

Hampton Village Community Association
General Meeting
Wednesday January 11, 2017
Hampton Free Methodist Church 6:30 pm
-Meeting Minutes-

Attendance: Christine, Cinthia, Kelly, Ryan, Val, Rasheed, Chelsey, Kristen, Kristy, Darcie, Cathy, Jan (City), Matt (Church)

Regrets: Chelsey, Mel, Glen

1. Meeting called to order at 6:30 by Ryan, Round table of introductions - WELCOME new members!
2. Review and adoption of agenda - **Christine moves, Cinthia seconds**
3. Review and approval of meeting minutes from Dec 14 - **Val moves approval with edits, Cinthia seconds**
4. Business arising from the minutes - reviewed action items
5. Review of correspondence - Chelsey maintains correspondence log
6. Executive Reports
 - a. President - no report.
 - b. Treasurer - discussion of what the board members would like to hear from the treasurer (cash flow). Discussion of receipts required for expenses.
7. Coordinators
 - a. Communications – changed sign to advertise winter program registration, responded to inquiries about the rink, organized volunteer list, helped with rink related activities, purchased rink organizational supplies, visited Achs rink to see “homemade” Zamboni, Invited Troy Davies to Rink Grand Opening and AGM, responded to inquiries about advertising in newsletter. Needs to change sign to advertise rink grand opening, needs reimbursement for rink organizational supplies.
 - b. Indoor Coordinator - registration night was January 4th. Adult classes are taking a loss. Discussion of cash float. **Val moves for a cheque for \$200 for Kelly to keep a cash float in the cash box, Cathy seconds, all in favour.** Children’s classes are very popular. Toddler dance is incredibly popular, may open another class. Open gym may be cancelled. Would like to discuss online registration at future meetings.
 - c. Kindersoccer - registration went well, 25 enrolled, reordering shirts
 - d. Rink Coordinator - received an invoice for work done to date (concrete etc \$3900). **Val moves that Cathy spend up to \$200 on a lockbox and heat sensor for the rink shed, seconded by Rasheed, all in favour.**
8. Community Consultant Report: circulated previously. Reviewed and discussed during meeting.
9. Special Events

- a. Garage Sale - discussion of dates, running into issue of coinciding with volunteer appreciation afternoon or Montgomery garage sale, pancake breakfast looks like a good option going forward, to be looked into.
- b. Family Fest - Map of proposed activities presented. Grant application to be submitted. **Cinthia moved to approve a budget of \$7,000, Cathy seconded, all in favour.**

10. New Business

- a. Rink Grand Opening - Feb 5, 1-3, will have hot chocolate. **Val moves to approve budget \$150 for rink opening, seconded by Cathy.**

11. Next Meeting - Cinthia will be chairing the next meeting— Feb 8, 6:30

12. Meeting Adjourned

ACTION ITEMS	Assigned to	Status
Forward revised meeting minutes for June and September to webmaster for posting.	Val	
Email post AGM checklist to board members.	Val	
Email HVCA governance docs to board for review	Jan	
Review HVCA governance documents, in particular the process for approving financial expenditures.	All	(Review for March meeting)
Check AGM minutes to make sure Kelly and Kristen are both 2 year terms	Val	
Contact school board for update regarding future relationship with school, access to meeting room for meetings and availability of storage for community association request	Cathy	Not yet received a response
Jan to send out information about mail chimp programs	Jan	
Explore the idea of pancake breakfast for garage sale	Cathy & Cinthia	
Modify cheque requisition form	Jan	
Send info about summary stamp for single invoices	Jan	
Contact Jessica and set up time for financial review	Rasheed	
Annual financial review (2015-2016) Rasheed, Jan and Jessica to meet before Jan 31, 2017	Rasheed	

Rasheed to present process of how he would like funds requested, approved and submitted	Rasheed	
Breakdown of lighting costs for Jan	Rasheed	
Rink Planning committee to meet over Christmas and bring budget/plan to January HVCA meeting	Kristen, Ryan, Cinthia, Kelly, Glen	
Get post office keys cut (2)	Cathy	
Create HVCA letterhead		
Ensure all board members have current memberships	Glen	
Submit Sask Lotteries Community Grant by January 16, 2017	Chelsey	

Completed Actions removed from tracking:

- Purchase carboy for association activities (complete)