



**Monthly Board Meeting, Hampton School’s Community Room
Wednesday January 9th, 2019, 6:30 pm**

ATTENDANCE:

- Board Members: Cinthia (Chair), Danae, Barb, Kristy (Minute Taker), Kelly, Reann, Liisa, Dave, Kristen (Partial)
 - Absent: Chelsey, Donavon, Cathy, Melanie, Demi, Monica, Katherine
 - Other Attendees: Jan - Community Consultant, Robert - HFMC Liaison, Brent (Partial), Ryan (Partial)
- QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:34 pm.

1. Review & adoption of Agenda

MOTION	To approve the Agenda, as amended
MOVED BY	Dave
SECONDED BY	Liisa
	Motion Carried

2. Review and approval of past Meeting Minutes

The December 12th, 2018 Minutes were emailed prior to the Board Meeting, and hard copies were distributed at the meeting.

MOTION	To approve the December 12th, 2018 Minutes, as amended
MOVED BY	Reann
SECONDED BY	Barb
	Motion Carried

3. Business arising from the Minutes

- Cathy’s rink shed protocol sheet is done, with the exception of finding a 24 hour electrician to add to the list.
- Cinthia sourced paint for the Winter Carnival sliding hill and rink activities. Cost is between \$30-\$38/gallon, or at no cost in exchange for some advertising in the next newsletter.
- Cathy spoke to Nutana Community Association regarding the painting fundraiser, they are not going forward with it at this time.

ACTION ITEM: Cinthia to find a 24 hour electrician to add to our rink shed protocol sheet.

4. Correspondence – Nothing to report.

5. Guest Speakers

- Discussion with Brent (Webmaster). Host has done a lot of work to make our website and email run smoother, Board Members have noticed there aren't as many issues lately. Regarding sending mass emails; we can only send an email to 100 recipients / hour. He can set up an announcement list (up to 1,000 recipients), however recipient would have to sign up to receive the email first. Alternatively we could switch to a Google email account (gmail) at a cost of \$5 a month/per user. Regarding our newsletter; some of the ads are pixelated or blurry, Brent isn't sure why. Regarding our website; Brent is going to look into doing a mobile version, with our Programs link closer to the top so they are easier to find. There is a Plugin for Wordpress to link to a Google calendar. Facebook link is also not working.

ACTION ITEM: Cinthia to create a Google calendar to post to our website.

ACTION ITEM: Cinthia to work with Brent to get our Facebook link posted to the website.

ACTION ITEM: Kelly to provide a membership purchase link to post to the website (for when programming is inactive).

- Ryan (Director of Sportball) approached Board with information on their company. Sportball is a sports instructed program for kids aged 16 months – 10 years, running out of West Portal Church. Coaches have 40 hours of training, First Aid & Police Record Checks done. They are currently partnered with Warman, Martensville and running programs 2 nights a week in Stonebridge. Their programs run in the Winter (January – March), Spring (April – June) and Fall (September – December), at a cost of approximately \$120 - \$150. If we were to partner with them, they would have to run at least 2 programs in a row, starting at either 5:15 pm or 6 pm. Board will pass along information to Katherine, and discuss further at a later time.

ACTION ITEM: Katherine to review information regarding Sportball.

6. Executive Reports

President, Cinthia

- Local Businesses section on our website: Decided to remove this from our website.
- Rink Supervision: Thursday January 17th shift still needs to be filled, will have to cancel if nobody can supervise.

ACTION ITEM: Cinthia to remove Local Businesses section on our website.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- Credit Card: There is a Global Payment Mastercard from Credit Union with no annual fee and zero liability. It has an interest charge, however the balance would be paid off every month. Can work with Paypal and Stripe accounts. Barb will create a policy regarding the credit card use (authorized users, getting approval before charging, balance payment, etc.).

MOTION	To apply for the above credit card with a \$1,000 credit limit
MOVED BY	Kelly
SECONDED BY	Liisa
	Motion Carried

ACTION ITEM: Barb to apply for credit card.

ACTION ITEM: Barb to create a policy regarding the credit card use.

- Financial Statement: The 2017-2018 Financial Statement of Operations was distributed and reviewed at the meeting. Previous Treasurer provided financial books to Barb in December. There were a number of stale cheques totalling \$2,309, some from March and April 2018 programming, others for advertising in the Spring 2018 newsletter. Some funds were able to be recovered from the businesses, however the remainder of \$1,405 are a loss. There were also 3 NSF cheques with no follow up, totalling \$285. To avoid this in the future, Barb suggested a quarterly financial statement be provided and reviewed by the Board. Statement was submitted to our Accountant. Our financial year end will be changed to June 30th to coincide with our programming year end.

