeting held on September 7th

4. Operational Overview

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

- SLA Update (Kate)
 - Our 18-month SLA agreement with the City of Ottawa is up for renewal and is being reviewed by GNAG to make note of any changes that may be necessary (such as best possible use of city-paid CSR hours, how rental programming space is represented in the agreement).
 - Mary is speaking with other community centres to see if we align on pros and cons of the agreement and agreement clauses
- Website and online registration update (Suzanne)
 - Met with Media Force and e-register to address changes needed
 - Any tool selected must be useable by GNAG staff and maintainable
 - Discussion points during meeting: potential use of government procurement tool (MERX) and whether this could be leveraged for our website project; discussion of ActiveNet – not aligned with our needs, our backend and structure are quite unique, we are ideally looking for an OOB solution (out of the box) vs custom; Dovercourt and Carleton use CLASS system
- Standing Committee sign-up (Suzanne)
 - List to be e-mailed by Mary or Suzanne looking for committee members for the following committees:
 - Building maintenance and updates
 - SLA
 - HR
 - Lansdowne
 - CDF
 - Technology
 - Marketing
 - Sign-up sheet for GNAG board presence circulated at the meeting also – looking for GNAG board attendance on committees and GNAG events; sign up sheet to be forwarded to Heather to share with the board

4.2 Executive Director's Report (Mary Tsai)

- Lansdowne Programming

- Mary has met re winter programming @ the horticulture building; negotiating a rate suitable to a non-profit organization; any programming to be considered a pilot project; will try to divide the room in two and offer two programs at the same time; must be mindful of the wall-to-wall windows; also considering Aberdeen and Horticulture spaces for summer (especially skateboard and basketball facilities); Aberdeen is only under consideration for summer as it is not heated
- Fall Program Update
 - Summer day camps enjoyed a healthy year-over-year increase – a great summer registration
 - Fall child care (Breakfast Club and Q4) doing well, as are some of the youth programs (increased numbers) because of the new academic centre program offerings as well as the CAT squad and leadership program
 - Preschool registration is down and dance registration is down
 - Winter registration is coming soon and spring registration time is moving from 9 pm to 7 pm
- Glebe Collegiate Institute (GCI) Partnership Update
 - Outreach program in place providing fitness classes to promote active healthy lifestyles (aimed specifically at students not enrolled in competitive sports – less active kids)
 - Classes include yoga, boxing, muscle conditioning, an ESL specialty class
 - A wide variety of abilities have attended the classes, which are free for now (in exchange we are receiving programming space for Q4 Vets)
- *4.3 Treasurer's Report (Brad Sigouin)*

Brad presented the numbers with the following highlights:

 - Numbers are down for this period likely due to an expected demographic change in the neighbourhood (kids are getting older) and the roll out of full day kindergarten to all area schools
 - Discussion ensued re should we consider casting a wider net to other neighbourhoods for our programs
 - Increase in youth numbers – tutoring registration is going well
 - Dance studio numbers are in-line with numbers seen prior to the previous dance instructor (expected)
 - House tour numbers down somewhat; weather was quite bad that morning; discussion of studying the ticket price, history of increases, how do we know it's the right price
 - VOTING ITEM: Allocation of year-end surplus:

BE IT RESOLVED THAT bonus allocation for full time staff in the amount of two weeks of pay will be deducted from the net surplus of the financial statements for the fiscal year in which the bonus was earned. Such bonuses shall not be paid out to the individual staff members until after the approval of the financial statements and a motion of the Board of Directors, typically in the fall of the subsequent fiscal year. In the event that the net surplus in any given year is insufficient to meet the benchmark of two weeks' bonus pay, the Board may vote via an official motion to draw on monies accumulated in the Community Development Fund and/or the organization's reserve fund for this purpose. In all such deliberations and allocations by the Board of Directors it is understood that the organization is not required by law under the employment contracts to pay bonuses. The Board of Directors may elect to change the amounts, including

eliminating the bonus for any given annum altogether, if deemed necessary for the good of the organization.

Voting result: unanimous (in favour)

- *4.4 Community Partners Report (Geoff Kellow)*

- No update this month.

- *4.5 Standing Committee Reports*

House Tour (Cathy)

- House tour wrap-up meeting still to come; will discuss the impact of the bad weather on ticket sales, discuss right price point for tickets; this marked the second year that “tea” was served and it was very well received

Other

- GNAG is supporting outdoor yoga on the great lawn at Lansdowne (inside Aberdeen if weather is bad)
- Fall program promotion now on: spend \$100 on programming and get \$25 voucher

5. Adjournment:

Geoff Kellow, Ian Nicol