

Glebe Neighbourhood Activities Group (GNAG)
Board Meeting September 16, 2015
7 pm GCC

Present: Michel Ouellette, Mary Tsai, Suzanne Joyale, Brad Sigouin, John Richardson, Cathy McCallion, Heather Irwin, Kate McCartney, Heather Moncur, Geoff Kellow, Dominique Bergevin

Regrets: Clare Pearson, Joanne Lennon, Nicole Allen, Sarah Wilson

1. Welcome. Quorum established.

2. Review/adopt agenda:

John Richardson, Kate McCartney

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

John Richardson, Michel Ouellette

4. Operational Overview

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

- Legendware update (Suzanne)
 - Suzanne presented a recap of the project status
 - Current work: Legendware is having their agreement "Canadianized"; it will be used for GNAG and two other community centres; pricing is fine but the agreement has some matters to be addressed and one lawyer representing GNAG and two other local community centres (also moving towards a Legendware solution) is currently reviewing the agreement
 - Kick off meeting held last Monday and preparations are underway to move over to the new system, with weekly meetings scheduled every Friday
 - New website will launch in November and new registration engine to be ready in time for winter programs (launch December)
 - There is a backup in place for the December launch (mitigation plan)
 - GNAG will be the first of the three local community centre to test the registration system
 - There is a good project plan in place to track deliverables, including training for front desk and back office
 - New website will address some existing issues and is able to evolve over time
 - Help for the GNAG team due to work involved in moving over to the new system – admin help – will be hired as per plan
 - Glebe report and e-mail campaign will be leveraged to communicate the new website as users will need to create family profiles/accounts; users can create new accounts prior to registration night
- Board nomination update (Kate)
 - 2015-2016 board member names put forward for presentation at next week's AGM as follows:
 - Officers:
 - Suzanne Joyal - Chair
 - Michel Ouellette - Vice Chair
 - Kate McCartney - Vice Chair
 - Brag Sigouin - Treasurer
 - Heather Irwin – Secretary

- Board of Directors:
 - John Richardson
 - Geoff Kellow
 - Nicole Allen
 - Joanne Lennon
 - Clare Pearson
 - Cathy McCallion
 - Heather Moncur
 - Sarah Wilson
- **Board unanimously votes that the list of board members is appropriate for presentation at next week's AGM**

4.2 Executive Director's Report (Mary Tsai)

- Fall programs 2015
 - Fall registration is under way; numbers a bit slow but this was expected due to demographic shift in the neighbourhood (fewer preschoolers)
 - Children's programs are going well
 - Dance program is meeting current expectations as the recreational program continues to evolve to meet community needs
 - Board member asks if GNAG collects feedback about the dance program and Mary answers that GNAG accepts all ad-hoc feedback and actively solicits program-specific feedback from existing registrants (for all programs, not just dance)
 - Some program numbers are low at the moment; Mary will try to run as many as possible – the numbers dictate availability
- Summer camps 2015
 - A 10-week summer resulted in an extra week of revenue; most camps were packed and some were oversubscribed; staff performed very well
 - Year over year revenues increased by approximately 1/3
 - Two grants are not yet reflected in the numbers – some numbers still being reconciled
- YouthFIT event October 22
 - GNAG applied for and received provincial funding to increase fitness and sports opportunities for youth. This is an out-reach program planned over two years with the intent of the program becoming self-sustaining after two years
 - Self-sustaining intent includes schools to continue some free outreach as well as participants in all areas of YouthFIT trained to take over the initiative
 - Launch of program on October 22nd at Glebe Collegiate Institute on parent-teacher interview night; program is not restricted to the high school but it was chosen as a launch point; launch will include a demo of a master class
 - Program aimed at youth not already involved heavily in sports (such as competitive sports teams), as well as special needs groups and ESL groups who may find existing sports offering intimidating (a barrier to entry, in some cases)

4.3 Treasurer's Report (Brad Sigouin)

- Brad presented unofficial numbers, with official numbers due next week. Of note:
 - Review of cash balance and severance fund that was an audit recommendation from a few years ago

- Review of assets and liabilities; we're in good shape and have some money available for building improvements should the need arise
- Review of the rainy-day fund which would be used to meet expenses, such as salary obligations, should the centre be shut down for a period of time, and the Community Development Fund, used for giving back to the community
- Board is presented with a breakdown of where surplus will be divided
- Expenses as presented are not yet finalized; there has been a big effort to tighten up the expenses to specific programs for better reporting and analysis; there is an admin cost difference year over year as a result of better alignment of staffing costs
- **Board unanimously votes to accept numbers with minimal changes over the next week**

4.4 Community Partners Report (Geoff Kellow)

- No update

4.5 Any Other Standing Committee Update

- Shed update (John Richardson)
 - As noted in June 2015 minutes, Amsted is donating labor and design for a shed as part of their 25th anniversary celebrations and GNAG staff will use this for more onsite storage (and less driving back and forth to offsite storage location)
 - Review of options for placement, site, permit, potential associated deck
 - Three main options presented for placement between tennis club and GCC; first option had line-of-site issues, second option included a shed and a bunker, third option was a deck with a shed against the tennis court
 - Board was shown photos of location to support the options
 - City has ok'd the location and sizes presented
 - Board asked many questions and discussed various plans to move forward and favoured option two, a bunker and deck
 - **Michel presents a motion to the board: move in the direction of the second option – bunker with an expanded deck – with cost to come from the CDF to a maximum of 14K**
 - Board double checks with Mary to ensure the proposed bunker meets her needs and she confirms that it does
 - **Board unanimously votes to approve Michel's motion (with Suzanne as proxy for Brad)**
- Human Resources update (Michel)
 - All full-time staff are at the top of their pay grids
 - Propose a staff review that includes a look at both comparable and non-comparable sized organizations
 - The thought is this review should be undertaken every few years and the method is a good tool to set expectations for salary and for staff in general; it's fair and transparent
 - Cornerstone management consultants will take a look at this and have provided a time estimate (~ 38 hours) and cost estimate (\$3300 - \$5300) for the work
 - **Board unanimously votes to move ahead with this initiative estimated**
- Cathy presented an update of the highly successful House Tour on September 20th

5. Adjournment:

Geoff Kellow, Cathy McCallion