

**Community Activities Group (CAG) Board of Directors
MINUTES OF MEETING – DECEMBER 10, 2018 – 130B Greenfield Avenue**

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Present

Camrose Burdon, Secretary
Melanie Gilbert, Past Chair
Tina Raymond, Co-Chair and Communications
Don Stephenson, Chair
Carol Workun, Executive Director

Absent

Lynne Byford, Treasurer

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Meeting called to order – 7:15 pm

The agenda was approved - Melanie / Tina

The minutes of the meeting of October 23, 2018 were approved – Melanie / Camrose

Executive Director’s (ED) Report

- Carol will establish a shared Dropbox for the deposit of Board documents such as meeting documents and the handbook (updating is in progress).
- CAG was obliged to exclude kindergarten children for the current school year because of paragraph 4 of subsection 6 (4) of the Child Care and Early Years Act, 2014. That paragraph provides that only children who are six years old or older may be registered in an authorized recreational and skill building program. The current Ontario government has introduced legislation that would allow children four years or older to be registered. We will follow progress on this matter closely.

Approval of meeting Schedule 2018-2019

- The proposed schedule was approved, with the April meeting set for the 23rd to facilitate payroll completion in advance

Volunteer recruitment for 2019

- The volunteer strategy includes soliciting of 54 volunteers, contributing 3 hours each per year, to operate the winter parties, main event and fall festival. An email solicitation brought forth 8 new volunteers immediately. A poster with tear-off strips has been prepared so that we can observe the uptake. Board members arranged to participate in posterings.
- A separate solicitation will take place closer to summer for the weekly BBQs.

Branding

- The latest version is well liked and if possible it should be adjusted to incorporate signs of diversity rather than just the suggestion of a nuclear family.
- Carol will contact someone to “finish” it,

Meeting adjourned 8:12 pm prior to annual social – Camrose / Tina



Executive Director Report for December, 2018 meeting

- **Programs - Camp**

The community was surveyed with regard what they want to see for summer camps in 2019. Participants who attended camp in 2018 were also asked to complete an additional survey to provide feedback on their experience with us last summer. The number of responses was disappointing, probably due to the timing of the survey. Next year we will survey all participants as soon as camp finished. Survey results are posted at www.ottawaeastcag.ca/2018/11/26/summer-camp-survey-results-and-news/.

Our camp offering for 2019, including March Break Camp, takes into account feedback from the surveys and is posted at www.ottawaeastcag.ca/camps/. Most notable is the addition of theme days to effectively communicate the great programming we have planned. An emphasis on outdoor activities, it was not surprising that families asked for a lot of outdoor activities given the Brantwood Park location. And more specialized camps with the new Camp Brantwood – “Live Wires” and Camp Brantwood – Nature week as well as Arts and Science Camp. We think it’s a nice blend of camps that our families look forward to each summer and a more theme focused, specialized camp offering.

Some of the activities that will be offered are going to be added to the After School programs schedule of activities. When this occurs we will also be able to update the photos on the camp page.

We are excited for Summer 2019!

- **Programs – After School**

One more registration at Brantwood this month. Both programs are running very smoothly. Last years behaviour problems seem to be resolved and some great programming has occurred. We are posting monthly blogs on After School to the eUpdate to share the great activities that are happening in these programs. Registration for 2019-20 will open in March 2019. It’s been a stellar start for these programs this school year.

- **Programs - Fall**

Fall program registration overall has been excellent with minimal cancellations. New classes running include a well-attended figure drawing workshop, a fitness class for the elderly, and ballet for preschool children.

While it’s too early to report fully all indicators are that income, and thus participation, exceeded budget for adult seasonal programming quite significantly this Fall and performed a little over budget for children’s seasonal programs. There will be a full report for the next meeting.

We have added some fitness programs over the holidays for the first time this year and our Try-It-For-Free Fitness week in November was received and well attended.

- **Programs – Winter**

Planning for winter is complete, the full program is online at www.ottawaeastcag.ca/programs/ and will be in the upcoming issue of the *Mainstreeter*. There seems to be a lot of interest in our one day yoga retreat in January and we also have some exciting new fitness programs in the schedule, a couple of new children’s programs and an adult Swing Dance class.

- **Bookkeeping and Payroll**

Paperwork is in process to move to a new payroll system for CAG that will allow a more streamlined and cost effective process and employees to be paid by direct deposit.

- **Back Porch at Old Town Hall**

The porch.... Might be the new basketball court! Work has ceased on the porch as the contractor found considerable extra issues once the work started and as such plans have to be redrawn and the work put back out to tender. Sadly this was only determined until the porch, and our only main floor storage room, was removed. Work will not restart until Spring 2019 at the earliest. In the meantime the City is working with the staff team to address some of the logistical issues caused by the loss of storage.

- **Volunteer Recruitment**

Our board member responsible for volunteer recruitment stepped down in November after three years of excellent service to CAG. A plan has been drawn up to widen our volunteer circle and ultimately find a new volunteer coordinator. This plan will be presented at the December board meeting and implemented immediately as we need to recruit for our upcoming winter events. Winter Party in the Park is scheduled for January 13, the Valentine Skate for February 8.