



**Monthly Board Meeting, Hampton School's Community Room
Wednesday February 13th, 2019, 6:30 pm**

ATTENDANCE:

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

SUMMARY:

The meeting was called to order at 6:38 pm.

1. Review & adoption of Agenda

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

2. Review and approval of past Meeting Minutes

The February 13th, 2019 Minutes were emailed prior to the Board Meeting, and hard copies were distributed at the meeting.

MOTION	To approve the February 13th, 2019 Minutes, as presented
MOVED BY	Cathy
SECONDED BY	Kristen
	Motion Carried

3. Business arising from the Minutes

- Cinthia was able to find a 24 hour on call electrician for the rink shed.

ACTION ITEM: Cinthia to add electrician to rink shed protocol sheet.

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia

- See attached President's Report

Vice President, Reann – Nothing to report.

Treasurer, Barb

- Financial Statement of Operations was distributed and reviewed at the meeting. Barb met with our accountant and learned that her fee is \$1,665, rather than the \$1,200 that was estimated. Once statement is completed, it will be posted to the website under Financials. Barb filed our year end with ISC, and is waiting on their approval.
- Online Banking: Credit Union has an option for Online Banking, Inquiry Only. Since we require two signatures on the account, we can't transfer money or make any changes to the account online, however we can view the account, which will make things easier for Barb.

MOTION	To set up Online Banking, Inquiry Only
MOVED BY	Barb
SECONDED BY	Dave
	Motion Carried

ACTION ITEM: Barb to check with ISC to see if the year end filing has been approved.

ACTION ITEM: Barb to set up Online Banking, Inquiry Only.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy

- See attached Communications Report.
- Newsletter: Spring Newsletter submission deadline is March 30th, 2019. Cathy received a quote of \$1,500 to print, and \$500 to deliver. Once completed, Kristy will proofread before being sent off for printing.

MOTION	To approve up to \$2,000 for the Spring Newsletter printing and delivery
MOVED BY	Cathy
SECONDED BY	Cinthia
	Motion Carried

Adult Indoor Coordinator, Liisa – Not present, no report submitted.

Child & Youth Indoor Coordinator, Katherine

- Reported that Spring registration went well, most classes were full. Katherine will work with Monica to transition her into taking on more of the coordinator role.

Daytime Indoor Coordinator, Vacant

- Jan reported that she made exciting new ads and posted them at the school, our website and Facebook. English Practise attendance is down due to the cold weather, however Table Games is doing well.

Soccer Coordinator, Melanie – Not present, Cinthia reported for Melanie

- In person registration is Wednesday February 27th @ 6:30 pm in the School community room. Board members to attend registration night; Mel, Demi, Reann, Cinthia, Barb. Mel requested a float of \$250 in 5's. Cathy will update the sign to advertise.

MOTION	To approve a \$250 float for soccer registration night
MOVED BY	Cinthia
SECONDED BY	Demi
	Motion Carried

ACTION ITEM: Barb to bring a \$250 float in 5's to soccer registration night.

Kinder Soccer Coordinator, Demi

- Reported that programming is running well, however start date was pushed forward one week as there was a lack of volunteer coaches. Demi is looking into hiring someone to host a coaching clinic. Jan suggested approaching the University to offer a volunteer opportunity for their students to coach (Kinder Soccer only), rather than searching for parent volunteers.

Rink Coordinator, Donavon – Not present, Cinthia reported for Donavon.

- Cinthia set up a rink flooding/clearing schedule and posted to Facebook. Rink will be flooded weekly on Saturday mornings at 9:30 am, and Wednesdays at noon.
- Discussion on maintaining weeds at the rink in the summer. Jan suggested looking into Youth Works.

ACTION ITEM: Cathy to contact Youth Works about maintaining rink weeds in the summer.

Allocations Coordinator, Vacant – Nothing to report.

Online Registration/Membership Coordinator, Kelly – Not present, no report submitted.

7. 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.
- Spring school booking date has been changed to February 5th – 15th.

