

**Hampton Village Community Association
Meeting Agenda
Wednesday Nov 9, 2016
Hampton Free Methodist Church 6:30**

1. Val called the meeting to order at 635.
2. Agenda was reviewed and approved. Moved Kelly. Seconded Christine
Present. Kristen, Valerie (meeting chair), Cathy (recorder), Jan, Christine, Glen, Kelly, Ryan, Melanie, Shauna, Matt,
Regrets: Cinthia, Darci, Kristy, Rasheed, Chelsey
3. Introductions and ice breaker (Jan)
Board members introduced themselves to all in attendance
Jan lead fun icebreaker so attendees could begin to get to know each other.
4. Review and approval of meeting minutes: June & September 2016
Minutes were approved with the corrections as noted by email. Christine approved, Kristen seconded.

ACTION ITEM: *Val will forward revised meeting minutes to webmaster for posting.*

5. Business arriving from the minutes (including review of action items)
Action Item were reviewed. Updated status is listed below.

Status of Actions Reviewed	Assigned to	Due	Notes
All board members to create 1 page job description for board role Follow up Action: Review of other community association board role descriptions to be discussed at next HVCA board meeting	All	September 2016	completed
Call bank to inquire about options for a side account for Hampton gardens. Follow up Action: Cathy to email Cinthia to determine status of request.	Jessica	September 2016	Ongoing
Email blast 1 week before AGM to advertise	Heather	Oct 7	complete
Cathy to advertise AGM on Facebook	Cathy	Oct 7	complete
Order and pick up pizza	Heather	Oct 12	complete
Forward information to Cathy for AGM slides	Heather Chelsey Jessica, Mel, Diana, Christine	Oct 1	complete
Send draft allocations coordinator position description	Diana	Oct 1	A hard copy was provided at the AGM

6. Correspondence

Reviewed correspondence received

- a. Invoice from City of Saskatoon for outstanding park permit. Payment due October 24.
- b. Invoice from Aon Insurance for Community Association insurance Payment due October 31. Cathy has an up to date electronic copy of the insurance policy. Christine requested a copy for her programming.

ACTION ITEM: *Cathy to forward up to date copy of insurance policy to Christine, Kelly, Kristen and Mel.*

c. Letter from Tara Quick indicating audit requirements.

d. Bank statement for September 1 – 30

e. Bank notice of advice regarding an NSF cheque.

Mel indicated she had received a request for refund from the person for whom the cheque was returned NSF. Mel indicated we will not issue a refund as technically, the person did not pay.

f. A second notice of advice regarding an NSF cheque for indoor programming was received. Kelly and Kristen to follow up.

ACTION ITEM: *Kelly and Kristen to follow up regarding NSF cheque for indoor programming.*

7. Executive Reports

1. **President**

Ryan indicated a working group meeting was held on Monday, October 24 with Jan, Val, Cathy and him attending. The purpose of the meeting was to do post AGM tasks and determine next steps since we currently do not have a president. It was determined we will have a rotating meeting chair person with Val chairing in November, Cathy in December and Ryan in January. Ryan proposed that a rotating chair person may be what we need to do until such time as we have a president in place. Board members in attendance were receptive to this suggestion.

2. **Treasurer (Rasheed)**

Rasheed was not in attendance but had dropped off the cheque book so that reimbursement cheques could be issued if a second person with signing authority was present.

Ryan indicated he now had signing authority and was able to sign the cheques. Additional reimbursement cheques were written by Mel and taken after the meeting to Chelsey for the second required signature.

Jan indicated she is trying to set an orientation meeting between past and present treasures as the books need to go to Tara Quick for financial review.

Mel has deposit book and 3 cheques to deposit.

Discussed cost as barrier as a result of NSF cheques.

8. Coordinators Reports

a. **Communications Coordinator (Cathy)**

The October 11 – November 9 report was circulated prior to the meeting and was reviewed during the meeting.

What I did

Attended post AGM meeting with Jan, Val and Ryan to plan for board transition post AGM.

Requested updates to Webpage re: new board members and changes to web email addresses for new board members.

Updated HVCA executive board Facebook page. Invited new board members to page. Removed exiting board members.

Inquired about our mailbox key—Do we have two? Chelsey indicated she is willing to continue to pick up mail and was previously approved to purchase an additional mailbox key.

Organized Pumpkins in the Park activity with team members

Participated with Ryan and Val in television event to advertise for Pumpkins in the park

Community Sign

Advertised for AGM and Pumpkin in the Park. Cut grass in area of the sign to increase visibility.

Jan informed the board the rezoning for the current location of the community sign is proceeding. As a result we will receive notice to change the location of our sign.

Facebook Page

Posted information to advertise AGM and Pumpkin in the Park.

Email

Responded as able to inquiries from email and on Facebook.

What I need to do.

