

**Hampton Village Community Association
General Meeting, Wednesday March 14th, 2018
Hampton School's Multipurpose Room 6:30 pm**

1. Call to Order: 6:42
2. Introductions: Present: Cinthia, Reann, Chelsey, Kelly, Glen, Kristen, Christine, Melanie, Dave, Liisa, Jan. Regrets: Danae & Cathy, Absent: Donavon, Keagan
3. Review and adoption of agenda
 - a. Melanie motions to approve agenda with the addition of Resignation. Chelsey seconds.
4. Review and approval of meeting minutes from January (Dave motioned and Kelly seconds)
5. Review and approval of meeting summary from February (Kristen motions & Liisa seconds)
 - a. Big thank you to Glen for taking notes in February!
 - b. Approve resignation (Crystal), approved by Mel and seconded by Chelsey.
 - c. Formalize email vote for office and storage expenses (shelf, filing cabinets, table cart). Cinthia motions to approve, Reann seconds.
 - d. Business arising from the minutes

	Action Item	Individual responsible	Status
1	Look into an interactive map option so community members can enter their own garage sale address	Cinthia	Complete, unable to find a user-friendly way to do
2	Newsletter Submissions are due April 6 th (or earlier if ready). Anyone with content please submit to Cathy.		
	Poster for Family fest	Family Fest Committee	Danae submitted
	Poster for BBQ	BBQ Committee	Complete
3	Updated Hampton Map to be sent to Cathy	Jan	Complete
4	Recycle Room Keys. Kelly to label her keys #2 & #3, Kristen's key will be #1. Christine's will be #4	Kelly, Kristen	Complete
5	Reporting Damage: Cinthia will work on form.	Cinthia	Complete
6	Program Registration Form Format. Melanie will send the coordinators her form and they'll see if it can be combined. If not the kindersoccer, adult, and child/youth will be combined.	Program Coordinators	Complete
7	Baby Steps Fair Registration	Cinthia	Complete
8	Cinthia to forward grant options on to Family Fest Committee	Cinthia	Complete

6. Review of correspondence:

- a. Bank statement of 42,136.51 in account,
 - b. Invoice for mailbox: Chelsey will pay this week.
 - c. Creative Mum Face Painting: Cinthia will share with Family Fest committee.
7. Bylaw Review: Postponed as Cathy is away.
8. Resignations: Darcie has emailed in her resignation (Cinthia motions to accept resignation and Reann seconds).
9. Community Consultant Report: See Jan's March report
- a. Reminder of indoor programs coordinator workshop
 - b. Reminder to register for volunteer appreciation
 - c. **Action item: All Coordinators will need to bring stats of current programs to April's meeting: Christine, Kelly, Kristen, Melanie??**
10. Logo: Liisa to gave update (looked into Cathy, Crystal and Christine ideas) and voted on ideas to get developed by designer.
- a. Cinthia motioned for up to \$200 to be used to design a HVCA logo.
 - b. **Action Item: Liisa will get her contact to design a logo based on our discussion tonight**



**Hampton Village
Community Association**

c.



HAMPTON VILLAGE COMMUNITY ASSOCIATION
Preserving and growing our community

d.

Plus the logo with the circle of hands

11. Executive Reports

a. President:

i. Initial Website Review with group

1. Action item: Coordinators to update their sections on the website. E.g., blurb/summary for each type of program.

Please have a fellow board member proof your additions before sending them onto Brent.

2. Action item: Chelsey to verify FB page

- ii. Sum Theatre: Glen approved the motion to donate \$600 to Sum Theater. Cinthia seconds.
 - 1. **Action item: Cathy to correspond with Heather about presenting the cheque at the play and having an opportunity to take a photo for our website/newsletter.**
 - iii. Baby Steps:
 - 1. Board approved the donation of a door prize which will be a \$80 voucher to be used towards HVCA programs in the 2018-2019 season. Kelly made the motion, Liisa seconded.
 - 2. Further volunteers are needed to work the booth at Baby Steps on Saturday April 21st. Contact Cinthia if you can help.
 - 3. **Action item: Jan to email board Banner Bugs so we can pick one to bring to Baby Steps. Cost of our own in the future would be about \$200.**
 - iv. Board member emails: Many on the board have difficulty with our email program. Cinthia will look into the possibility of Outlook 365 over the spring/summer.
 - v. Working school Fobs were assigned. Cinthia will update log.
 - vi. Tommy Douglas Grad Committee donation request: Liisa will contact Brad and see if the committee would like to do some community work in return for a donation (e.g., Park clean up). Reann made a motion for \$500 to be donated in return for community work. Chelsey seconded
 - 1. **Action item: Liisa to contact Brad.**
 - vii. **Action item: Chelsey & Marcus to assemble shelf and filing cabinets in office** (shelf will eventually go to recycle room).
 - viii. Report
 - b. Treasurer :
 - i. ISC items submitted, soccer money to be submitted.
 - ii. Working on sections so in April we will have an idea of where each person is at on their budget. Jan will help with spreadsheets.
- 12. Coordinators**
- a. Communications:

- i. Cinthia makes motion to approve the printing of the newsletter (quote #3), Glen seconds.
 - ii. Cinthia, Glen and Liisa will proof newsletter for Cathy.
 - iii. Action item: Chelsey to pay Concept 3 Business Interiors 382.95 for table trolleys.**
- b. Adult Program Coordinator
- i. Kelly to check on teen/ tween yoga and sport classes. Possibility of Run Club
- 13. Special Events:**
- a. Garage sale: No charge for maps that will be handed out at the BBQ this year. Dave will collect addresses and make map (google). Cinthia will email Brent to get Dave set up on Garage Sale email.
- 14. New Business**
- 15. Meeting adjourned at 8:30PM**
- 16. Next Meeting: Wednesday April 11th, 2018 @ 6:30 PM**

Action Items

	Item	By When	Status
1	All Coordinators will need to bring stats of current programs to April's meeting: Christine, Kelly, Kristen, Melanie??	April 11	
2	Liisa will get her contact to design a logo based on our discussion tonight	April 11 th	
3	Coordinators to update their sections on the website. E.g., blurb/summary for each type of program. Please have a fellow board member proof your additions before sending them onto Brent. All Coordinators	Complete before fall programming/ newsletter	
4	Chelsey to verify FB page	ASAP	
5	Cathy to correspond with Heather about presenting the cheque at the play and having an opportunity to take a photo for our website/newsletter.	April	
6	Jan to email board Banner Bugs so we can pick one to bring to Baby Steps.	ASAP	

7	Liisa to contact Brad about Tommy Douglas Chem free grad donation		
8	Chelsey & Marcus to assemble shelf and filing cabinets in office	April 11	
9	Chelsey to pay Concept 3 Business Interiors 382.95 for table trolleys.	ASAP	
10	Cinthia to email Brent and get Dave set up on Garage sale email.	ASAP	
11	Liisa to update board contact list: Remove Darcie & Crystal	April 11	
12	Cinthia to email out webmaster/website stuff	April 11	

March 2018 Communications Report

What I have done

Met with Cinthia and Danae to transfer BBQ information from 2016.

Gathering stories, advertisements and quotes for spring newsletter.

Rink supervision

Rink snow clearing. I support Donavon in his request to order a 48" shovel from the online resource that was recommended to us by a fellow snow shoveller. This is the dream shovel Ron and I have been looking for. These would be shovels that stay in the rink shed for HVCA board members to use.

What needs to be done

Print and distribute newsletter by end of April or sooner if possible.

What I need from you

1. If you have something to submit to the newsletter, please do so by April 6th or sooner if you are able.
2. Board member who is willing to proof read newsletter before I submit for printing.
3. Approval to print the newsletter. Which quote does the board want me to choose. My preference is Option 3.

	Quote	Cost per newsletter to print	Quantity to print	Total cost	Delivery by
1	City of Saskatoon printing service	\$0.66 per newsletter.	2700	\$1782.00. PST and GST is not charged	
2	City of Saskatoon printing service		2683		Canada Post \$2442.44 (includes printing and preparation)

					of newsletter with delivery to Canada Post)
3	UPS	\$.40 per newsletter	2700	\$1198.80 Taxes in	Local neighbourhood boys (I have confirmed their availability) \$500.00 Total would be \$1698.80 including delivery.

President's Report: March 14th, 2018

What I did:

- Registered for the Baby Steps Trade Show
 - Did we want to submit any type of door prize? Did we want to print cards for the grab bags advertising our AGM?
- Bought the rolling shelf
- Ordered Filing Cabinets
- Attended BBQ Meeting
- Attended Family Fest Planning Meeting
- Sent compiled list of Website Changes to Brent
- Scanned Financial Review and sent it to Brent to be posted on the Website
 - Also distributed to board members
- Got new FOBS

What I Need from You:

- Reimbursed for storage, baby steps, hole punch, etc.
- Decision on Tommy Douglas Grad Funding Request
- Quotes for BBQ from Glen/Kelly (no rush, just a reminder for myself)
- Volunteer Sign up for Baby Steps
 - I can do set up plus two hours or an afternoon shift
- Volunteers to assemble filing cabinets and shelf
- Discuss former board member concerns

What I still need to do:

- BBQ
- Action items from Family Fest Meeting
- Newsletter articles