

**Hampton Village Community Association – General Meeting**  
**Wednesday, February 8th, 2017**  
**Hampton Free Methodist Church 6:30pm**  
**-Meeting Minutes-**

Attendance: Cinthia, Kirby (Public), Shauna, Shawn (Public), Kristen, Kelly, Glen, Melanie, Brad (Public), Mitch Kachur (School), Ryan, Chelsey, Christine, Keagan (Public), Jan (City)

Regrets: Val, Cathy, Kristy, Darcie, Rasheed

Meeting called to order at 6:32pm by Cinthia. Round table of introductions. WELCOME to new potential members.

Mitch Kachur, Principal at Ernest Lindner School – Kindergarten registrations and Staff hiring well under way. The schools will fill quickly. Although it has not yet been passed by City Council, a commitment of \$100,000 has been put forward towards each school's playgrounds. Christine inquired about the possibility of teachers as volunteers for Family Fest.

***ACTION: Christine to send an e-mail to Mitch with details of Family Fest volunteer opportunities. Kristen, Kelly, and Christine to put together an e-mail with programming requests for fall and Mitch will take it up the chains.***

Review and adoption of agenda – **Christine moves, Kelly seconds.**

Review and approval of meeting minutes from Jan. 11th – **Ryan moves, Cinthia seconds.**

Review of Correspondence

1. PO Box rental is up for renewal. **Ryan makes a motion to approve \$170.10 for annual renewal fees, Chelsey seconds.**
2. Nordic Invoices, one with original cost, one with discount, one with new charges. **Cinthia makes a motion to pay \$9200.52 to Nordic, Glen seconded it, all in favour.**

President Election – **Cinthia makes a motion to vote Valerie Bond in as the new HVCA President. Chelsey seconds it, all in favour! Val is our new President!!!**

Executive Reports:

President – No report.

Vice President – No report.

Treasurer – No report.

Coordinator Reports:

Rink Coordinator – Kirby Penner and Brad Hoffart are both interested in the position. Both men agree to share the position, it will remain at just one vote. Kirby raises concerns about doing the budgeting due this April. Kirby is concerned about the rink lights shining in his condo window.

***ACTION: Jan to take Brad and Kirby for coffee to discuss budgeting and other Rink Coordinator duties.***

***ACTION: Jan to connect Kirby and Brad with Peter Wright RE: adjusting rink light angles.***

***Cinthia makes a motion to appoint Brad Hoffart and Kirby Penner as Co-Rink Coordinators with one vote. Christine seconds it, all in favour.***

Communications Coordinator – Cathy’s notes are printed on the back of the January 11th minutes. When the shed flood, the water filled the trenching for the butt of the light poles. The remaining electrical work will have to be completed in the summer, once the ground thaws. **Kelly makes a motion to reimburse Cathy \$67.86 for key cut, shack shelving and a City permit, Peter Wright for \$3419.40 for rink lights, and cut a chq for two invoices for trenching totaling \$840.00, Kristen seconds.**

**ACTION: Brad and Kirby to sell the old rink lights (currently in the rink shed) on kijiji.**

Soccer Coordinator – After all of the equipment traffic for both the school and the rink, we won’t have Al Anderson (east) soccer fields for fall. There will be one side of the park available. Registration scheduled for March 2nd from 6:30-8:30pm at Dundonald School. Set up is at 6pm, clean up until 9pm. Soccer waivers will now have to be done online. Melanie may have work a around – stay tuned. No interest in a second registration night. Melanie will take late registration at home instead. Registration forms were ordered today.

**Cinthia makes a motion to reimburse Minute Man \$89.15 for registration forms, Mel \$131.94 for an ink cartridge & Chris Bodnarchuk \$18.50 for an air pump, Kristen seconds.**

**ACTION: Melanie to look into extending HVCA/Dundonald soccer partnership for one more year.**

Kinder Soccer Coordinator – Christine has a request in to Tim Hortons for jersey sponsorship.

Community Consultant Report – Cathy’s Notes – Jan needs to give Brad and Kirby keys to the shed. Supervised skating schedule to go around the room to see if everyone is ok with their scheduled times. Members required to purchase memberships – set aside until next meeting for Jan to review bylaws.