Newsletter

Next submission date is December 1st. This will be an online only version.

Need to notify/ remind advertisers of submission deadline.

Community Sign

Update sign to advertise our next event-- ?? newsletter?? Board members requested advertising the winter registration on the sign. Jan 4th 6:00-8:00 with set up at 5:30

What I need from you

If you are submitting anything to the newsletter, please do so on or before December 1.

Reimbursement of \$41.11 for Pumpkins in the Park expenses.

- b. **Soccer Coordinator (Mel)** No updates at this time
- c. **Kinder soccer (Christine)** Kindersoccer has several teams. Currently playing on Wednesday evenings at HFC. The next meeting will be the final session. Christine will arrive late to the meeting as she will need to collect supplies from teams. She also plans to inform participants of the next registration date and offer early registration to current participants.
- d. **Indoor Coordinator (Kelly/Kristen)**
Kelly and Kristen met with Chelsey to be provided orientation to the role of indoor coordinator. It was determined that Chelsey will continue in the role until the fall sessions are complete. At that time Kelly and Kristen will assume full responsibilities for this role. Discussion regarding whether two people in one position both have voting rights was discussed.

ACTION ITEM: *Jan to investigate if we can have two indoor coordinators and if both coordinators have voting rights.*

Kristen and Kelly indicated their future vision for this role, where one might be the adult coordinator and the other the children's programming coordinator. Kelly and Kristen indicated registration night for winter programming is January. Jan indicated the blurb for the Leisure guide had been submitted. It was general due the submission deadline. Kelly and Kristen welcomed indoor programming suggestions. Magic class for 7 -12 year olds, and crocheting were some ideas. Kristen and Kelly plan to visit the current programs to introduce themselves to the instructors and attendees. This will help ensure a smoother transition as they establish themselves in their new role. A grant is due November 15th. Kelly and Kristen will meet with Jan for further orientation to their roles.

ACTION ITEM: *Kelly and Kristen to meet with Jan for further orientation to their roles.*

Kelly and Kristen are experiencing email access difficulties for the indoor coordinator email address.

ACTION ITEM: *Cathy to follow up with Brent regarding Kelly and Kristen's email access difficulties.*

Also discussed email distribution list and how it is maintained. Do previous member names drop off the list?

ACTION ITEM: *Glen to contact Brent to determine if previous HVCA member names drop off the email distribution list.*

e. Rink Coordinator (Jan)

Rink development is progressing nicely. The good weather is really making a difference in progress. The rink will come in under budget. Jan has contacted the former rink coordinator to see if any of the previous ice rink crew names could be forwarded and approached to provide future ice making and clearing activities.

A thank you card was circulated for the volunteer who is coordinating the building of the rink. Motion by Kristen, Seconded by Val to purchase a \$100.00 gift card for anonymous volunteer who is coordinating the work crews. Thank you card will be recirculated at December meeting for additional board signatures. Gift card will be included at that time and sent to the volunteer foreman.

ACTION ITEM: *Cathy will purchase the \$100.00 gift card prior to the December board meeting.*

Cathy discussed communication with SUM Theatre regarding the possibility of present the Hockey Sweater as part of the Grand Opening of the rink.

ACTION ITEM: *Cathy to follow up with SUM Theatre regarding presenting the Hockey Sweater as part of the rink Grand Opening and report back to the December meeting.*

f. Community consultant report (Jan)

Previously circulated. Highlights were reviewed during the meeting. Of particular note are:

Sask Lottery Grant—HVCA applied for this grant to offset costs for Family Fest. We were unsuccessful in our application. One of the upcoming workshops is about grant writing. Val and Christine indicated an interest in attending.

Other upcoming training opportunities include:

President's workshop—November 24

Treasurer's workshop—November 29

Upcoming events:

November 17th Community information night for Northwest Division. Discussion topics include: drugs, guns, citizens patrol and personal safety.

November 25th Turkey bingo @ Caroline Robbins School. Jan encouraged HVCA board members to attend and get passport stamped for opportunity to win a prize.

9. Special Events

1. Pumpkins in the park (Cathy)

PIES on Pumpkins in the Park was previously circulated but reviewed and discussed during the meeting. (See attached)

Recommend continuing this as an annual event

Lighting of pumpkins continues to be a challenge. LED pumpkin lights are too expensive to purchase for the number of pumpkins that are brought to the event.

Discussed amount of hot chocolate purchased. It was determined that one carboy (70 cups) would be sufficient. Also discussed HVCA purchasing our own carboy as it may be useful in the future.

ACTION ITEM: *Kelly to investigate cost for HVCA to purchase carboy for future use at Pumpkins in the Park and other events.*

2. Garage sale/BBQ (Cathy)

ACTION ITEM: *CB to ask Mel about booking bbqs for Garage sale and Family Fest.*

Garage Sale is on May 13, 2017!

