

TERP – Board of Directors Meeting

Tues. May 4, 2021

Call to order 8:00 pm

Attendees: Michelle McDonell, Kevin Ireland, Scott Mills, Marc Sorrie, Lee Powell, James Brennan, Rick Mellor,

Working Agenda

1. Minutes – Kevin Moved Acceptance – Marc 2nd - Board accepted
2. Items from minutes
 - a. Financials: Current bank account - \$25,151.68, \$20,000 is a government loan, payable by end of 2022.
 - b. Action items:
 - i. Send invoices to the clubs for the dues.
 - ii. Send invoices out for the rentals that start at the end of the month.
 - iii. Lee and James to set up the bank account, transfer key to the mailbox. Note, most bills are set up as auto-withdrawals.
3. Debt Reduction: Once COVID has passed, we need to focus on reducing our debt.
 - a. Sent draft budget for 2022. Shows income from rentals, bar, etc. Note: Sports group is a 5 year contract.
 - b. What are we charging the clubs this year? Last year it was \$3,000 for rugby clubs and Gaelic Football \$1000. 2021 dues will be the same. These amounts will cover items for the next few months. Our account has \$20,000 currently as a loan and we plan to avoid using it if possible.
 - c. Do we have ability to invest the money from the government? When Jim and Lee go to the bank, this will be discussed. Federal money doesn't have stipulations of investments.
4. Parking Lot: Discussion on three quotes, two sent out and waiting for a third.
 - a. Rabb Construction Ltd, sent one quote, \$8-10,000 depending on number of gravel loads, Malwood quote 16K +4 K, parking lot and field drainage for the spot on the field where it loads up with water. We are waiting on clarity on this. Kevin also has a contact that will be providing a quote.
5. Grants:

- a. We received \$2,650 grant from Provincial Government COVID relief and expect another \$10,000 shortly. This is for assistance with electrical bills. Received 10K in the past and received an email saying another 10K - COVID relief grant for small businesses should be received soon.
- b. We should receive status on application from Federal Capital Grant (\$150,000) by May 14. We have now confirmed that we were not successful.
- c. Applied for \$48,000 under the Trillium Operational grant applied. Should be announced in Aug./Sept. This funding will help with expenses related to COVID. The process includes outlining our financials from 2019, a financial workbook anticipated expenses for reopening plus our operational costs from 2019. Based on this, the highest level of funding applicable to TERP is 48K. Any awards of funding will be received around September.
- d. Trillium Capital grant not yet announced – this is for capital for not for profit includes athletic facility.
- e. Trillium Resiliency grant available application Aug. 8
- f. Lisa McLeod’s office reached out to Lee on Thursday. He had a meeting with 2 of her staff. Needing clarity on which grant avenue is recommended for TERP.
- g. We need to provide the log in information for the portal.
- h. The City of Ottawa capital grant applied for (\$50,000) is for bathrooms and showers in change rooms.

Grant Name	Level of Gov't	Objective listed on application	Date Applied	Amount	Decision	Individual responsible for application
City of Ottawa	City of Ottawa	Renovations to the Men's & Women's change rooms(bathrooms/showers)	Submitted	\$50,000	Fall	Lee
Trillium Operation Grant	Ontario	operational costs only	submitted	\$48,000	Fall	Lee
Federal Capital Grant	Federal		Submitted	\$150,000	Declined	Lee
Healthy Communities Grant	Federal		TBD			
Trillium Capital Grant	Ontario		TBD			
Trillium Resilient Communities	Ontario		TBD			

6. Rentals: Richmond Market & OSSC are confirmed and will commence once the province opens up.
 - a. OSCC divides fields into 3 and only rugby right now is flag rugby.
 - b. Lee has been in discussions with MyChurch. This would provide a tent for the summer between the main pitch and the score board. It would start at the end of the end zone and go towards so not on the playing pitch- 40X 80 tent. Nothing has been done contractually at this point, just discussions for a time period of May 30th -August 29th - \$300 a Sunday. Will send an email around with the contract attached and we can regroup via zoom if there are outstanding questions on the feasibility of this. Concerns expressed over the grass dying.
 - c. Lee has reviewed the possibility of MyChurch using space on the same day as the market. There will be no interference of these rentals, and the Richmond Market is comfortable with sharing the space.
 - d. When events are on site, TERP will play music from the balcony to try and entice people upstairs.
 - e. Where is everyone going to park? Overflow will push some down, market people go in and come out and the afternoon it is fewer with youth group activities.
 - f. Liabilities and COVID protocols will be the responsibility of the renters. However, anyone entering the premises will fall under TERP COVID procedures.
7. Web site contact info:
 - a. Do you want just your name listed or do you want contact info listed as well? Just names. Emails submitted will be sent to Andrea and then d=re-distributed to the right parties. This is the same with any Facebook messages.
 - b. The sites has not bene updated since 2019.
 - c. We have been approved under Tech Soup. It provides us the ability to access technology assistance and improved website capacity for lower costs. We could use google for non profit. Will review options and ideas at next meeting.
8. Garbage Cans: Scott looking to purchase covered garbage cans for indoors, bar and washrooms. These would replace open garbage cans. Cost to upgrade ~\$200/garbage can (2 in total for washrooms). The bar would require the plastic domes ~ \$82 per dome. Total cost to replace the garbage canes/purchase domes approximately \$600-\$700 . Will get a complete pricing with taxes and send out quotes. Marc will also assist in trying to obtain quotes/cheaper options.
9. Summer Students: We have two summer students grants to start employment June 7.

The recommended approach is to have the students rotate on shift schedules to assist with weekends/bar/food work. Hoping to hire them earlier to assist with park set up and cleaning for rentals. Students must have transportation, be willing to get serving permit, strong work ethic. Positions are 40 hrs week, \$16/hr for 12 weeks. The government pays for 35 hrs per

week at \$14/hr. TERP makes up the difference. Will send call out to presidents to assist with applications as preference is to hire from the rugby community.

10. New Business

- Spring Cleanup: Weekend of May 22 (Victoria Day Weekend). We need to prepare to open for rentals, cleaning and setting up the bar, lining fields, post pads, setting up parking lot, clean out flower boxes of soil, etc. We will send out request to clubs with a signup sheet so volunteers know the tasks required. Will need to ensure that COVID protocols are followed. This could be done through Sportlomo.

11. Next Meeting:

- a. Club Presidents will be invited to the next meeting.

12. New Business

- a. Concern over the exposure of the tractor. We require a strategy for sheltering it and prevent theft. Discussed building an enclosed area however the costs of lumber may not make it a feasible option. Reviewed the option of a shipping container, Lee has obtained quotes and will send out.
- b. Marc would like to recommend creating a google doc that everyone can access and make suggestions on.
- c. Secretary to upload minutes to DropBox

Meeting Adjourned – 9:17

Next Meeting - June 1st, 2021