**Hampton Village Community Association**

**Board Directors Meeting**

**Wednesday, February 10, 2016**

**Hampton Free Methodist Church @ 6:30 pm**

**-Meeting Minutes-**

Attendance: Cinthia, Chelsey, Kelly, Jan, Ryan, Cathy, Christine, Jorge, Melanie, Val, Rasheed, Diana, Ron, Pam

Regrets: Kelly, Heather, Jessica, Stephanie, Brent, Jennifer

1. Meeting called to order at 6:30 by Diana
2. Review and adoption of agenda, no changes or additions - Chelsey moves, Rasheed seconds
3. Review and approval of minutes *with spelling mistake changes*– Cathy moves, Christine seconds
4. Business arising from the minutes - Reviewed action items
5. Correspondence
   1. 2 newsletter ads received
   2. Question about babysitter list answered (HvCA does not maintain this list)
   3. Bank statement received
   4. Bill for PO Box due \* **Motion to pay the PO box on an annual basis – moved by Val, seconded by Diana, moved unanimously**
6. Monthly Minders
   1. Have not yet received bill for sign at shoppers, will follow-up in March
   2. Need a permit for family fest next month
7. Executive Reports
   1. President – n/a
   2. Vice President – nothing to report
   3. Treasurer – not present
   4. Secretary – discussed new minutes template
8. Coordinators Reports
   1. Communications
      1. Changed sign to advertise start of indoor programs, will be changed again to advertise soccer registration
      2. Working on stories for newsletter (history of street names, school update) – submissions due by April 1.
   2. Soccer – Registration Feb 25, 26 – in the dundonald large gym – Mel to send email for volunteers
   3. Kinder Soccer – registration with regular soccer
   4. Indoor programs – Toddler dance, jr engineering, french and pilates cancelled – refunds sent or delivered. Spring – new dance instructor, will also have core body, kettle bell and cheer.
   5. Rink – reviewed information from Jan, decided work to level area for rink should be completed after July 1. Location of shed TBD and rink sub-committee not required.
   6. Members at large – nothing to report
9. Community consultant report – Jan reviewed her report
10. Special Events
    1. Folding Tables
       1. **Motion to purchase 6 folding tables – Ryan moves, Ron seconds, passed unanimously**
    2. Garage sale update – Cathy working on poster, special event application prepared
    3. Family fest – Mel booked BBQ from maple leaf
       * + Mel to figure out food costs
         + Booked clown and bouncy castles
         + Chelsey to see if dancers available
11. New President election – private ballot, Diana and Jorge
    1. Diana elected to President

Meeting Adjourned

**Action Items**

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| **Completed Actions** | **Assigned to** | **Due by** | **Notes** |
| Submit extension request for submission of financial statements to ISC | Jessica | 31-Dec-15 | Given final extension to February |
| Pam, Chelsea, Mel and Christine to have coffee and chat requirements and planning for kindersoccer | Pam | 13-Jan-16 | complete |
| Submit grant application for Family Fest (bring draft to January meeting) | Chelsey | 15-Jan-16 | complete |
| Find out if the east Al Anderson field can be used for family fest and also soccer | Jan | 10-Feb-2016 | Yes it is. |
| Talk to Brent about email issues and website issues some board members are having | Mel | 10-Feb-2016 | Resolved |
| Include President vote on next month agenda | Jan | 10-Feb-2016 | complete |
| **Ongoing Actions** | **Assigned to** | **Due by** | **Notes** |
| Develop draft template for reporting from coordinators and distribute to coordinators | Cathy | 13-Jan-16 | Moved to March |
| Sort out annual return:  Board members who are missing from corporate profile complete consent/acknowledgement and give to Cathy – Jessica, Jennifer, Brent, Pam, Lisa, Chelsey, Heather, Ron, Melanie, Jorge  Complete Affidavit and get Commissioner of Oaths to witness – Cathy  Contact ISC and ask how to submit (electronically? Hard copy?) – Jessica/Cathy  Update annual return and submit all required documents - Jessica | Cathy/Jan/Jessica  + 10 Board Members who were missing from Corporate Profile | 31-Dec-15 | Annual return still to be submitted |
| Ron to get quotes on rink fence | Ron | 15-April |  |
| Report back on how much HVCA owes for shade topper | Jan | 10-Feb-2016 |  |

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| **New Actions** | **Assigned to** | **Due by** | **Notes** |
| Mel to forward email to Jan that Al Anderson park available for family fest and soccer | Mel | March 2016 |  |
| Determine best location for rink shed | Jan with rink committee | March 2016 |  |
| Submit financial statements to ISC | Jessica | Feb 2016 |  |