

**Hampton Village Community Association
General Meeting, Wednesday June 13th, 2018
Hampton School's Multipurpose Room 6:30 pm**

1. Call to Order: 6:33
2. Introductions: Present: Cinthia, Reann, Kelly, Kristen, Glen, Cathy, Donavon, Christine, Melanie, Danae, Dave, Jan, Maria (community member), Ella (community member), Robert (HFMC liaison) Regrets: Chelsey, Liisa
3. Review and adoption of agenda
 - a. **MOTION: CINTHIA, SECONDED: REANN, CARRIED**
4. Review and approval of meeting minutes from May: **MOTION: DAVE, SECONDED: CATHY, CARRIED**
 - a. Business arising from the minutes: Action Items

1	Read and review the description that Cathy puts on Facebook and reply to Cathy via email.	ANYONE WHO HASN'T PLEASE DO BEFORE MID JULY	JULY 15
2	Financial Review	Chelsey	SEPT mtg
3	Have budgets ready for June meeting. Please connect with Chelsey if you need guidance	<u>COMPLETED</u> : CHRISTINE, CATHY, DONAVON. KRISTEN'S IS READY TO SEND OFF, KELLY & MELANIE'S ARE <u>IN PROGRESS</u>	ASAP
4	Email about costs for permanent sign - modifying Dream's sign.	Cathy: Dream does not have funds to allocate. Their warranty period for the sign is also over and has been signed over to the city. ACTION ITEM: Cathy will pursue action item with Troy Davis	SEPT mtg
5	Write down questions that you would like to have answered by the bank. (Chelsey) Give account information about bank account of the Facebook Group.	Cinthia met with the bank today to ask some questions. -PayPal will work well if we pursue online registration. -can have online banking in view only format.	Ongoing

		-cannot accept e-transfers as one person would be able to accept but also send e-transfers. No safe guards	
6	Find Disc Golf information for Dave.	Jan: Hampton is not big enough for a full course; however, there is interest in neighboring communities. ACTION ITEM: Dave to continue to pursue course and meet with other interested groups.	Report on progress in SEPT
Carried over from April's meeting			
7	Need program stats for mini soccer	Melanie Indoor: 8 teams, 84 kids Outdoor: 19 teams, 200 kids Approximately 9 kids per team	Complete
8	Coordinators to update website sections.	Jan's- needs to be send off Cathy- feedback on one in binder Kindersoccer-done	In time for fall registration
9	Verify FB page	Cinthia	In progress

5. Review of correspondence: Received newsletter advertng payment from MMP (Provincial)

6. By-law Review, 30 minutes: Cathy

a. Great work Cathy

7. Executive Reports

a. President

i. Thanking our webmaster for his hard work.

1. Dave **MOVED** that we purchase a \$80 restaurant gift card for Brent. Cathy **SECONDED. MOTION CARRIED**

2. **ACTION ITEM:** Glen to purchase gift card

b. Treasurer: Absent

8. Coordinators

a. Communications

- i. Newsletter: Approved an 8-12 page black & white fall newsletter (\$2500) and \$500 delivery. Colour is too expensive **MOTION:** Christine, **SECONDED: Dave, CARRIED**

b. Adult Program & Child & Youth Program Coordinators

- i. Online Registration: Kelly has investigated 3 systems. Really like Apparatus.
 1. PROS: Clean, bright, user friendly, has a FAQ page, Can write descriptions and instructor Bios, cancellation & refund policies, class & membership lists are imported into an excel document. Can schedule email reminders.
 2. CONS/ things to consider: no hard copy of membership for client, transaction fees between 2-3%, Setup (basic- \$750, premium \$950), Yearly fee of \$750, extra fee of \$35 for months registrations are processed.
 3. Questions: Is there an option for a waitlist? In the first year do we pay start-up and yearly fee? Confirm \$35 amount for months in use. Confirm cancellation policy.
 - a. **ACTION ITEM:** Kelly will set up a meeting with the developer (Michelle) to go through the demo and answer our questions. Mel, Kristen, Cinthia and Jan (if available) will attend. Board will vote at year-end wind-up to decide if we will proceed with online registration.

ii. Leisure guide

1. Home delivery is being phased out. First guide will be shortened. By 2020 it will only be available at leisure centers. Read the report Jan sent out and send in any questions/comments to Jan or Troy Davis. Report has not gone to city counsel yet.

c. Rink:

- i. **ACTION ITEM:** Donavon to purchase a weed wacker and Personal Protective Equipment for it. Can spend up to \$450. **MOTION:** Cinthia. **SECONDED:** Christine, **CARRIED**
- ii. **ACTION ITEM:** Donavon to Weed Wack every 2nd week. Ask for a volunteer if out of town.

d. Soccer

- i. Aaron Wright has left SYSI and started his own company (Saskatoon Sports Services).

