

Hampton Village Community Association
General Meeting, Wednesday January 10, 2018
Hampton School's Community Resource Room 6:30 pm

1. Call to Order: 6:33pm
2. Introductions: Reann, Crystal, Dave, Glen, Kelly, Kristen, Cathy, Danae, Chelsey, Jan, Cinthia.
Regrets: Chelsey, Christine, Keagan, Darcie, Liisa
3. Review and adoption of January meeting agenda
 - a. Cathy motioned to adopt the amended agenda; Glen seconded
4. Review and approval of meeting minutes from December
 - a. Dave motioned to adopt minutes as amended; seconded by Cathy
 - b. Business arising from the minutes
 - Action Item 1 - Other association logo samples passed around by Jan.
 - Action Item 2 - Jan 17 meeting set with School Principals, Cinthia and Jan.
 - Action Item 3 - Defer to February – Jan will email out how much we will need to pay if we wish to proceed.
 - Action Items 4 & 5 – Addressed in tonight’s agenda
5. Review of correspondence
 - a. November bank statement was received
 - Bank balance total at Nov 30th was \$33,111.23
 - b. Payments received from WC Food Services/Coachman, Affinity Insurance (from newsletter) and City of Saskatoon (\$4593.48 for annual grants)
6. Special Events
 - a. Garage Sale BBQ update
 - Cinthia reached out to Ernest Lindner Playground Project – they would like to partner with us and will assign a person to work with us as a liaison at their Jan 24th meeting
 - BBQ placement on school grounds to be discussed at Jan 17th meeting
 - b. Family Fest
 - Budget of \$7000
 - Crystal & Donovan volunteered to chair committee this year
 - Cinthia to send out an email to invite any other committee members who were absent from tonight’s meeting.
 - SLGA grant applications are due Monday if we would like to apply. Application will need to have some specific details and does not leave us with much time to work with. Ideas to be submitted to Chelsey by this Saturday.
 - Late August or September movie night. Sept 8th is a proposed date.
 - Jan to send “Fun and Free” list out again
7. Bylaw Review
 - a. Feedback from Dave’s contact upon reviewing our bylaws:

- Two items were recommended: consider setting a maximum number of terms a member can consecutively serve and having a map of Hampton Village included in the bylaws for ease of reference
 - Flow was noted as good in the revised version done by Cathy
- b. 15 minutes will be devoted to bylaw review in the upcoming HVCA meetings and is expected to be completed by June 2018.
- 8. Logo Update (Liisa)**
- a. Liisa to present at February's meeting
- 9. Website & Tech**
- a. Brent would like to set us up with access to our website so we can post our own announcements. Which person(s) would like this ability?
- Yes, we would like the power to make the changes.
 - We don't know how much learning is required to know how to make changes to the website. For now, there will be no volunteer assignment.
- b. All members were to look at two or more community association websites and give feedback of how we'd like to alter ours.
- Sites reviewed: Rosewood (this is our favourite), Montgomery, Willowgrove, Dundonald, City Park, Westview
 - In reviewing our site, we struggle with the following:
 1. Where are our events?
 2. How to volunteer?
 3. Minutes are out of date
 4. Board Member List needs updating
 5. Community Watch is not happening and should be removed.
 6. We need new photos as ours are greatly out of date and lackluster. Descriptions for indoor programs should be on there.
 7. Registration Posters are out of date
 8. Garage sale description needs to be changed to match what we are doing
 - Cinthia to email Brent about reconfiguration of our menus/tabs/links, add colour, change up photos. If this is easily done, we will compile a list of desired changes.
 - Cathy to source some photos
 - Everyone to make a list of what changes we would like to see. Cinthia to set up a google or Dropbox document for everyone to edit.
- 10. Community Consultant Report**
- a. What is the new projected cost of our Park Enhancement Project? How much more money would our association have to front?
- Compare cost to our current financial statements. Is it feasible to front more money?
 - Parks group did not get the quote ready in time for tonight's meeting.
 - Second location for the shade topper at the splash pad was approved by the 2015 HVCA president and the proposed location is amongst a bunch of trees and may not be where we want it.

- Upon receiving revised estimate, we will need to confirm the shade topper location. We may choose to eliminate it from the plan.
- b. It is a recommendation that we have monthly financial reports available at each meeting and get other financial items reviewed and signed off on by another volunteer at each meeting.
- c. SPRA has over 100 grants available that we should review.
- d. There is a link for items from Secretary's Workshop if anyone is interested.
- e. Wooden sticks are no longer allowed for floor hockey in any city schools. All sticks must be completely plastic.

11. Executive Reports

- a. President: nothing to add
- b. Treasurer
 - City deposited \$12,646.26 for rink; another \$200 for the benches
 - MPOS Terminal charged us \$41.04 for October. Trying to get a merchant report for the breakdown per transaction and per transaction type.
 - Financial review documents are with the accountant, Tara. Everything to be finished before January 26th.
 - Alliance Energy bill past due. The cheque was written on November 30th. Chelsey will check at home to see if it was maybe not mailed out.
 - Goal is set for February to have income statement prepared for each meeting.

