

**Hampton Village Community Association
Board Directors Meeting
Wednesday Sept 14, 2016
Hampton Free Methodist Church 6:30 pm
-Meeting Minutes-**

Attendance: Christine, Cinthia, Kelly, Diana, Cathy, Ryan, Heather, Val, Ron, Jan, Rasheed, Chelsey, Kristin, Jessica, Mel

Guests: Matt - Hampton Free Methodist Church representative, Mitch Kachur - New school principal

Regrets: Stephanie, Brent, Jennifer, Jorge

1. Meeting called to order at 6:30 by Diana
2. Review and adoption of agenda - Rasheed moves, Cathy seconds
3. June 8 meeting minute approval moved to November meeting
4. Business arising from the minutes - Reviewed action items
5. Group Activity - Establishing ground rules for effective meetings
 - Show up on time (or send regrets)
 - Stay on topic
 - One person speak at a time (add times to agenda)
 - additional time (limit) for discussion
 - no/limit side conversations
 - once your point is made don't belabour it.
 - raise hand to get attention
 - cell phone on vibrate
6. Correspondence
 - a. advertising cheques
 - b. letter from isc
7. RBC - how RBC can help HVCA - Sarah Gennrich
 - a. RBC employee who volunteers for 3 hours can apply to RBC to get \$100 for HVCA
 - b. RBC "day of service" - RBC employees volunteer with a specific project (ex. building a rink, apply to RBC for \$1000)
 - Diana will be the one point of contact Sarah.
8. Update on new Hampton Village schools from Mitch - everything is on track, will be named next Tuesday at the board meeting, Mitch and Francois will be at AGM to answer questions from the public. Discussion around playground, Chelsey will be in contact with Mitch about fundraising.

9. Community Consultant Report - report emailed to board members. Rink is significantly behind, in jeopardy of not being complete this year.
10. Ron is resigning as rink coordinator.
 - Diana moves to accept Ron resignation, Chelsey seconds. All in favour.
 - Heather moves that Jan goes ahead authority to go ahead and move shed as per drawings and put in lighting. Ryan seconds. All in favour.
11. HVCA AGM preparation for October 12
 - a. AGM notice/advertising - front of newsletter, and on sign, advertised at registration nights, handouts at registration nights.
 - ACTION - Heather to do e-mail blast - 1 week before
 - ACTION - Cathy to put on Facebook
 - b. Food and refreshments - Cathy to phone church to see if we could put pop in fridge night before (leftover pop). Cathy to bring napkins and plates
 - ACTION - Heather to order and pick up pizza
 - c. Year-end financials and budget for 2016/2017
 - draft prepared and presented by Jessica
 - d. Succession planning
 - President - will be open
 - Treasurer - will be open
 - Membership - will be open (Rasheed is interested)
 - Indoor Coordinator - will be open (Kelly & Kristin are interested)
 - Kinder Soccer - Christine will continue
 - Member at large (3)
 - ACTION: Diana to email RBC and Edwards School of Business
 - e. Review of role descriptions and reports for transition
 - f. Presentation for community - send information to Cathy, everyone to speak to their slides
 - ACTION: Cathy needs info from: Heather, Chelsey, Jessica, Mel, Diana, Christine.
 - g. Article/bylaw change: Allocations coordinator position & description
 - ACTION - Diana to send out draft for feedback by end of month
 - h. Community concern - sump pumps being drained from one neighbour to another. City does not have a bylaw against this, can the community association be involved with this. Health and safety issues not dealt with by community association, but may be an option to bring in bylaw officer to discuss what is expected.

10. Possibility of organizing an all mayoral candidates forum: Discussion with one of the mayoral candidates about speaking at AGM. Too close to election to do.

11. Fundraising for school playground - what should our involvement be? Jan will connect Chelsey with other community associations. Diana to send grant info to Chelsey.

12. HVCA Board and Consultant Reports

- a. Presidents Report - theatre in the park - PIES chart (will be e-mailed)
- b. Treasurers Report - presented Bank Reconciliation and 2016-2017 Budget
- c. Community Coordinators report - emailed
- d. Indoor Programs Coordinator - deferred to October
- e. Communications Report - attached

13. Next Meeting - AGM on Wednesday October 12 @ 6 pm at HFMC

Action Items

Completed Actions	Assigned to	Due by	Notes
Ron to get quotes on rink fence	Ron	15-April-2016	complete
Bring in detailed budget for the rink	Ron	June 2016	complete
Heather to have Brent send email to list to request people volunteer for family fest	Heather	(ASAP) June 2016	complete
Christine to request volunteers during kinder soccer for family fest	Christine	(ASAP) June 2016	complete
Take BBQ off sign for family fest	Cathy	(ASAP) June 2016	complete
Ongoing Actions	Assigned to	Due by	Notes
All board members to create 1 page job description for board role	All	September 2016	
Call bank to inquire about options for a side account for Hampton gardens	Jessica	September 2016	Move to November
New Actions	Assigned to	Due by	Notes
Email blast 1 week before AGM to advertise	Heather	Oct 7	
Cathy to advertise AGM on Facebook	Cathy	Oct 7	

Order and pick up pizza	Heather	Oct 12	
Forward information to Cathy for AGM slides	Heather, Chelsey, Jessica, Mel, Diana, Christine	Oct 1	
Send draft allocations coordinator position Description	Diana	Oct 1	