9. Community Consultant Report: See report

- a. Family Fest Committee: Email Lindsey to let her know final date.
- b. Proposed that Community Associations/ City will now pay \$5 per hour for school space: use 20000 hours yearly
- c. Park Enhancement: Shade topper will be \$28000. Big tree \$1500-\$2000

10. Special Events

a. BBQ PIES

- i. Jan recommended adding Baking soda to our supply list for flare ups

b. Family Fest: Donavon, Cinthia, Danae

- i. Outline of Events
- ii. Call for volunteers: Dave (possibly team), Reann, Kristen, Kelly/Glen, Maybes: Jan, Cathy, Melanie
- iii. Jan recommends asking Parks to mow just prior to event.

11. New Business: none

12. Meeting adjourned at 9:25PM

13. Next Meeting: Wednesday September 12th, 2018 @ 6:30PM

ACTION ITEMS

	Year-End Wind Up		
1	Ask apparatus about VISA/DEBIT acceptance and If a note field can be mandatory for the customer to fill in.	Kelly	
2	Set up online registration email	Kelly	
3	Set up PayPal account	Cinthia	ASAP
	June's meeting		
1	Purchase gift card for Brent	Glen	Before June 29,

2	Set up a meeting with the developer (Michelle) to go through the demo and answer our questions. Mel, Kristen, Cinthia and Jan (if available) will attend.	Kelly	ASAP
3	Email Lindsey to let her know final Family Fest date	Family fest committee	ASAP
Carried over from May Meeting			
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2	Financial Review	Chelsey	SEPT mtg
3	Have budgets ready for June meeting. Please connect with Chelsey if you need guidance	KRISTEN'S IS READY TO SEND OFF, KELLY & MELANIE'S ARE <u>IN PROGRESS</u>	ASAP
4	Email city/ Troy Davis about costs/permission for permanent sign (renovating Dream's sign).	Cathy	SEPT mtg
5	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Report on progress in SEPT
6	purchase a weed wacker and Personal Protective Equipment for it. Can spend up to \$450.	Donavon	ASAP

7	Weed Wack every 2 nd week. Ask for a volunteer if out of town.	Donavon	ASAP/ Ongoing
Carried over from April's meeting			
1	Coordinators to update website sections.	COMPLETE: JAN'S & CHRISTINES. REVIEW CATHY'S NEED: REST OF COORDINATORS: SOCCER, INDOOR X2, RINK	In time for fall registration
2	Verify FB page	Cinthia	In progress

Brief Board Meeting @ Year-end Wind-Up
Thursday June 28th, 2018 @ 6:30
Location: Birmingham's

Cinthia **MOTIONS** to spend up to \$800 on year-end meal (drink, entrée, appie/dessert for each member), Cathy **SECONDED, CARRIED**

Online Registration Discussion

- Like Apparatus the best
- Set-up fee has come down
- Can't stop someone from registering in the wrong age group; however, you(customer) can set a filter so only certain age groups show up.
- Currently uses PayPal but will be switching to STRIPE before next year (no monthly fee with this provider).
- Unsure if either payment methods accept Visa/Debit at this point
- Cost: Setup: \$250, Yearly: \$750
- Hopefully the HVCA will be able to qualify for nonprofit status with PayPal which means lower transaction fees.
- Soccer will still have two steps
 - In person/online
 - Goal line
- Recommend that a copy of each registration go to an email account to keep record

- Onlineregistration@saskhvca.com
- Kelly to ask about: **ACTION ITEMS**
 - VISA/DEBIT acceptance
 - If a note field can be mandatory for the customer to fill in.
 - Set up online registration email
- Kelly **MOTIONS** to move forward with implementing online registration with Apparatus for a total cost of approximately \$1000 as well as setting up a PAYPAL/STRIPE account (\$35 USD per month). Kristen **SECONDED. MOTION CARRIES.**