

Hampton Village Community Association
General Meeting, Wednesday, Feb. 14, 2018
Hampton School's Community Resource Room 6:30 p.m.

All motions were made and passed at March 14th's meeting. See Minutes

1. Call to order: 6:38 p.m.
2. Introductions: Cinthia, Kelly, Kristen, Glen, Cathy, Donavon, Melanie, Jan. Regrets: Reann, Chelsey, Crystal, Christine, Danae, Dave, Keagan, Darcie, Liisa
3. Review and approval of meeting minutes from January:
 - a. The adoption of minutes is tabled till March meeting due to lack of quorum
4. Review of correspondence
5. Resignation: Crystal has sent in her resignation from the allocation coordinator
6. Bylaw Review
 - a. Jan to send Cathy the most recent map of Hampton Village
 - b. In April, we will resume government review at by-law #5
7. Logo Update: Liisa not here, so this will be tabled to March meeting
8. Executive Reports
 - a. President
 - i. An email vote will be done to expedite process of approval to purchase filing cabinets, shelves, and table cart trolley.
 - b. Treasurer
 - i. Cinthia will scan/e-mail financial statement so we can review prior to March meeting so we can accept it
 - ii. Bank Statement balance was \$29, 598.51 on January 31/2018
9. Special Events
 - a. Family Fest grant application was too late. Jan distributed sheet with other grant options. Family fest committee is Donavan (confirmed), Danae (to be confirmed) and Christine (to be confirmed)
 - b. BBQ committee for garage sale day: Cinthia, Danae, Glen and two more people from the Ernest Linder Playground Committee
 - c. **Action: Cinthia to look into an interactive map for garage sale day**
10. Coordinators
 - a. Communications
 - i. **April 6 is deadline for submission to next newsletter.**
 - ii. July 15 is deadline for submission of fall newsletter
 - iii. Cathy will be away March 10-24
 - b. Adult Program Coordinator & Child & Youth Program Coordinator
 - i. Recycle Room Keys: Cinthia gave Kelly key #2 for Thursday night basketball/badminton instructor
 - ii. Reporting damage: Cinthia is creating a form for this
 - iii. Registration form format: Kristen, Kelly, and Christine to review soccer registration form to see if they can combine all required information and have one form.
 - c. Allocations – nothing to report
11. Community Consultant Report: see Jan's email report
12. Website review continued: deferred to next meeting. We were encouraged to add our comments to the drop box form
13. New Business

- a. Discussion on two trade shows on the same day, April 21. We chose to attend the Tykes and Tots Baby Steps Fair. Information will need to be updated. Volunteers are required to take a shift. If not enough people volunteer, we will not go.

14. Meeting adjourned at 8:46

15. Next meeting is March 14, 2018

	Action Item	Individual responsible	Status
1	Look into an interactive map option so community members can enter their own garage sale address	Cinthia	
2	Newsletter Submissions are due April 6 th (or earlier if ready). Anyone with content please submit to Cathy.		
	Poster for Family fest	Family Fest Committee	
	Poster for BBQ	BBQ Committee	
3	Updated Hampton Map to be sent to Cathy	Jan	
4	Recycle Room Keys. Kelly to label her keys #2 & #3, Kristen's key will be #1. Christine's will be #4	Kelly, Kristen	
5	Reporting Damage: Cinthia will work on form.	Cinthia	
6	Program Registration Form Format. Melanie will send the coordinators her form and they'll see if it can be combined. If not the kindersoccer, adult, and child/youth will be combined.	Program Coordinators	
7	Baby Steps Fair Registration	Cinthia	
8	Cinthia to forward grant options on to Family Fest Committee	Cinthia	

President's Report, February 14th, 2018

What I did:

- Took registrations at Indoor programming registration night
- Met with Jan, Francois Rivard, and Mitch Kachur to discuss P3 topics.
 - See attached minutes. We are waiting for follow-up on a number of issues.
- Researched storage options for recycle room with Cathy and gathered quotes.
 - See attached for shelf quotes
- Reviewed and signed HVCA's 2016-2017 yearly review at Tara's office
- Discussed use of the community room and/or gyms with Tykes & Tots for their Summer Before/After School daytime programming. HVCA does not have access to the school for programming during the summer months so the daycare can submit requests for space.
- Asked/received information from Tykes & Tots about their Baby Steps Fair to promote the HVCA (April 21st)
- Cathy forwarded me information about HFMC's trade show on April 21st. They would like to know if we want to participate.
- Received information on further grants. Passed information on to Crystal & Donavon.
- Problem solved with Jan for outdoor soccer. Originally city allocations said that Al Anderson would be offline this spring; however, they have now stated that it will be online so there will be enough 'good' playing services for both SYSI and Kindersoccer (2 nights a week) programs.
- Garage Sale Weekend BBQ:
 - ELPP has confirmed they will partner with us on this. We will likely have it in the school parking lot and put signage in Hampton Square directing traffic in (Maybe at West Hampton, East, and Claypool/Gate intersections as well)
 - ELPP will give us volunteer contacts by February break and we will divide responsibilities (Permits, quotes, etc.)
 - Still need to meet with Cathy to get her BBQ Binder. Will likely happen February 20th or 21st.
- Discussed Family Fest with Jan

What I need from you:

- Approval of storage option expenditures
- Is there any changes to how the annual review is presented that we'd like to change. I personally found the review hard to follow and I wasn't always sure what was in each category.
 - E.g., Having more categories so we can better see fluctuations. This doesn't have to be in the ISC review but I feel it could help us understand where we stand.
 - Instead of indoor have adult & child, soccer, kindersoccer
- Did we want to participate in the HFMC's or Baby Steps Fairs (both on April 21st)
- Any edits to Reporting damage/school booking & school board communication document?

Kindersoccer report: Christine

- *Spring soccer and kindersoccer registration is Monday February 26 6-8pm and we are still in need of volunteers if anyone is available.
- *being that we could not use the same nets indoor and outdoor we stayed at the church for this season and so will be purchasing the nets for outdoor use (may-june season) and will not need the weight bags as we can spike them into the ground. This will only be half the cost projected leaving us with around 700\$ for indoor nets to be purchased for the fall at the school once we have a place worked out to store them.

February 2018 Communications Report

What I did

Changed sign to advertise supervised skating—called Family Fun Skating

Picked up and distributed mail

Cut additional keys for rink. Replaced bent key in lock box.

Purchased supplies to build ramps at rink

Met with Cinthia to review storage room requirements.

Requested quote for table carts for storage room

Prepared supplies for canopy bags. Laminated instructions, purchased bag tags and holders for tent stakes.

Participating in Conversation Circles and Games

Provided suggestions for website revisions

Worked on bylaw revisions

What I need to do?

Work with Ron to build ramps for rink shed.

Complete preparations of canopy bags.

Work on spring newsletter

What I need from HVCA

Reimbursement for rink supplies and canopy bags purchased

Submissions for newsletter. Due date is April 6th but if your submission is ready sooner, I would appreciate receiving it sooner.

Discussion/ approval of table cart purchase.