



**Monthly Board Meeting, Hampton School's Community Room  
Wednesday December 12th, 2018, 6:30 pm**

**ATTENDANCE:**

- Board Members: Cinthia (Chair), Reann, Liisa, Danae, Dave, Barb, Cathy, Kristy (Minute Taker), Melanie, Kelly (Partial), Kristen, Demi (Partial).
  - Absent: Chelsey, Donavon.
  - Other Attendees: Jan - Community Consultant (Partial), Robert - HFMC Liaison, Barry (Partial), Monica, Katherine.
- QUORUM REACHED

**SUMMARY:**

The meeting was called to order at 6:33 pm.

**1. Review & adoption of Agenda**

MOTION	To approve the Agenda, as amended
MOVED BY	Cinthia
SECONDED BY	Reann
	Motion Carried

**2. Review and approval of past Meeting Minutes**

The November 14th, 2018 Minutes were emailed prior to the Board Meeting, and hard copies were distributed at the meeting.

MOTION	To approve the November 14th, 2018 Minutes
MOVED BY	Cathy
SECONDED BY	Dave
	Motion Carried

**3. Business arising from the Minutes**

- Cathy spoke on "Rink Ambassador" search. Put ad in newsletter, and on Facebook. Spoke to Kevin (School Caretaker) who will do periodic checks. Spoke to Dawson Estates Condo President who will email all residents. Cathy will post a flyer to their mailbox, and one at the rink.
- Cinthia set up "Alert" email for the Rink Shed. Barb, Cathy, Jan, Dave and Kristy will be the back ups to check this email.

ACTION ITEM: Cathy to set up a protocol for if the Rink Shed light comes on.

#### 4. Correspondence

- Barb suggested the word “Westview” be put after our PO Box as we are having trouble receiving mail promptly.

ACTION ITEM: Cathy to include “Westview” to invoices and bottom of newsletter.

ACTION ITEM: Everyone to include “Westview” in our address in any future correspondence.

#### 5. Guest Speaker

- Barry Saunders (Days Paint) approached Board with a fundraising opportunity for the community. 10% of all interior and exterior painting done within the community would be donated back to the HVCA. Would not have to be a formal contract. Nutana Community Association is already taking part as of October 2018. Board will discuss further and make a decision at a later time.

ACTION ITEM: Cathy to follow up with Nutana Community Association and will communicate with Barry via email.

#### 6. Executive Reports

##### President, Cinthia

- A written report was emailed prior to the meeting (see attached President’s Report).
- Rink Supervision: 17 shifts still need to be filled by Board. Discussion on holes & cracks on the ice surface. Jan will inspect the ice tomorrow and will advise on techniques of how to fix.
- Child & Youth Coordinator Position: Recruited Katherine, who will take the lead with Monica and Danae’s help. As outgoing coordinator, Kristen will train.

MOTION	To vote for the following positions: Katherine as Child & Youth Indoor Coordinator Monica as Member at Large #7 Liisa as Adult Indoor Coordinator
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried. All positions elected by acclamation.

ACTION ITEM: Cinthia will provide a rink schedule for Board to sign up for more shifts.

**Vice President, Reann** – Nothing to report.

##### Treasurer, Barb

- Cheque re-ordering: Need to order 1200 new cheques, will order with “Westview” added to our address.
- Printer: Discussion on buying a laser printer for the Board to leave in the Community Room Office.

MOTION	To spend \$221 (plus tax & shipping) on cheque re-ordering
MOVED BY	Barb
SECONDED BY	Cinthia
	Motion Carried

MOTION	To spend up to \$1,000 for a laser printer
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

ACTION ITEM: Dave to shop around for a laser printer.

**Secretary, Kristy**

- Error in 2017 AGM Minutes: States that Christine was elected as the Youth Soccer Coordinator, however it should state that Melanie was elected.

ACTION ITEM: Kristy to make a note of the error in the 2017 AGM Minutes and repost to the website.

**7. Coordinator Reports**

**Communications, Cathy**

- A written report was emailed prior to the meeting (see attached Communications Report).
- Signage: Dave will change the sign for Cathy in January.
- Would like to buy a card for Keitha (HFMC Pastor) who is leaving the church.

ACTION ITEM: Cathy to shop with Dave for the Christmas Hampers.

ACTION ITEM: Cathy to meet with Reann to discuss PIES for Pumpkins in the Park.

ACTION ITEM: Cathy to follow up with Dawson Estates about the Rink.

**Adult Indoor Coordinator, Liisa**

- There is an error regarding the Pickleball date in the Leisure Guide, however our newsletter is correct. The correct date is Tuesdays. Mel and Kelly suggested program start time be on the hour rather than 6:30 pm. Liisa will do this starting with the fall programming.

ACTION: Liisa to get the float from Barb for upcoming In-Person Registration Night.

**Child & Youth Indoor Coordinator, Vacant** – Nothing to report.

**Daytime Indoor Coordinator, Vacant**

- Jan updated the location on the Conversation Circles poster hoping that will increase attendance.

**Kinder Soccer Coordinator, Demi**

- Was trained on how to do the school bookings online. Will inquire with Christine about Tim Hortons Grant. Kelly suggested “holding seats” online for In-Person Registration Night.

**Rink Coordinator, Donavon** – Not present, no report submitted.

**Allocations Coordinator, Vacant** – Nothing to report.

**Online Registration/Membership Coordinator, Kelly**

- Credit Card is needed on file for Paypal and Stripe accounts. Kelly suggested we look into getting a HVCA credit card, rather than using a Board Member’s personal credit card.