3. Registration nights

Indoor Programming registration night is January 4 at Hampton Free Methodist Church starting at 6p.m. Set up is at 5:30. Kelly and Kristen to organize. Discussed value of preparing a list/ planning document for a successful event. Christine will provide assistance in preparation of registration planning document and attend registration night as kindersoccer registration will occur on the same night.

4. Family fest

Christine is willing to spearhead this event this year. Val and Shauna to assist.

10. New business

1. Access to community room at new school

At this point HVCA is still unsure if previous working arrangements with schools and community associations will be applicable to the new school because it is a 3P project.

ACTION ITEM: *Cathy to contact school board for update regarding future relationship with school, access to meeting room for meetings and availability of storage for community association supplies.*

2. New school playgrounds

Chelsey and Cinthia will attend playground meeting on November 17th and report back. This business will be revisited at our December meeting.

3. Cheque signing authority

We now have three authorized cheque signers: Rasheed, Chelsey and Ryan have signed the required paperwork at the bank.

4. ISC list of board members

Unfortunately, new members from last year were not added to list of board members. Therefore these people will need to sign an affidavit for witnessing by a Notary Public or Commissioner of Oaths prior to updating this information on the ISC website. Ryan is a Commissioner of Oaths and can assist with this project. Cathy will meet with Jan to update board membership on ISC website.

ACTION ITEM: *Cathy to meet with Jan to update board membership on ISC website.*

5. Post AGM checklist

Prepared by Val. Items include: updating website with new member information, updating web email

ACTION ITEM: *Val to email post AGM checklist to board members.*

6. Annual Financial review

Year end is August 31, 2016. Annual financial review must be completed by January 31. Request for information has been received from auditor, Tara Quick. Jan to coordinate meeting with past and present treasurers to facilitate completion of financial review.

7. Park enhancement update HVCA was awarded this grant two years ago to install a shade topper in the playground area. HVCA is ineligible to apply for this grant while there is an existing grant in place. The installation of the shade topper will be re-tendered in the spring.

8. Position orientations

Orientation for membership coordinator and indoor coordinators have occurred.

9. Email signatures

Email signatures on web email is highly recommended. Suggested format is as follows.

First name (Cathy)

Volunteer

HVCA Board member position (HVCA Communications Coordinator)

www.saskhvca.com

www.facebook.com/hamptonvillage

10. Facebook Group

We have an HVCA executive Facebook page. New members were sent invitations.

Members were reminded to check for an invitation on a computer as these are not seen on phones.

11. Authorizing expenditures

Board members were asked to review the process for authorizing expenditures. Process is described in the HVCA board documents. There will be fun activity in December to review the process!

ACTION ITEM: *Review HVCA governance documents, in particular the process for*

approving financial expenditures.

11. Next meetings:

1. December 14 -- Cathy to Chair
2. January 11—Ryan to Chair
3. February 8
4. March 8
5. April 12
6. May 10
7. June 14
8. July-Aug: no meetings
9. September 13
10. AGM: October 11

12. Meeting adjourned at 0835.

ACTION ITEMS	Assigned to	Due	Status
Forward revised meeting minutes for June and September to webmaster for posting.	Val	Dec	
Forward up to date copy of insurance policy to Christine, Kelly, Kristen and Mel.	Cathy	Dec.	
Review of other community association board role descriptions to be discussed at next HVCA board meeting	Cathy	Dec	
Email Cinthia to determine status of request for sub bank account for Hampton Gardens	Cathy		
Follow up regarding NSF cheque for indoor programming.	Kelly and Kristen	Dec	
Investigate if we can have two indoor coordinators and if both coordinators have voting rights.	Jan	Dec	
Kelly and Kristen to meet with Jan for further orientation to their roles.	Kelly, Kristen	Dec	
Follow up with Brent regarding Kelly and Kristen's email access difficulties.	Cathy	Dec	
Contact Brent to determine if previous HVCA member names drop off the email distribution list.	Glen	Dec	
Purchase the \$100.00 gift card prior to the December board meeting as gift for anonymous volunteer rink contractor.	Cathy	Dec	

Follow up with SUM Theatre regarding presenting the Hockey Sweater as part of the rink Grand Opening and report back to the December meeting.	Cathy	Dec	
investigate cost for HVCA to purchase carboy for future use at Pumpkins in the Park and other events	Kelly	Dec	
Ask Mel about booking bbqs for Garage sale and Family Fest. Garage Sale is on May 13, 2017.	Cathy	Dec	
Contact school board for update regarding future relationship with school, access to meeting room for meetings and availability of storage for community association supplies.	Cathy	Dec	
Meet with Jan to update HVCA board membership on ISC website.	Cathy	Dec	
Email post AGM checklist to board members.	Val	Dec	
Review HVCA governance documents, in particular the process for approving financial expenditures.	All	Dec	