

**Hampton Village Community Association
Board Directors Meeting
Wednesday, June 8, 2016
Hampton Free Methodist Church 6:30 pm
-Meeting Minutes-**

Attendance: Christine, Cinthia, Kelly, Diana, Cathy, Ryan, Heather, Val, Pam, Ron, Jan, Melanie, Jessica

Guests: Mitch Kachur, Francois Rivard

Regrets: Stephanie, Brent, Jennifer, Rasheed, Jorge, Chelsey, Kristen

1. Meeting called to order at 6:30 by Diana
2. Review and adoption of agenda - Christine moves, Cinthia seconds
3. Review and approval of May 11 minutes - Christine moves, Heather seconds
4. Business arising from the minutes - Reviewed action items
5. Correspondence
 - a. Cheque to church
 - b. ISC package - received corporate profile
 - c. Advertising cheque
6. Update on new Hampton Village schools from Mitch and Francois
7. Family Fest - June 23
 - a. Not enough volunteers to hold BBQ
 - Remove BBQ from event posters and sign
 - b. Event will include:
 - Bouncers
 - Tims/popcorn
 - c. Pam moved to approve a budget of \$8,000 for family fest, seconded by Cinthia, all in favour.
8. SUM Theatre - Friday July 15
 - a. Motion to donate \$500 to SUM theatre, moved by Val, seconded by Jessica, all in favour
 - b. Canteen to be organized by Diana with help from Kelly and Ryan, any proceeds to go to HVCA
9. HVCA members roles
 - a. Webmaster - Brent resigns, but will continue to maintain website and emails
 - Heather moves to accept resignation, Ryan seconds

- b. Role descriptions and reports for transition - all members to review bylaws and create job description for role - 1 pager(what would a new person need to know)
 - c. Discussion of Allocations Coordinator - a 1 point contact in booking facilities. Diana moves to create the position, Christine seconds, 7 in favour. To be ratified at the AGM.
10. Discussion on use of Hampton Village Gardens to use HVCA bank account. Jessica to talk to bank about sub bank account with no fees.
11. Citizen Patrol Info night - June 29 @ 6:30, Diana to book church, Christine and Ryan to attend
12. Community Child care meet and greet - Christine reviewed how it would work and is attempting to book the church by end of June or beginning of July
13. Use of church for meetings - Cathy moves for a donation of \$500 to Hampton Free Methodist Church for use of church, Cathy seconds, all in favour.
14. Executive Reports
- a. President (Diana) - prepare for September meeting
 - b. Treasurer (Jessica) - reviewed monthly statements
 - c. Communications (Cathy)
 - What did I do?
 - Circulated PIES chart to bbq team members for feedback. See attached.
 - Returned some items to other board members
 - Reconciled bbq expenses and submitted money to Jessica. We had a profit of \$897.24.
 - Moved sign to new location--- with much help.
 - Changed sign to advertise Family Fest.
 - Purchased annual sign licence
 - Posted information on Facebook page about Catholic School Meeting, Theatre in the Park, 4H information night, Young Athlete Sport School and Reconciliation Event
 - Attended Volunteer Appreciation in Kinsmen Park. Had a super time!
 - What do I need to do?
 - Get supplies to Family Fest committee eg- garbage cans, tables, tickets, bbq supplies, left over water, condiments, etc
 - Advertise for Theatre in the Park—July15th
 - Get left over pop to Theatre in the park canteen committee
 - Work on newsletter
 - What do I need from you?
 - Reimbursement for annual sign licence (\$30.00)

- Submissions for the newsletter are due August 1 or before if possible.
- d. Indoor programs (Chelsey)
- * fall leisure guide submitted to Jan
 - *MARK YOUR CALENDARS registration nights are Sept 6 and 13...we need volunteers! programs being offered are:
 - Kettlebell
 - Cody Body
 - Muscle Sculpt
 - pilates mat strength
 - yoga
 - pilates mat and stretch
 - zumba circuit
 - French
 - Spanish
 - parent and child(k to gr 2ish) Spanish
 - parent and totally Toddler dance 2 to 3
 - parent and totally kindergym 1 to 3
 - preschool hiphop 4 to 6
 - hiphop 7 to 9
 - cheer 7 to 9
 - cheer 10 to 12
 - knit and crochet
 - first aid and cpr
 - basket ball 7 to 10
 - kinder soccer (Christine)
 - U6+ soccer (mel)
 - I also included the AGM and Pumpkins in the park as we are allowed to advertise events under our programs.
 - I will need a list of programs with dates for December to August by September 1st so I have time to get it included in the winter leisure guide.
 - I have now attended multiple workshops for indoor programs and many (most communities) have multiple (1-3) indoor coordinators as well as a location /booking/ allocations coordinator. I had the opportunity to sit down with some this year and ask why they have a separate person. Some of the feedback I received from multiple

groups was to lighten work loads, no facility booking fees, 1 specific contact for any and all rentals from equipment, special events, etc. This is an option that we could benefit from as a large community that is continually growing

- Over the summer I would like to revamp my instructor contracts so they are simpler and less time consuming.
- if you have any new program ideas you'd like me to look into for Winter programs let me know before summers end so I have some time to look into it before winter leisure guide is due mid September

15. Community Consultant report - emailed to group

16. Special Events

a. The Gardens of Hampton Village - Cinthia

- Compost delivered
- There will be a note in the fall newsletter
- They would like to deposit funds into HVCA bank account (put on June's meeting agenda for discussion)

17. Annual Social outing for HVCA board members Monday June 13, let Diana know if your spouse is coming. Diana moved to spend \$1000, Pam seconded, all in favour.

Meeting Adjourned. Next meeting September 14 at Hampton Free Methodist Church.

Action Items

Completed Actions	Assigned to	Due by	Notes
Email link to survey monkey for participant evaluation	Jan	June 2016	

Ongoing Actions	Assigned to	Due by	Notes
Ron to get quotes on rink fence	Ron	15-April-2016	
Bring in detailed budget for the rink	Ron	June 2016	

New Actions	Assigned to	Due by	Notes
Heather to have Brent send email to list to request people volunteer for family fest	Heather	(ASAP) June 2016	
Christine to request volunteers during kinder soccer for family fest	Christine	(ASAP) June 2016	
Take BBQ off sign for family fest	Cathy	(ASAP) June 2016	
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	