12. Coordinators

- a. Communications
 - Prepared and distributed Winter newsletter as electronic version.
 - Invoiced all 9 advertisers. Total anticipated revenue of \$500. Informed each advertiser next submission deadline is April 6, 2018.
 - Arranged for and relocated community sign to McClocklin & Claypool corner. Hoping to move to the new strip mall on McClocklin in the spring.
 - Advertised for Registration event on January 11. Next advertisement to be done for the rink.
 - Picked up and delivered mail to Chelsey.
 - Worked with Ron to complete benches at rink.
 - Did the ISC update and will speak more to this at the February meeting.
 - Worked with Cinthia to direct community members to new rink Facebook page.
- b. Rink
 - Build a ramp for getting the snowblower into the rink? Cathy will check and see if there is any material left from building the benches to build a ramp.
 - Keys for the rink – Kristen to get a keypad lockbox that we can mount on to the shed to keep the key in. Volunteers for supervised skating at the rink will need access to the shed.
 - We need to get the shed key back from Kirby.
 - Supervision only requires that we keep sticks and pucks out of the rink during those allocated times.

c. Child & Youth Program Coordinator

- Program refunds not allowed.
- Do we think the re-registration rate for Cheer was affected by the lock out?
Depending on registration tomorrow, this may need to be discussed with the school principals at the Jan 17 meeting.

13. Meeting adjourned at 8:18pm

14. Next Meeting: February 14, 2018

Item	Description	Assigned to
Action Item 1	Set a basic plan and date for Family Fest 2018. Get details to Chelsey by Saturday for grant application	Donavan, Crystal, Chelsey
Action Item 2	Send email to absent board members to see if anyone else would like to help plan Family Fest	Cinthia
Action Item 3	Send out the "Fun and Free" list again for possible Family Fest ideas	Jan
Action Item 4	HVCA Logo update for February meeting	Liisa
Action Item 5	Get access to our website and ask Brent about the possibility of making certain structural changes to our website.	Cinthia: done, waiting to hear back from Brent. Starting to compile list of changes
Action Item 6	Obtain detailed merchant report from MPOS for all of our transactions.	Chelsey
Action Item 7	Ascertain the payment status of invoice from Alliance Energy issued in November.	Chelsey
Action Item 8	Set up advertising for our rink	Cathy
Action Item 9	Leftover materials from building benches will be analyzed for possibly using it to construct a ramp to get the snowblower into the rink when needed.	Cathy

Action Item 10	Obtain a keypad lockbox that can be fastened to the rink shed to store the key.	Kristen-done, need bill submitted
Action Item 11	Contact Kirby to arrange picking up the key he has for the rink shed.	Cinthia/Cathy - done
Action Item 12	Send out revised rink supervision schedule	Cinthia- done

PIES On HVCA Board Orientation: Dec. 9th, 2017

POSITIVES

- It was nice to get everyone together in a format that was not our monthly meetings. It was good general information for those who do not fully understand a Board. The food spread was great!
- Positives would be eating together, and the teaching was clear and easy to understand. It was also nice to understand the type of board that we are.
- I liked the high level overview of what we do. It's good to pull back and be reminded of the big picture.
- Explanation and breakdown of boards in general as well as our specific community association.
- helpful to learn more about how boards operate in general and how the concepts presented connect to the HVCA board. Jan's historical information as to why community associations exist was interesting. The information about how the money works was extremely helpful. There was great dialogue about our budget and how numbers on the budget may have been determined. I appreciated understanding the connection between some of the things we are required to do and the funding we receive. I also think it was good to learn together as a group. In so doing
- though not well utilized I was happy we had childcare. Will be good to have in coming years as demand will vary.
- members asked good questions. Nice discussions took place.
- speaker didn't drag things out

IMPROVEMENTS

- It might be helpful to do breakout sessions for some of the newly filled Board positions. Almost like a training session for new members in how it relates to that role.
- It would be nice to have more team building exercises. I am big fan of learning how to work together more effectively.
- Find a way to check the "shop talk" at the door?
- Plan for a bit longer so that we can keep the original timeframe.
- rotating annual orientation with varying focus each time. Eg next year perhaps more focus on strategic planning, and another time team building we had asked for questions to be submitted and I am uncertain if all submitted questions were answered. We ran out of time and rushed to finish on time.
- Time management
- Start on time (were 30 minutes late as we were waiting on members to arrive or on some that didn't send regrets).
- Need time to visit (actual lunch) and have a group discussion built in
- Future years have different focuses. Work in a 4 year rotation of topics?

ELIMINATE

- I think the Board overview was good, but likely would not need to be shared every year. I like the idea of an annual orientation, the content may just need to change from year to year.
- The ice breaker game.
- It was fun to have a door prize but that is not a necessity.
- Some of the food, though we were expecting a few more people

SURPRISED ME

- We had a pretty good turnout, and the food was great!!
- How much I enjoyed it.
- I didn't have many preconceived expectations...
- Attendees seemed very engaged, asked questions, provided personal examples. It appeared to me that everyone who was there wanted to be there to learn more. Another attendee told me we should do this again, with perhaps a different focus next time.
- Different topics that came up. The amount of time we spent on fiscal responsibility both in presentation and in discussion. Understanding where the budget numbers came from and a need for better understanding (e.g., year to year comparison of individual program areas - soccer, adult, child).

Other

- Great job to all who organized the morning!
- I know we all voted on the date, but when it came time I was less enthusiastic about the date as it is a busy time for everyone. But it worked out ok.