

**Community Activities Group (CAG)  
Board Meeting – October 2, 2018**

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**Present**

Lynne Byford  
Lisa Dunnett  
Melanie Gilbert  
Tina Raymond  
Don Stephenson  
Carol Workun

**Guests**

Camrose Burden  
Cynthia Dwyer  
Joanne Lostracco

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**Meeting called to order – 7:40 pm**

**Approval of the Agenda**

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

- Minutes were signed.

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

- Notes to be provided by the Executive Director.

**Fall Festival Planning**

- Planning is well underway.
- Additional volunteers are required; members are asked to do a call out to folks they know.

**Branding**

- Work with the designer has not provided a logo.
- Tina and Joanne will play with the design that was donated previously.

**AGM Planning**

- The AGM will take place Tuesday, November 13 at 7 p.m. at the Church of Ascension.
- Tasks:
  - Order food and serving utensils from Green Door: Lisa
  - Pick up food: Lisa and Lynne
  - Set up/clean up: All
  - Slide show:

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- Melanie to provide slides from last year
- Carol to provide updated information
- Lynne to provide slides on the financial report
- Tina to bring the presentation on a USB key
- Topics to be highlighted: All
- CAG handouts: Carol

**Community Centre Update - Don**

- Discussions continue with the City.
- An update meeting is expected soon.

**In Camera**

- **Draft FYE 2017-18 Report:** The Fiscal Year End statement was reviewed and the board was comfortable with the current state. A finalized version will be presented at the next meeting along with the Balance Sheet.
- **2018/19 Budget:** The 2018/19 budget was reviewed. The board was comfortable with the proposal and approved the budget.
- **Slate for the CAG Board of Directors:** Bi-laws will be tabled for an update. Proposed members will be invited to the next meeting, after which a decision will be made about membership.

**Motion to adjourn**

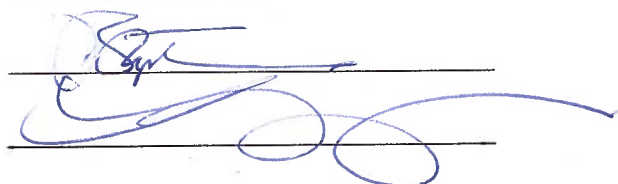
**Time 9:05 p.m.**

**Action Items:**

- Tina to circulate branding idea notes.
- Don will share the inventory of types of spaces requested for the Community Centre.

**Date of next meeting:** Tuesday, October 23, 7:30 p.m.

**Approval Signatures**



## Executive Director Report for October 2, 2018 meeting

### • Programming - Camp

Summer Camp registration did increase but not significantly. We did offer single days where space allowed to allow families to try our camps, these were well received. Summer 2017 we had 112 children registered in full time camp, in 2018 that number was just 73. A thoughts as to why that occurred:

1. Increased fees to account for minimum wage increases
2. Rideau Canoe Club (RCC) put up their fees significantly more than accounted for the minimum wage increase
3. A new behavior management policy was introduced
4. Our camp offering has not been refreshed for a number of years.
5. City of Ottawa fees did not go up as the City requires any recreational fee increases to go through full budget process

#### Actions:

I am setting up a meeting with RCC to discuss a reset of their fees and some other matters relating to our partnership on camp. I do believe RCC recognize the issue regarding fees, they have felt impact at the club too.

We are working on a refresh of our camp program for 2019. This needs to be finalized for November 1 as registration for camp opens January 2019 and is advertised in the Winter Program Guide that goes to print in the *Mainstreeter* early November.

We are producing two surveys, one for past participants to get input on their experience and another for the general community to determine what they would like to see offered. Deadlines for completion of survey will be before our November 1 deadline for Camp 2019.

The impact of the behaviour management policy was monitored and we had little to no behaviour management issues this past summer, thus while this may have impacted numbers short term - long term we should expect a positive impact.

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.

### • Programming – After School

There were some challenges week one with bus routings through the construction in the Brantwood area and finding a spot that the buses would drop our children that facilitated a safe walk to Brantwood (rather than through construction). Its not perfect and Megan is having to assist with bus pick up but we are assured the buses will be back to dropping off directly at Brantwood by the end of October.

The program itself is off to a great start with two excellent new Program Supervisors and a good mix of returning and new counsellors.

We have overcome some challenging behavioural management issues from last year and are focusing on moving forward with excellence in programming. The intent will be to produce a report for the eUpdate approximately once per month highlighting the great activities the children are doing with the staff and thus increase our positive profile in the community.

In the hopper for October, children will be producing artwork with a winter theme. All will get displayed on the CAG website and one may become this year's CAG Holiday Card.

### • Programming - Fall

Its too early to comment on numbers for Fall as courses are just getting started but this registration period has the hallmarks of being one of our strongest.

- Good numbers in traditional programs,
- Good numbers in courses where we had to find new instructors (we have had some excellent hires)
- Most new program are running and we offered more new courses than usual (Older Adult Fitness, Figure Drawing, Preschool Dance etc)

- **FYE report**

Draft FYE Income Statements have been circulated to CAG Board members only at this stage as this detailed report includes discussion on pay. The reports will be finalized and approved at the meeting and summary reports produced for circulation at our AGM as well as posted to the CAG website.

FYE Balance Sheet will be presented at the October 23 meeting.

- **Budget 2018-19**

Drafts Budget 2018-19 have been circulated to CAG Board members only as it includes detailed salary information for discussion and approval. Once approved it will be circulated posted to the CAG website

- **Bookkeeping and Payroll**

Our bookkeeping costs have increased significantly this year, largely due to changes in payroll legislation. I am investigating an online payroll service that I believe would reduce costs and enable direct deposit of pay which would be very much appreciated by employees. The goal would be to transition for January 1. This would be the most seamless time to make any change, once t4's have been issued for 2018. I will produce a detailed proposal for the board well ahead of that date.

- **Back Porch at Old Town Hall**

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

- **Springhurst Basketball Court**

This project is now complete to community satisfaction and the contractors holdback has been paid.

- **New Program Assistant**

Asha Bruce started work for CAG as Program Assistant on September 4, to replace the position vacated by Isobel Smith. Asha has a strong programming background, coming to us from Diefenbunker Museum.

- **Canada Summer Jobs**

Our summer admin student did an excellent job working with us over the summer to produce our new website. He is now continuing to work for CAG as front desk staff with responsibility for website maintenance and communications (eUpdate and social media). CAG is now on Twitter as well as Facebook!

- **Fall Festival**

This has its challenges this year with the construction but we are working with the City and we believe we have a workable solution. The City is starting work next week constructing some temporary paths to get the area accessible for the festivities!

The Fall Festival Thanksgiving Monday, October 8, 10:00 a.m. - 2:00 p.m. in Brantwood Park. The event will include pumpkin decorating, apple bobbing, Angry Dragonz and Mr. Churritos food trucks, BBQ, strolling juggler, music with Sing Song Party Time (noon - 12:45 p.m.), bouncy castle and obstacle course. The petting zoo is not included as the construction in the park present too many challenges for the animals.