8. Special Events

Winter Carnival Summary

- There were between 300-400 people in attendance. We served 170 cups of Hot Chocolate, and 60 cups of coffee. Pink Cadillac provided the Hot Chocolate and Coffee, and we supplied a selection of toppings. Milk Jug Curling was postponed due to the cold weather, hoping to reschedule for the beginning of March. Will advertise online and in the School's newsletters once a date is decided.

MOTION	To approve \$124.42 for Winter Carnival supplies
MOVED BY	Kristy
SECONDED BY	Cinthia
	Motion Carried

ACTION ITEM: Kristy to provide Board members completed PIES for Winter Carnival.

ACTION ITEM: Kristy to send Milk Jug Curling ad to both schools for their March Newsletters.

Family Fest / Cinema Under the Stars

- Application for the SK Lotteries Grant has been submitted. Dave is looking for more volunteers for the planning committee. Discussion on whether to have a food truck and/or ice cream truck or just concession. Board agreed that food truck is a great idea.

Annual BBQ

- Maple Leaf no longer rents out barbecues. Cinthia and Kristy researched other options, Boryski's Butcher Block or Prairie Meats look like they are the best options.

9. New Business

Adult Coordinator Resignation

- Liisa will be resigning from the Board on March 31st, 2019. Recruiting attempts are taking place. If we are unable to find a new Coordinator by next registration, all adult programs will have to be cancelled.

MOTION	To accept Liisa's emailed resignation from the Board, effective April 1st, 2019.
MOVED BY	Cathy
SECONDED BY	Reann
	Motion Carried

ACTION ITEM: Kristy to file Notice of Change of Directors with ISC.

Registration Form Volunteer Follow-up:

- Discussion on volunteers who checked the box "I would like to volunteer with the community association (special events, coaching, rink, etc.)" on in person registration form. Discussion on whether online registration has this question. Kelly not in attendance, so Kristy to contact her to ask.

ACTION ITEM: Katherine to contact people who opted in to volunteer on registration forms.

ACTION ITEM: Cinthia to contact Liisa to get her list of volunteers from registration forms.

ACTION ITEM: Kristy to contact Kelly regarding Online Registration volunteer box.

Exclusive Online Registration Discussion:

- Deferred to next meeting as Kelly not in attendance.

ACTION ITEM: Cinthia to add exclusive Online Registration discussion to March Agenda.

Sum Theatre

- Discussion on having Sum Theatre for Summer 2019, Board agreed that we would like to participate.

ACTION ITEM: Cinthia to contact Sum Theatre to inform them of our intention to participate this Summer.

School Keys

- Reann was originally given 3 fobs and 5 keys by the School Division when the School first opened. When the locks needed to be changed at the beginning of this school year, Cinthia handed these back in to them, however they only had on record that we had 3 keys and 3 fobs. We now only have 3 fobs and 3 keys, however we would like a total of 5 keys, since that's what we were originally given. Cathy and Jan to speak to the School office, Reann to help if needed.

ACTION ITEM: Cathy to inquire with the School office about getting an extra 2 School keys.

Motion to adjourn at 8:21 pm.

NEXT MEETING:

March 13th, 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	Cinthia to add electrician to rink shed protocol sheet.	Cinthia	ASAP
2	Barb to check with ISC to see if the year end filing has been approved.	Barb	ASAP
3	Barb to set up Online Banking, Inquiry Only.	Barb	ASAP
4	Barb to bring a \$250 float in 5's to soccer registration night.	Barb	ASAP
5	Cathy to contact Youth Works about maintaining rink weeds in the summer.	Cathy	ASAP
6	Kristy to provide Board members completed PIES for Winter Carnival.	Kristy	ASAP
7	Kristy to send Milk Jug Curling ad to both schools for their March Newsletters.	Kristy	ASAP
8	Kristy to file Notice of Change of Directors with ISC.	Kristy	ASAP

