

**Hampton Village Community Association  
General Meeting, Wednesday May 9<sup>th</sup>, 2018  
Hampton School's Multipurpose Room 6:30 pm**

1. Call to Order: Start 6:35pm.
2. Present: Cinthia, Reann, Chelsey, Kelly, Kristen, Glen, Cathy, Donavon, Danae, Dave, Jan, Robert (From HFMC). Regrets: Christine, Liisa, Melanie
3. Introductions
4. Review and adoption of agenda

**MOTION: GLEN SECOND: KRISTEN**

5. Review and approval of meeting minutes from April 2018

**MOTION: Cinthia SECOND: Kelly**

a. Business arising from the minutes

- i. Liisa has everything done with the logo. Cinthia has offered to give everyone the files so we can all have the logo for hvca email address signatures and templates (so that we can look professional).
- ii. Cathy has looked into giving a cheque for SUM Theatre; we will be able to take a picture with the actors.
- iii. Cathy will ask Ron about setting up the shelves for the office (we need to thank Ron).
- iv. Liisa has updated the board contact list.
- v. Cinthia has emailed concerning the “no-show” nights for programs, and no response has been given.
- vi. Conversation circles will be starting back up September 12. Cathy has asked if we should continue with this in September.

6. Action Items:

	Item	By When	Status
1	Bring stats of current programs to May’s meeting (carried over from April): <b>Melanie</b>	May 9 <sup>th</sup>	Ongoing
2	<b>Liisa</b> to get her contact to fix logo options based on our discussion tonight	May 9 <sup>th</sup>	Complete
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. <b>All Coordinators</b>	Complete before fall programming/newsletter	Jan & Cathy Complete
4	<b>Chelsey</b> to verify FB page	ASAP	Ongoing

5	<b>Cathy</b> to correspond with Heather about presenting the cheque at the play and having an opportunity to take a photo for our website/newsletter.	May	Complete
6	<b>Chelsey &amp; Marcus</b> to assemble shelf and filing cabinets in office	May 9	Ongoing
7	<b>Liisa</b> to update board contact list: Remove Darcie, Crystal and Keagan	May 9	Complete
8	Cinthia to talk to Kristen & Kelly to clear up other program no-show.	May 9	Complete

## 7. Review of correspondence

- a. Three pieces of mail, all were payments for advertising in the Newsletter.

## 8. By-Law Review: Cathy

- a. YAY!!! Started on 8.05. One thing that was suggested at the end of the meeting was changing from “he” or “she” to “they” or “them.” Cathy has worked on being more consistent with capitalization throughout the entire document.
- b. 8.05 Cathy raised the question about whether what we do lines up with this bylaw. The second question from this point is, what does “Review Engagement” mean? The language will be changed to “conduct a review or audit of the financial statements” (instead of prepare a review engagement).
- c. 8.06 changed “expend” to “spend.”
- d. Appendix 1 the positions table has been changed to reflect the amount of work required for each position. Cathy is going to put the position job descriptions on Drop Box so that we can review each of them. Jan has suggested that we add “key relationships” with the job description. This would outline the position that work together to make the job easier.  
**Action: (All) Read and review the description that Cathy puts on Drop Box and reply to Cathy via email.**

## 9. Old Business from April Meeting

- a. Succession Planning
  - i. This way we can be prepared so that when people are finished with a position we can transition well as a board. We talked about possibly having a buddy system where another person could be mentored into a position. Putting out an advertisement about positions early before the AGM. We talked about different contact points that we make to recruit new members.