MOTION	To write off \$1,690 as bad debts (\$1,405 from stale cheques, \$285 NSF cheques)
MOVED BY	Barb
SECONDED BY	Dave
	Motion Carried

MOTION	To approve the 2017 – 2018 Draft Financial Statement, as presented
MOVED BY	Barb
SECONDED BY	Liisa
	Motion Carried

Secretary, Kristy – Nothing to report.

7. Coordinator Reports

Communications, Cathy – Not present

- A written report was emailed prior to the meeting (see attached Communications Report).
- Spring Newsletter submission deadline is March 30th, 2019.

Adult Indoor Coordinator, Liisa

- Liisa will be offering a free class for one of the lower registered Adult Programs, either as a Facebook giveaway or a “bring a friend” night. Cinthia suggested Liisa add this to the programming budget for next season.

ACTION ITEM: Liisa to offer a free class for one of her Adult Programs.

Child & Youth Indoor Coordinator, Katherine – Not present, no report submitted.

Daytime Indoor Coordinator, Vacant – Nothing to report.

Kinder Soccer Coordinator, Demi – Not present, no report submitted.

Rink Coordinator, Donavon – Not present, no report submitted.

Allocations Coordinator, Vacant – Nothing to report.

Online Registration/Membership Coordinator, Kelly

- Discussion on whether to switch to exclusive online registration. Will discuss further at a later time.
- English Practice is a free program so a membership is not required, however when registering online it forces the user to purchase a membership. Will remove from the Online Registration website.

ACTION ITEM: Kelly to remove English Practice from Online Registration.

ACTION ITEM: Cinthia to add exclusive Online Registration discussion to February Agenda.

8. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the Board prior to the meeting, and partial hard copies were distributed at the meeting. The report was briefly reviewed.

9. Special Events**Pumpkins in the Park**

- Reann met with Cathy to discuss PIES. Next year we will need more battery powered lights, and to pay a \$30 permit for trailer to park in the path.

ACTION ITEM: Reann to provide Cinthia with completed PIES for Pumpkins in the Park.

Family Fest

- Dave has completed the application for the SK Lotteries Grant, Cinthia is reviewing before the submission deadline of January 15th, 2019.

ACTION ITEM: Dave to submit SK Lotteries Grant for Family Fest.

Annual BBQ

- Cinthia and Kristy will be the coordinators for the upcoming BBQ on May 11th, 2019.

ACTION ITEM: Cinthia to start working on the Parks application.

ACTION ITEM: Cinthia to provide Mitchell's contact information for Kristy to book the BBQ.

Hampton Village Winter Carnival

- Volunteer sign up sheet distributed at the meeting. Kristy will work with Kelly to shop for Hot Cocoa supplies, and with Jan on Milk Jug curling ideas. Reann has not heard back from Pink Cadillac, so Board Members will fill shifts at the Hot Cocoa Bar.

ACTION ITEM: Kelly and/or Kristy to shop for Hot Cocoa supplies.

ACTION ITEM: Kristy to work with Jan on Milk Jug curling ideas.

10. New Business

Rink

- Discussion on making a rink flooding schedule as it needs to be flooded twice a week (ideally between -5 & -17 degrees Celsius).
- Future things to consider: A-frame signs for the path and a sign for the rink entrance with information on supervised skate times, and an outdoor clock to put up at the rink.

Board Member Attendance

- Discussion on whether Board Members are required to attend a certain amount of Board Meetings per year. There is nothing currently in our Bylaw regarding this.

Motion to adjourn at 9:15 pm.

