



Minutes: GNAG BOARD MEETING

September 19, 2018 7:30 PM

Present: Mary Tsai, Brad Sigouin, Sarah Wilson, Dominique Milne, Michel Ouelette, Elspeth Tory, Geoff Kellow, Cathy McCallion, Kate Weider, John Richardson, Heather Moncur

Regrets: Heather Irwin, Kellylee Evans, Liz Izaguirre, Clare Pearson,

1. Welcome. Quorum established

2. Adopt Agenda

The agenda was adopted (*Brad Sigouin/ Geoff Kellow*)

Carried

3. Approval of Minutes

The minutes from the previous meeting of September 19th, 2018 were approved

(*Brad Sigouin/ Dominique Milne*) **Carried**

4. Operational Overview

Chairperson's Report (Kate):

- **Injury**

A child injured themselves at camp (trip and fall, knocked out tooth).

Lawsuit/insurance company through the city of Ottawa. Nothing to be overly concerned about.

Executive Director's Report (Mary)

- **AGM:**

AGM is October 24th 7pm. Financials and Nominations need to be approved by the board at our next meeting. .

- **New Website and Amilia:**

- Legend will be closed as of September 30th. Stopped taking registration from Legend once camp was over. Did email out to all clients to make sure that they download their tax statements. Created a large data dump in case we get requests.

- New system Amilia has been working really well. They put a lot of team members on our launch. Montreal based company. Registration feedback was much more positive.

- **Fall Registration:**

September 4th, grossed \$206K to date. We have 826 participants (some take multiple courses). Have more information available.

- **Youth Development & Adult Program Manager**

Have hired two staff member. John Muggleton is our new manager. He was one of the cofounders of the acting company. Huge background in the arts, also a playwright. Also have hired a senior program coordinator, Katie Toogood. Masters in PhysEd.

- **gcCafé 2.0**

GcCafe was deemed not safe so needed to be closed (ventilation problem). Most effective being downstairs, where transaction can be at the front desk. Settled on a



repurposed corner for grab and go. Boardroom is going to be revamped during the day for seating. Lots of take home food, freezer and fridge, baked goods, coffee. We are not running a commercial kitchen. Talked about finding a third party to run this GcCafe to go.

- **AODA:**
closed for a couple of weeks for a retrofit to meet AODA compliance (accessibility). Front door drainage system has now been replaced. Also put in orange tactile warnings that you're about to go up or down stairs. Breaking up sidewalk to it's accessible from parking. Still a few more things to fix - handrails to be lowered. Flooring in the main hall is still wonky, won't be fixed until next year. Carpeting removed in the gnag office/boardroom, put in laminate. Moved Mary & Paul upstairs to the old gccafe kitchen space. City will be helping to renovate this space. GCA artwork has been hung up.

5. Treasurer's Report (Brad)

- All the financials are with Ted. Lots of work to clean up Legend and transfer everything over. \$40k credits reimbursed. More than half have responded and we've given their money back. Between \$5-\$10k we need to give back.

6. Standing Committee Reports:

- House Tour 2018 (Cathy). Super success, lovely weather, just under \$17,000. Carol Morgan took over sponsorship and did an amazing job.

Motion to adjourn (*Cathy McCallion/ Kate Weider*) Carried