- b. Soccer Net Requirements
    - i. There are problems with using indoor nets outdoors. If the nets are used outdoors the school does not want them used indoors.
  - c. Sign Update: Cathy
    - i. The sign has been moved (McClocklin Rd. & Richardson Rd.) with approval.
  - d. Shelf update: Kristen
    - i. Cathy is going to talk to Ron about putting together the shelving units.
10. Executive Reports
- a. Treasurer:
    - i. Financial Review
      - 1. Will be done in June.
      - 2. **Action Item: (All) Have budgets ready for June meeting. (Chelsey) will do financial review.**
11. Coordinators
- a. Communications
    - i. Got the new permit for the sign. **Action Item: (Cathy) Email about costs for permanent sign – modifying Dream’s sign.**
    - ii. Cathy reported that there were over 600 newsletters left over. Cathy will be contacting the printers to find out if there were too many printed.
    - iii. Cathy has made 4 signs to advertise BBQ on May 12 @ TOO EARLY IN THE MORNING.
    - iv. With the new logo Cathy is going to price out how much it will be to get the newsletters in colour.
  - b. Kinder Soccer
    - i. We will be advertising for the kinder soccer coordinator.
    - ii. The kinder coaching program was really well received; there were other communities that attended.
  - c. Rink Coordinator
    - i. Donavon shared about the potential steps needed to have a proper shed/building for the rink. From the feedback that Donavon has received, the cost is high, but people are on board have volunteered services and resources. Troy Davies has given feedback about the potential use of the Humboldt Broncos name. The plan is to have surveillance and also be able to rent out the space. Jan shared the

parameters that would go with this plan. We will continue to talk about this in the June Meeting.

12. Community Consultant Report
  - a. Report to Follow
  - b. Jan shared about the park enhancement process and the costs that were presented. Jan is looking into possibly putting in a big tree instead of a shade topper. The costs will be re-evaluated.
13. Special Events
  - a. BBQ: Danae/Cinthia
    - i. Volunteer shifts
    - ii. Coolers needed!
      1. Cinthia put forth the idea of giving all the funds towards the school playground. There were no objections.
  - b. Family Fest: Donavon/Danae/Cinthia
    - i. Donavon shared the sponsorships that have shown interest in donating money towards Family Fest.
    - ii. Donavon shared about the importance of putting together a poster about the event.
14. New Business
  - a. E-transfers: Cathy
    - i. Cathy has had advertisers ask if we are doing e-transfers. If we move forward with online registration, e-transfers will be a requirement. There may be complications with the type of bank account that we currently have. **Action Item (All) Write down questions that you would like to have answered by the bank. (Chelsey) Give account information about bank account of the Facebook Group.**
  - b. Disc Golf Course: Dave
    - i. **Action Item: (Jan) Find Disc Golf information for Dave.**
  - c. Rink Shed: Donavon
  - d. Year end Wind-up: Cinthia
    - i. June 29, 2018
  - e. Allocations
    - i. There have been frustrations that have arrived from not having someone who can handle all the communications. The question was raised about what we should do until we have an allocations person.
15. Meeting adjourned at 8:57pm

16. Next Meeting: June 13<sup>th</sup>, 2018

Action Items:

1	<b>Read and review the description that Cathy puts on Facebook and reply to Cathy via email.</b>	ALL	Friday June 8 <sup>th</sup> .
2	<b>Financial Review</b>	Chelsey	June 13 mtg
3	<b>Have budgets ready for June meeting. Please connect with Chelsey if you need guidance</b>	ALL	Bring to June 13 mtg
4	<b>Email about costs for permanent sign - modifying Dream's sign.</b>	Cathy	June 13 mtg
5	<b>Write down questions that you would like to have answered by the bank. (Chelsey) Give account information about bank account of the Facebook Group.</b>	ALL Chelsey	June 13 mtg
6	<b>Find Disc Golf information for Dave.</b>	Jan	June 13 mtg or earliest convenience.
Carried over from April's meeting			
7	<b>Need program stats for mini soccer</b>	Melanie	June 13 mtg
8	<b>Coordinators to update website sections.</b>	Jan's- needs to be send off Cathy- feedback on one in binder Kindersoccer- done	
9	<b>Verify FB page</b>	Chelsey	