NEXT MEETING:

February 13th, 2019, 6:30 pm, Hampton School's Community Room

ACTION ITEMS:**New Action Items from Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Cinthia to find a 24 hour electrician to add to our rink shed protocol sheet.	Cinthia	ASAP
2	Cinthia to create a Google calendar to post to our website.	Cinthia	ASAP
3	Cinthia to work with Brent to get our Facebook link posted to the website.	Cinthia	ASAP
4	Kelly to provide a membership purchase link to post to the website (for when programming is inactive).	Kelly	ASAP
5	Katherine to review information regarding Sportball.	Katherine	ASAP
6	Cinthia to remove Local Businesses section on our website.	Cinthia	ASAP
7	Barb to apply for credit card.	Barb	ASAP
8	Barb to create a policy regarding the credit card use.	Barb	ASAP
9	Liisa to offer a free class for one of her Adult Programs.	Liisa	ASAP
10	Kelly to remove English Practice from Online Registration.	Kelly	ASAP
11	Cinthia to add exclusive Online Registration discussion to February Agenda.	Cinthia	ASAP
12	Reann to provide Cinthia with completed PIES for Pumpkins in the Park.	Reann	ASAP
13	Dave to submit SK Lotteries Grant for Family Fest.	Dave	ASAP
14	Cinthia to start working on the Parks application for the Annual BBQ.	Cinthia	ASAP
15	Cinthia to provide Mitchell's contact information for Kristy to book the BBQ.	Cinthia	ASAP
16	Kelly and/or Kristy to shop for Hot Cocoa supplies.	Kelly and/or Kristy	ASAP
17	Kristy to work with Jan on Milk Jug curling ideas.	Kristy	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cathy to set up a protocol for if the Rink Shed light comes on.	Cathy	Done
2	Cathy to include "Westview" to invoices and bottom of newsletter.	Cathy	Done

3	Cathy to follow up with Nutana Community Association regarding Painting Fundraiser, and to communicate with Barry via email.	Cathy	Done
4	Cinthia to provide a rink schedule for Board to sign up for more shifts.	Cinthia	Done
5	Kristy to make a note of the error in the 2017 AGM Minutes and repost to the website.	Kristy	Done
6	Dave & Cathy to shop for the Christmas Hampers.	Dave & Cathy	Done
7	Reann & Cathy to meet to discuss PIES for Pumpkins in the Park.	Reann & Cathy	Done
8	Cathy to follow up with Dawson Estates about monitoring the Rink.	Cathy	Done
9	Liisa to get float from Barb for upcoming In-Person Registration Night.	Liisa	Done
10	Barb to look into getting a credit card for the HVCA.	Barb	Done
11	Kristy to provide Board with a schedule for the Winter Carnival.	Kristy	Done
12	Reann to contact Pink Cadillac regarding service Cocoa at the Winter Carnival.	Reann	Done, but no response yet
13	2018/2019 Budgets: Donavon handed his in in June, however it was misplaced. Please Resend.	Donavon	Not done, however removing from Action Items
14	Submit Rink related receipts for the 2017-2018 year (shovels, weed wacker, gas).	Donavon	Not done, however removing from Action Items
15	Continue to monitor website for any information that needs to be updated.	Everyone	Ongoing, however removing from Action Items
16	Include "Westview" in our address in any future correspondence.	Everyone	Ongoing, however removing from Action Items

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Ongoing
2	Kelly to look into how Silverwood does their online registration and membership.	Kelly	Ongoing
3	Dave to shop for a laser printer (up to \$1,000).	Dave	ASAP
4	Liisa to purchase 3 Skate Supports for the Rink.	Liisa	ASAP

Communications Report:

2019 January - Communications Report

What I did

- Contacted Nutana Community Association regarding painting fundraising initiative. NCA is not pursuing this offer. They do not advertise and do not need fund raising. He did paint their rink, did a good job and they let him advertise.
- Emailed Barry Saunders to determine which other Community Associations are pursuing his fundraising initiative. Received list of other community associations to contact. As of January 1, 2019, I have not made contact.
- Changed address on newsletter invoices and newsletter template
- Forwarded old minutes to Kristy
- Shopped with Dave for Christmas Hampers
- Prepared letters to advertise Winter Carnival and got them to Dave
- Purchased Farwell card for Keitha, gave to Barb for all to sign at January meeting.
- Attempted to correct fuzzy logos on Winter newsletter
- Prepared draft PIES for Pumpkins in Park, sent to Reann for her input
- Prepared Pumpkins in Park poster and information for website
- Requested revisions to advertising information on website
- Contacted Alison from Dawson Estates regarding plan for Rink Alert poster
- Printed and posted Rink Alert poster at Dawson Estates and Rink. Talked to Cinthia about posting this on the webpage too.

What I need to do

- Gather submissions for spring newsletter
- Get quote for spring newsletter
- Follow up with other community associations regarding fundraising initiative
- Create "Rink Alert Response Protocol" for review

What I need from you

- Your spring newsletter submission by March 30