**Hampton Village Community Association**

**Board of Directors Meeting**

**Wednesday, January 13, 2016**

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

**-Meeting Minutes-**

**Attendance:** Cinthia, Chelsey, Kelly, Jan, Heather, Ryan, Cathy, Pam, Christine, Jorge, Jessica, Melanie, Val, Stephanie

**Regrets:** Lisa, Rasheed, Stephanie, Brent, Ron, Diana

1. Meeting called to order at 6:30 by Jessica (Chair)
2. Review and adoption of agenda, no changes or additions - Cinthia moves, Cathy seconds
3. Review and approval of minutes – Cathy moves, Christine seconds
4. Business arising from the minutes
   1. Reviewed action items
   2. Discussion surrounding on-line registration. Agreement to advertise and hold 2 registration nights for fall.
   3. Mel volunteered to lead the family fest committee; committee members include: Mel, Chelsea, Heather and Christine
5. Correspondence
   1. Letter regarding facilities given to Mel
   2. Letter from ISC and bank statements to Jessica
   3. 5 emails regarding registration and 1 regarding advertising responded to by Cathy
6. Monthly minders
   1. Cathy to determine when fee is due for sign at shoppers
7. Executive Reports
   1. Treasurer, Jessica
      * Balance is $46,004
      * Looking into online banking
      * Brought computer for Cinthia’s husband to look at
      * Financial Review from 2014-2015 not done yet
8. Coordinators Reports
   1. Communication – Cathy
      * Changed sign to advertise registration, going to add when classes start (week of Jan 25)
   2. Soccer – Mel
      * Need volunteers for registration night end of February
      * Has information for Christine for booking fields
   3. Kinder soccer – Christine
      * Pam suggests booking Hargreaves and Korol fields
   4. Indoor Programs – Chelsey
      * Starts in 2 weeks, going to make deposit next week
      * Held a 2nd Registration Night

Ryan moved to accept all reports, Chelsey seconded

1. Community Consultant report – previously emailed to Board by Jan, quickly reviewed at the meeting
2. Special events
   1. Family Fest (June 23)
   2. Garage sale and BBQ
      * Cinthia to do map, fee of $5 to remain
      * Mel to book BBQ for both events
3. New business:
   1. Online registration – not to be utilized now
   2. Resignation sent in by Lisa Sookeroff – acceptance of resignation moved by Cathy and seconded by Chelsey

Meeting Adjourned.

NEXT MEETING: Weds, Feb 10, 2016

**Action Items**

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| **Completed Actions** | **Assigned to** | **Due by** | **Notes** |
| Touch base with Mel regarding cheque for soccer (from resident that complained to Chelsey that they were not contacted) | Chelsey | 13-Jan-16 | Refund issued |
| Send more info on online registration for programs and connect Chelsey with other Associations who are happy with their on-line Registration program | Jan | 13-Jan-16 | Jan emailed to board members |
| Send email out to see who wants to volunteer to be on the planning committee for Family Fest | Jan | 13-Jan-16 | Mel volunteered to lead and committee will be comprised of Chelsey, Heather, Christine |
| Distribute map indicating new location for shade topper | Jan | 13-Jan-16 | Jan distributed picture |
| Bring draft calendar | Jan | 13-Jan-16 | Distributed |
| Determine list of interested people for president | Jan | Feb-16 | Jorge and Diana, will be voted on next meeting |
| Follow up with Jenn on garage sale map | Cathy | 13-Jan-16 | Awaiting email response, Cinthia volunteered to do map this year |

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| **Ongoing Actions** | **Assigned to** | **Due by** | **Notes** |
| Develop draft template for reporting from coordinators and distribute to coordinators | Cathy | 13-Jan-16 | Moved to February |
| Submit extension request for submission of financial statements to ISC | Jessica | 31-Dec-15 | Complete but only good until Jan 22 so will need to be done again |
| Pam, Chelsea, Mel and Christine to have coffee and chat requirements and planning for kindersoccer | Pam | 13-Jan-16 | ongoing |
| Submit grant application for Family Fest (bring draft to January meeting) | Chelsey | 15-Jan-16 | Will be completed by due date |
| 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 | ongoing |
| Ron to get quotes on rink fence | Ron | 15-April |  |

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| **New Actions** | **Assigned to** | **Due by** | **Notes** |
| Find out if the east Al Anderson field can be used for family fest and also soccer | Jan | 10-Feb-2016 |  |
| Report back on how much HVCA owes for shade topper | Jan | 10-Feb-2016 |  |
| Talk to Brent about email issues and website issues some board members are having | Mel | 10-Feb-2016 |  |
| Include President vote on next month agenda | Jan | 10-Feb-2016 |  |