9	Katherine to contact people who opted in to volunteer on registration forms.	Katherine	ASAP
10	Cinthia to contact Liisa to get her list of volunteers from registration forms.	Cinthia	ASAP
11	Cinthia to add exclusive Online Registration discussion to March Agenda.	Cinthia	ASAP
12	Cinthia to contact Sum Theatre to inform them of our intention to participate this Summer.	Cinthia	ASAP
13	Cathy to inquire with the School office about getting an extra 2 School keys.	Cathy	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to find a 24 hour electrician to add to our rink shed protocol sheet.	Cinthia	Done
2	Liisa to purchase 3 Skate Supports for the Rink.	Liisa	Done by Barb
3	Katherine to review information regarding Sportball.	Katherine	Removed, Given info at meeting
4	Cinthia to remove Local Businesses section on our website.	Cinthia	Done
5	Barb to apply for credit card.	Barb	Done
6	Liisa to offer a free class for one of her Adult Programs.	Liisa	Done
7	Kelly to remove English Practice from Online Registration.	Kelly	Done
8	Cinthia to add exclusive Online Registration discussion to February Agenda.	Cinthia	Done
9	Dave to submit SK Lotteries Grant for Family Fest.	Dave	Done
10	Cinthia to start working on the Parks application for the Annual BBQ.	Cinthia	Done
11	Cinthia to provide Mitchell's contact information for Kristy to book the BBQ.	Cinthia	Done
12	Kelly and/or Kristy to shop for Hot Cocoa supplies.	Kelly and/or Kristy	Done
13	Kristy to work with Jan on Milk Jug curling ideas.	Kristy	Done

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Ongoing

2	Kelly to look into how Silverwood does their online registration and membership.	Kelly	Ongoing
3	Dave to shop for a laser printer (up to \$1,000).	Dave	ASAP
4	Cinthia to create a Google calendar to post to our website.	Cinthia	Ongoing
5	Cinthia to work with Brent to get our Facebook link posted to the website.	Cinthia	Ongoing
6	Kelly to provide a membership purchase link to post to the website (for when programming is inactive).	Kelly	Ongoing
7	Barb to create a policy regarding the credit card use.	Barb	ASAP
8	Reann to provide Cinthia with completed PIES for Pumpkins in the Park.	Reann	ASAP

PRESIDENT'S REPORT:

What I did:

- Problem solved some rink hiccups.
 - Weekly scheduled. Hopefully a regular schedule will get volunteers out.
- Helped draft an adult coordinator volunteer call email
- Kelly discovered the Trouble Light was on at the rink on Thursday January 31st. We think it was because the door was either open too much or was locked but not pushed closed so there was a draft.
 - Everyone: Make sure door is well secured when you leave. Not just locked.
- Continued to follow up on recycle room keys that the school has not replaced since the lock change.
- BBQ
 - Submitted special events application
 - Researched BBQ rentals
 - Approached church about partnering with us
- Sent our rink/adult coordinator/ soccer reg email via Brent
- Volunteered at Hampton Carnival

Next steps:

- Continue BBQ planning
- Approach Kristy, Barb, and/or Cathy about liaising key issue with the school as my work schedule does not allow me to 'drop in' to the school.
- Continue to recruit for adult programs.
- Submit BBQ advert to Cathy for newsletter (can be Kristy or myself)
- Figure out Garage sale map or see if a techy person wants to take this on.
<https://www.zeemaps.com>
- President's message to Cathy for newsletter

Communications Report

What I have done:

- Requested quote from UPS for newsletter printing. Hoping they will print for the previous cost. See below.
- Gathering stories and advertisements for spring newsletter.
- Contacted newsletter delivery team.
- Contacted the six Community Associations who are partnering with Barry. Have heard back from 2.
- Bought two shovels for rink.
- Volunteered at Winter Carnival
- Purchased board and hooks to manage shovels in the rink shed.

What needs to be done:

- Print and distribute newsletter by mid April.
- Assemble hooks in rink shed.

What I need from you:

- If you have something to submit to the newsletter, please do so by March 30 or sooner if you are able.
- Board member who is willing to proof read newsletter before I submit for printing.
- Approval to print the newsletter.
- Reimbursement for rink supplies.

Quote for previous newsletter	Cost per newsletter to print	Quantity to print	Total cost	Delivery by
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.