

**Community Activities Group (CAG)
Board Meeting – 20 February 2018**

Present

Lynne Byford
Melanie Gilbert
Tina Raymond
Don Stephenson
Carol Workun

Regrets

Lisa Dunnett

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Meeting called to order – 7:15 pm

Approval of the Agenda – Melanie / Lynne

Approval of previous minutes – Melanie / Lynne

- September and December 2017 minutes were approved.

Executive Director's (ED) Report

- Notes to be provided by the Executive Director

Meeting Dates for 2017-18

- Members will flag any scheduling conflicts to Tina by email.

Budget 2018-19 and Treasurer's Report

- Budget and changes were previously approved.
- The previous decisions held.
- The new budget format was identified as clear and helpful.
- A shortened version will be provided for the website.

Branding

- A designer has been found who can provide a logo, web banner, web icons, and publication template within the board's budget.
- Early draft designs were shown, and the board showed preference for a design focused on people.

Events Update

- The Winter Party in the Park was very well attended.
- The Valentine's skate was not well attended, with perhaps 30-50 people at the event. This low turn out is an anomaly, and the event will continue as in previous years.

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- Finding volunteers continues to be a problem. (More on the subject in the Nominations Committee section.)

Main Event Planning

- The date for the Main Event is confirmed.
- Meghan and Isabel will run the event.
- Two bands have been booked, St Paul's has been booked, and closure of Main Street is being finalised.

Facilities Update

- A full update about the future facilities is available in the Mainstreeter
- The date for the decision going to council has been moved to March or later.

Signing – Civic Events Funding Contribution Agreement

- Signatures were collected as required.

Nominations Committee

- The board will continue to try to pull new board members from the current pool of volunteers.
- The board will prepare an ad for volunteers and/or board members to be published in the Mainstreeter and the e-update, as well as on Facebook.
- The Nomination Committee will meet in early April.
- The board will also consider running a series of articles and interviews with current volunteers to find members and volunteers.
- A generic waiver for all volunteers will be prepared.

Other Business

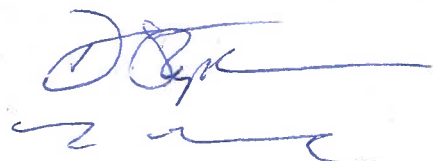
- The board must fill in the mandatory secretary position.
- It was suggested that Tina continue to fill in the role in an official manner until a replacement is found. – Lynne/Melanie

Motion to adjourn – Melanie / Tina

Time 8:38 pm

Action Items:

- Lynne to provide shortened version of the budget for the website.
- Tina and Carol will work on ads for new members.
- Tina will provide feedback on the draft logo designs to the designer.
- The Nominations Committee will meet in early April.
- Next meeting is April 17.



Executive Director Report for February 2018 meeting

- **Programming**

The Fall session was a well-attended and successful session. Income was a little over budget for both children's and adult seasonal programs. Highlights were the excellent numbers registered in our daytime fitness classes, a new Guitar class that is receiving excellent reviews and well attended pre-school music classes.

The Winter session is off to a good start and looks as if it also will close a little over budget. Highlights are good sized classes for Better Body Bootcamp, our Wednesday morning fitness class is up and running again and the new Guitar class continues to grow.

After school programs are significantly down on last year with the loss of Kindergarten students and registrations is lower than hoped for this year, we lost a few families with the price increase that was implemented to support the increase in minimum wage. We continue to manage expenses in these programs.

We continue to take a pro-active approach to addressing behavior management and as such have updated policies and procedures. The goal, to ensure a safe and enjoyable program for all and provide counsellors with the tools they need to succeed.

Summer Camp registration is a little ahead of where we were this time last year.

The Spring-Summer Program Guide is out and registration for it, as well as After School 2018-19, opens at 9:00 p.m. on March 6. The Children's Garden is not expected to be ready to program until July 2018 hence programming there will be delayed. Zumba is offered again, in response to interest expressed from the community, - we have secured an excellent instructor.

- **Minimum wage increase**

The Ontario Government *Plan for Fair Workplaces and Better Jobs* (Bill 148) came into effect as of January 1, 2018. Changes to minimum wage and associated wage increases were implemented with January payroll as was the change in how statutory vacation pay is calculated and the minimum amount of vacation pay required for employees of five years or longer.

- **Rentals**

Rentals continue to be steady at Old Town Hall and we continue to explore working with rental groups that would bring programming to Old Ottawa East that would complement that already on offer. Currently we are talking to two art groups for Fall 2018.

- **Year to date financial report**

YTD Reports January 31 2018 are prepared and circulated.

- **City of Ottawa Service Level agreement**

This has been extended for another year, full review will be undertaken in 1 – 2 years

- **Back Porch at Old Town Hall**

We finally have a timeline on repair of the rear, covered porch at Old Town Hall. Work will be completed summer 2018. City have provided assurances that there will be no of loss access during the work. Summer

is a good time for this as the Old Town Hall is less heavily programmed at this time and it can be expected there will be some disruption.

- **Canada Summer Jobs**

An application has been submitted for two positions, one for the Childrens Garden Coordinator and one to focus on website redesign and other related publicity work.

- **Civic Events Funding**

We were once again successful in our application for funding through this program for our Fall Festival. We were again awarded \$3000.

- **Winter Events 2018**

Two very successful winter events, - the Winter Party in the Park was particularly well attended. Numbers were lower than usual for the Valentine Skate, it is unclear why. Those that came had a great time! Securing sufficient volunteers continues to be a challenge.

- **Main Event 2018**

Date is confirmed, - June 16, 2018 on Main Street. All indicators are that a road closure is possible and the application is in progress. In the unlikely event the road closure falls through we will revert to Brantwood. The Stan Clarke Swing Band have confirmed to play and Gentlemen of the Woods (led by Geoff Cass, OOE resident) will also perform.