

**Community Activities Group (CAG)  
Board Meeting – 26 June 2018**

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**Present**

Lynne Byford  
Lisa Dunnett  
Melanie Gilbert  
Tina Raymond  
Carol Workun

**Regrets**

Don Stephenson

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**Meeting called to order – 7:20 pm**

**Approval of the Agenda – Melanie / Lisa**

**Approval of minutes from April 2018 – Lisa / Melanie**

- Minutes were signed.

**Executive Director's (ED) Report**

- Notes to be provided by the Executive Director.

**Financial Reports**

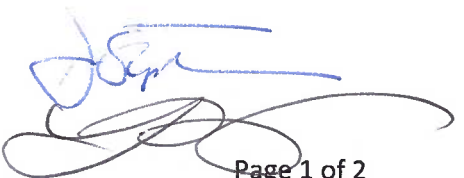
- The budget was reviewed.
- A discussion was had regarding programs and overhead costs.
- The financial forecast will come after June financials and will be circulated at a later date.

**Main Event Report**

- The Main Event went well, as usual.
- Finding volunteers for the barricades proved difficult. We could perhaps ask the City to help in the future.
- The wagon ride may not be appropriate for this venue as the path is difficult and dangerous for the horses. This should perhaps be replaced by another activity, such as the petting zoo that was very popular this year.
- Pick up and return of the barricades proved difficult in terms of time and cost. We could perhaps ask the City to help in the future. The volunteer requirements for the barriers were also challenging.

**Branding**

- Feedback from the last meeting was shared with the designer.
- New designs will be shared with the group once received.



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**Motion to adjourn – Lisa / Tina**

**Time 8:50 pm**

**Action Items:**

- Tina to share new logo designs once received.
- Financial forecast to be shared once available.

## Executive Director Report for June 2018 meeting

- **Programming**

Summer camp registration continues to be significantly lower than the same time last year. Two of our nine weeks have been cancelled. Two Canoe Kids camps are full, other camps are at numbers lower than previous years but are currently at or above minimum numbers. There is still time for registrations, last year we had the equivalent (balance of new registrations vs refund requests) of ten additional registrations between June 1 and August 31.

There are a variety of reasons why camp registrations may be down – increased prices due to the minimum wage increase, the City have not put up their prices (recreation price increases need to go through City Council) and perhaps we need to revisit our camp offering. This will be examined in the Fall once the 2018 camp season is finished. Rideau Canoe Club reports their camp registrations to be significantly down also.

Planning for Fall is going well with a number of new courses – a new musical program for children, a preschool ballet class, an adult lecture series with regard sacred places around the world, two new art classes and a series of history lectures.

- **Rentals**

Rentals continue to be a strong contributor at the Old Town Hall.

- **Year to date financial report and budget 2018-19**

Year to date financial reports will be discussed as part of the agenda. Over the summer the 2018-2019 budget will be prepared in consultation with the CAG Treasurer and CAG Board Chair for full board approval at the September Board meeting. First step in the budget process will be preparing a 2017-18 year end forecast.

- **Back Porch at Old Town Hall**

Work on the back porch is delayed and now not expected to start until August at the earliest.

- **Springhurst Basketball Court**

Work on removing the last remaining “bird bath” is delayed as there is currently another contractor working in Springhurst and the City only permits one contractor on-site at any one time. The City assures us that the work will be completed this season.

- **Canada Summer Jobs**

Our first student started work in early June and is making progress on a new website. He is also taking program photos to refresh our photo library and will prepare a plan for engaging new residents in the community, time permitting, after the website is complete. The Children’s Garden position is filled, they will start early July.

- **Main Event 2018**

The Main Event was a great success, thank you to Lisa and her volunteers and staff Megan and Isobel for their sterling work on the day.

Closing the road proved to be a challenge in terms of the number of volunteers needed to supervise the barriers, pick up times during the workday on Monday and Friday (delivered when the road was closed through City partnership) and cost (truck was needed for longer to facilitate pick up and return of barriers).

Unfortunately five volunteers received parking tickets (\$75 each) in the Saint Paul parking in an area they were instructed to park by us. There was a miscommunication with Saint Paul and it's hoped, though not yet confirmed, that Saint Paul can get those tickets waived.

- **BBQs**

Attendance at the BBQs is reduced from previous years. Weather is a factor as is the fact that Glebe League does not have such a strong presence in Brantwood on Thursday nights this year. We do still have a good number of community members coming out and the BBQ continues to be well received by those attending. We are still in need of volunteers, it remains a bit of a struggle each week to recruit enough people.

- **Greystone and Gift Certificates**

A discussion with EQ Homes led to them purchasing 24 \$50 gift certificates for new residents. Total value \$1200 and a perfect introduction to new home owners regarding CAG programming.