

**Glebe Neighbourhood Activities Group (GNAG)**  
**Board Meeting October 16, 2013**  
**7 pm GCC**

**Present:**

Mary Tsai-Davies, Kate McCartney, Heather Irwin, John Richardson, Cathy McCallion, Christy Oliver, Brad Sigouin, Geoff Kellow, Joanne Lennon, Michel Ouellette, Clare Pearson

**Regrets:** Suzanne Joyal, Nicole

**1. Quorum established.**

**2. Review/adopt agenda:**

Kate McCartney, Brad Sigouin

**3. Review/adopt minutes from meeting of September 18, 2013**

Kate McCartney, Brad Sigouin

**4. Operational Overview**

*4.1 Chairperson's Report (Kate McCartney)*

- City of Ottawa business
  - Meeting with city to discuss mutual partnership opportunities relative to subsidies
  - Also discussing issues relative to cutting back on official hours of operation of city staff at front desk
- Pantry discussion - pantry owner retiring in February 2014; deal expires Feb 14 - she can stay but lease agreement between city and pantry ends then; GNAG wants to understand what happens then; GNAG may put forward a space usage plan
- Lansdowne - park space is going back to the City; they are currently collecting ideas about use of space; reference to this in this month's Glebe report - Bob Brockelbank
- Rink update: the Mutchmor public skating rink will not be in place this year (due to construction at Mutchmor). Potential replacement site at St. James Tennis Court (via liner on court for protection); the City of Ottawa is open to the idea but more work is needed.
  - A proposal has been put together, group consults will take place, and the option will be presented to the City.
  - City is also keen because this is a good pilot for rinks on tennis courts.
  - Likely a minimum investment pilot project but the money is not to come from GNAG; GNAG will contribute volunteer shifts, oversee the flooding, but not pay initially. Estimated start-up costs is 13K.

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

- Fall registration finalized:
  - Drop in preschool registration resulting in a revamp in winter programs to focus more on parent & child classes, and adult interest. The drop may be due to Corpus Christi's introduction of full-day kindergarten or a change in demographics, thus the age three and under programs are being looked at.
  - Childcare registration is up, dance registration is up, other programs holding their own.
- Staff evaluations are going on and include a work planner for the year (mirror the strategic plan)
- Setting up for winter session – deadline approaching.

- Peter is great! Working on efficiencies like online/electronic timesheet system that translates into an accounting system.
- Applied for a 50/50 self-help grant for furniture for outside area – asked for seasonal furniture (right now city brings temporary wooden picnic tables and takes them away); as an alternative idea, a giant Adirondack/Muskoka chair at the corner of Second and Lyon (would ensure that it's safe, weather proof, not susceptible to being dragged to various neighbourhood locations in the middle of the night, etc.). Mary asked what the board thought of this idea – as it's a nice tribute to Mary Lovelace (she loves Adirondack chairs). Board in favour if the idea but wondered about graffiti/how to clean it off, how to light it properly (no tripping potential), how to secure chair. Mary to look into graffiti removal.

#### *4.3 Treasurer's Report (Brad Sigouin)*

Brad presented the following updates on numbers:

- Preschool programming numbers down about 10%; Mary already addressing this.
- Generally the numbers for fall registration are good.
- Youth registration slightly down but youth night is up.
- Dance programs continue to grow.
- Pottery expenses are high for this time of year because the studio was closed for the summer.
- Theatre numbers appear down because the show hasn't taken place yet.
- The HST audit was a "curve ball" that Mary has handled really well.
- Fundraising is now held separately – better reflected that way versus extrapolating general reserve money vs fundraising when they were together.
- Balance sheet to increase detail in a few areas, such as restricted fund.

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

Geoff attended his first GCA meeting and presented a few key updates to the board:

- David Chernushenko was at the meeting for about 30 minutes.
- Lansdowne transit plan postponed.
- A proposed exploration garden at Lansdowne received no credible bids.
- BIA parking garage updates: they have a model and are inviting bids that look nice (but not too nice).
- GCA hosts many meetings at the GCC but the 8:30 closing time is a problem for them (too early).

#### *4.5 Other Standing Committee Reports*

Subsidy update (Christy Oliver)

- Many new applicants. Mary summarized the data for in-neighbourhood applicants vs outside-of-neighbourhood applicants. Board discussed the idea that subsidy is good but the ability to advantage of it exists; considering a policy on how to transfer the subsidy funds to make the best use of them, for example, when applying for camp subsidies, only one "specialty" camp as it's at a higher cost, or perhaps cap 10% of the subsidy fund for specialty camps; ensure transparency between subsidy fund and programs subsidized. Suggested 6K budget for summer and 6K budget for the rest of the year, where we designate what percentage of that 6K/time period is for outside-of-neighbourhood vs neighbourhood residents. This summer the subsidy fund allocation maxed out and GNAG does not want to turn away neighbourhood people at the moment so the board agrees that the Community

Development Fund can continue to subsidize some current/existing families who need some on-going help with childcare. We are targeting 6k where 4K comes from the Community Development Fund and 2k being absorbed by the programs. Need to make sure we're helping the right people at the right time.

Human Resources update (Michel Ouellette)

- Met with Mary to discuss statutory holiday pay for staff and figured out, with Peter's help, how to keep the cost down.
- Working on a volunteer code of conduct to be signed by volunteers – looking at templates.
- Form for parental sign off for parents to know their kids are volunteering here (so parents know that their kids are here, unpaid, volunteering; this is to address parental awareness).
- Sharing goals with the staff so they can map their goals to GNAG goals and write their work planners to align.

Other – Landscaping (John Richardson)

- Working on getting money released from escrow (for phase one parking work already completed).
- Determined that the city needs an "as built" diagram to generate final (not initial) amount. This has been requested by John. Now we wait.
- Trees expected in about three weeks, as we are number 1170 in line to receive a tree planted by the city and they do about 35 – 60 trees/day.

**5. Adjournment:**

Kate McCartney and Geoff Kellow