**ACTION: Jan to review Bylaws regarding membership fees for board members.**

**ACTION: If you have anything to submit for the newsletter, please get to Cathy by March 31st.**

Jan’s Report – Monthly Report printed and distributed. SK Lotteries Community Grant is in, will be notified April 1st if approved. Strategic Planning Workshop and Networking Tradeshow on Saturday, March 11th. Volunteer Appreciation Event is Saturday, May 13th, 2017 around 1:00ish. Do we know if Rasheed has sent in Corporate Profile? Rasheed to answer that but not currently in attendance. Jan is very concerned that we have not sent our Annual Financial Review in and it was due January 31st, 2017!

**ACTION: Jan to e-mail Brent with 3 new members.**

**ACTION: Jan to add new members to the Board Contact List.**

Special Events – Jan handed out Cash Reconciliation envelopes as FYI. Pancake breakfast is a go. It will likely be at the Church and begin at 7am. Volunteers prepare to be up early!

Family Fest – Saturday, June 17th. No princesses this year. Melanie says we used to have signs, will look into those for this year. Christine has cheques for Little John’s and Face painters. Currently looking into nachos, cotton candy, hot dogs and hamburgers. Sub-committee have approached places to sponsor food costs; RBC is looking at how much they will sponsor. Hampton Dental will have volunteers and may potentially donate. Can anyone donate a smaller garbage for the day? The Association may have 4 – Christine to look into. Does anyone know a DJ? May have to rent a speaker system as backup. Looking at trying to find a truck with a 2 inch hitch to pick up the BBQ and then tables and chairs from the Church – could offer free wrist bands as ‘payment’. Board members have begun taking volunteer shifts. Looking for 4-5 more volunteers. If anyone has leads on sponsorships, please let Christine know.

**ACTION: PIES for Rink Grand Opening curbed to March meeting.**

Online Registration/Visa Square – Kristen looked into the Square Reader. It's free to order and they charge 2.64% per transaction. Committee concerned that we may not be able to use it since we cannot do online banking. This appears to be because we have so many people with access to the account, Square is just direct deposit. Will use Square Reader to gauge interest in credit card payment. Interest in the Square Reader will help to determine potential interest in online registrations.

***ACTION: Mel to ask at the bank when she drops off the deposit, whether or not we can use a Square on our account.***

***ACTION: Wait until the new schools open. Will announce an HVCA logo contest at the AGM.***

Meeting called to end at 8:42pm.

ACTION ITEMS	Assigned to	Status
Forward revised meeting minutes for June, September, October and December to webmaster for posting.	Val	
Email post AGM checklist to board members.	Val	
Email HVCA governance docs to board for review	Val	
Review HVCA governance documents, in particular the process for approving financial expenditures.	All	(Review for March meeting)
Check AGM minutes to make sure Kelly and Kristen are both 2 year terms	Val	
Contact school board for update regarding future relationship with school, access to meeting room for meetings and availability of storage for community association request	Cathy	Not yet received a response
Modify cheque requisition form	Jan	
Send info about summary stamp for single invoices	Jan	
Annual financial review (2015-2016) Rasheed, Jan and Jessica to meet before Jan 31, 2017	Rasheed	
Rasheed to present process of how he would like funds requested, approved and submitted	Rasheed	
Breakdown of lighting costs for Jan	Rasheed	
Get post office keys cut (2)	Cathy	
Create HVCA letterhead		
Ensure all board members have current memberships	Glen	
<b><i>Christine to send an e-mail to Mitch with details of Family Fest volunteer opportunities.</i></b>		
<b><i>Kristen, Kelly, and Christine to put together an e-mail with programming requests for fall and Mitch will take it up the chains.</i></b>		
<b><i>Jan to take Brad and Kirby for coffee to discuss budgeting and other Rink Coordinator duties.</i></b>		
<b><i>Jan to connect Kirby and Brad with Peter Wright RE: adjusting rink light angles.</i></b>		
<b><i>Brad and Kirby to sell the old rink lights (currently in the rink shed) on kijiji.</i></b>		
<b><i>Melanie to look into extending HVCA/Dundonald soccer partnership for one more year.</i></b>		
<b><i>Jan to review Bylaws regarding membership fees for board members.</i></b>		
<b><i>If you have anything to submit for the newsletter, please get to Cathy by March 31st.</i></b>		
<b><i>Jan to e-mail Brent with 3 new members.</i></b>		
<b><i>Jan to add new members to the Board Contact List.</i></b>		
<b><i>PIES for Rink Grand Opening curbed to March meeting</i></b>		
<b><i>Mel to ask at the bank when she drops off the deposit, whether or not we can use a Square on our account.</i></b>		
<b><i>Wait until the new schools open. Will announce an HVCA logo contest at the AGM.</i></b>		