ACTION ITEM: Barb to look into getting a credit card for the HVCA

**8. Community Consultant Report, Jan**

- The Community Consultant Report was emailed to the Board prior to the meeting, and hard copies were distributed at the meeting. The report was briefly reviewed.
- Jan provided Barb with Electricity statements for the Rink Shed, which have already been paid by the city.

**9. Special Events**

**Family Fest**

- Dave is working on the application for the SK Lotteries Grant. Deadline is January 15th, 2019.

**Christmas Hampers**

- Dave reported that 13 hampers have been donated, totalling \$932.15. Plan to do again next year as it was a great success.

**Hampton Village Winter Carnival**

- Event put on by Ernest Lindner & St. Lorenzo Parent Councils, in partnership with HVCA and Tykes & Tots. Will take place at the Hampton Schools on Sunday, February 10th from 1-4pm. Activities will be indoor and outdoor. HVCA will host Milk Jug Curling at the Rink, and set up a Free Hot Cocoa Bar.

MOTION	To spend up to \$80 on Cocoa supplies.
MOVED BY	Cinthia
SECONDED BY	Dave
	Motion Carried

ACTION ITEM: Kristy to provide a schedule for the Board to sign up for shifts.

ACTION ITEM: Reann to contact Pink Cadillac regarding serving Cocoa.

## 10. New Business

### Skate Supports

ACTION ITEM: Liisa to purchase 3 Skate Supports for the Rink

### Community Garden Email

- Brent (Webmaster) requested this be set up through our website, however it is a separate entity from the HVCA. Will continue with the current gmail account.

Motion to adjourn at 8:48 pm.

### NEXT MEETING:

January 9th, 2019, 6:30 pm, Hampton School's Community Room

### ACTION ITEMS:

#### **New Action Items from Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Cathy to set up a protocol for if the Rink Shed light comes on.	Cathy	ASAP
2	Cathy to include "Westview" to invoices and bottom of newsletter.	Cathy	ASAP
3	Include "Westview" in our address in any future correspondence.	Everyone	Ongoing
4	Cathy to follow up with Nutana Community Association regarding Painting Fundraiser, and to communicate with Barry via email.	Cathy	ASAP
5	Cinthia will provide a rink schedule for Board to sign up for more shifts.	Cinthia	ASAP
6	Dave to shop for a laser printer (up to \$1,000).	Dave	ASAP
7	Kristy to make a note of the error in the 2017 AGM Minutes and repost to the website.	Kristy	ASAP
8	Dave & Cathy to shop for the Christmas Hampers.	Dave & Cathy	ASAP
9	Reann & Cathy to meet to discuss PIES for Pumpkins in the Park.	Reann & Cathy	ASAP
10	Cathy to follow up with Dawson Estates about monitoring the Rink.	Cathy	ASAP
11	Liisa to get float from Barb for upcoming In-Person Registration Night.	Liisa	ASAP

12	Barb to look into getting a credit card for the HVCA.	Barb	ASAP
13	Kristy to provide Board with a schedule for the Winter Carnival.	Kristy	ASAP
14	Reann to contact Pink Cadillac regarding service Cocoa at the Winter Carnival.	Reann	ASAP
15	Liisa to purchase 3 Skate Supports for the Rink.	Liisa	ASAP

**Completed Action Items from Previous Meeting:**

	Action	Person Responsible	Status/Complete By
1	Kristen to provide Cathy with C & Y Coordinator duties for upcoming newsletter ad.	Kristen	Removed, not advertising
2	Kelly to request soccer registrant list from Mel to update membership list.	Kelly	Done
3	Cathy to look into reaching out to others in the community to be a "rink ambassador" (watch for light on shed).	Cathy	Done

**Carried over Action Items from Previous Meetings:**

	Action	Person Responsible	Status/Complete By
1	2018/2019 Budgets: Donavon handed his in in June, however it was misplaced. Please Resend.	Donavon	ASAP
2	Submit Rink related receipts for the 2017-2018 year (shovels, weed wacker, gas).	Donavon	ASAP
3	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Ongoing
4	Continue to monitor website for any information that needs to be updated.	Everyone	Ongoing
5	Kelly to look into how Silverwood does their online registration and membership.	Kelly	ASAP

## **President's Report:**

### What I Did

- Extensive work to recruit a Child & Youth Coordinator
- Correspondence with Barry Saunders regarding a fundraising opportunity from his business
- Newsletter Submissions
- Rink Supervision Schedule
- Send Public Skating Poster off to Schools
- Invited Brent to January's meeting – I know questions often come up about email or website. This will be a great time to ask them.

### Outstanding Business

- Still waiting on a cheque from the Madison Avenue Group for Cinema Under The Stars
- Never received a cheque from Dakota Dunes/SIGA. I've started following up but we haven't been able to connect.

### What I need from you?

- Still 17 empty supervision shifts (we've all taken 2 so far, 12 x 2). Do we all want to take a few more? Solicit high school volunteers to work for class credit, attempt to hire someone to supervise (claim back ½ on our rink grant)?
- Resolution/decision regarding Child & Youth vacancy

## **Communications Report:**

### What I did

- Prepared Winter newsletter
- Invoiced advertisers
- Changed sign to advertise online and in person program registration
- Contacted St Lorenzo school and Dawson Estates regarding rink trouble light
- Posted information on Rink Facebook page re: rink trouble light
- Arranged extra Games afternoon to be held at Mayfair Library
- Contacted Dream regarding signage at corner of McClocklin and Claypool—no response yet
- Arranged for sign to be changed after January 8

### What I need to do

- Prepare wording/letters for Dave to change sign while I am away.
- Shop with Dave for Christmas Hampers
- Work with Reann to prepare PIES for Pumpkins in the Park

### What I need from you

- Next newsletter submission deadline is March 30. Please send submissions whenever yours are ready