



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

ATTENDANCE:

- Board Members: Cinthia (Chair), Barb, Chelsey (Partial), Kristy (Partial, 2nd Minute Taker), Dave (1st Minute Taker), Demi, Melanie, Reann, Kelly, Kristen.
- Absent: Cathy, Danae, Donavon, Liisa, Katherine, Monica.
- Other Attendees: Jan - Community Consultant, Robert - HFMC Liaison, Gbemisola – Guest (Partial).

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:35 pm.

1. Review & adoption of Agenda

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

3. Business arising from the Minutes

- Cathy contacted Youth Works about maintaining rink weeds in the summer, cost is \$30/week. Will discuss at a later time.

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia

- Would like to reorganize the Recycle Room next week, as well as put up a sign asking that people don’t move things around. Kristy will help with this.

ACTION ITEM: Cinthia and Kristy to reorganize Recycle Room.

Vice President, Reann – Nothing to report.

Treasurer, Barb – Nothing to report.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy – Not present.

- A written report was emailed prior to the meeting (see attached Communications Report).
- A reminder that the Spring Newsletter submission deadline is March 30th, 2019.

ACTION ITEM: Cinthia to inform Cathy that the decision of the board is to not proceed with Barry at this time, however he is welcome to advertise in our newsletter.

ACTION ITEM: Cathy to advertise on our sign for the Annual BBQ and Garage Sale.

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

Child & Youth Indoor Coordinator, Katherine – Not present, emailed report to Cinthia.

- Programs are running smoothly. Katherine will pass along Sportball information to Monica so she can review.

ACTION ITEM: Katherine to pass along Sportball information to Monica for her review.

Daytime Indoor Coordinator, Vacant – Nothing to report.

Soccer Coordinator, Melanie

- Melanie will be resigning from this position as of June 30th, 2019.

MOTION	To accept Melanie's resignation from the Board, effective June 30th, 2019.
MOVED BY	Cinthia
SECONDED BY	Reann
	Motion Carried

ACTION ITEM: Melanie to send a resignation letter to Kristy.

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

Kinder Soccer Coordinator, Demi – Nothing to report.

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

Allocations Coordinator, Vacant – Nothing to report.

Online Registration/Membership Coordinator, Kelly – Nothing to report.

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.
- Changes to the Leisure Guide will be discussed at the next Board Meeting.

8. Special Events

Winter Carnival / Milk Jug Curling

- The postponed Milk Jug Curling took place on Sunday March 10th, from 1-4 pm. Set up worked nicely, however nobody showed up to play. Volunteers walked the hot chocolate caddy over to the sliding hill and handed out free hot chocolate. If we proceed with a rink activity for the Carnival next year, it should only happen on the day of the Carnival.

Family Fest / Cinema Under the Stars

- Dave reported that he has booked the Cinema with the same company as last year, who will be a major sponsor. He is working on quotes for face painting, bouncy castles, etc. Jan suggested he look into booking the antique fire truck. Should have the SK Lotteries Grant approval by April 1st.

Annual BBQ

- Cinthia reported that the BBQ will be partnered with the HFMC Preschool this year. The HFMC has a regional gathering on that day so that might take away from potential volunteers, however the Preschool has many parents that they are able to call on. We will need approximately 12-15 volunteers from them. The BBQ and meat have been booked with Prairie Meats.

9. New Business

Donation Request

- Tommy Douglas Collegiate issued a request for their Grade 12's to come and serve in the community to raise funds for their Grad. Ideas that were discussed by the Board were to give \$250 to have the group come and clean the parks. The other idea was to have students come and coach Kindersoccer.

ACTION ITEM: Cinthia to contact Tommy Douglas regarding their fundraising ideas.

Post-Registration Financial Reporting Summary Sheet

- Barb is looking to put together a sheet that makes it easy to accept money for events such as registration night. We had a conversation about why this needs to happen.

ACTION ITEM: Barb to create a financial spreadsheet for In-person Registration.

Recycle Room Keys

- Cinthia spoke to Ryan at GSCS and has received two extra keys for our Board. Reann and Demi will both take a key.

Keypad Locks

- Cathy spoke to Tykes & Tots about the keypad lock they have on their door, which was installed by JCI at no cost to them. We will be presenting a request to put commercial keypads on the Community Room doors.

ACTION ITEM: Cinthia to put a request into the School Board for commercial keypads on the Community Room doors.

P3 School Access Rules

- With 5 keys and 3 fobs being in rotation between different Board Members, we need to have a copy of the school access rules to ensure that whoever has a key is aware of the rules.

ACTION ITEM: Cinthia to email P3 School Access Rules to Board Members.

Exclusive Online Registration for all Programs

- Kelly presented the positives of the Exclusive Online Registration. There have been complications with having both Online and In-Person Registration including; trying to input people into the system so they can receive their membership number, and not receiving the registration list from Coordinators in a timely manner. Suggested creating a shareable document for the Programming and Online Registration Coordinators to organize registration and memberships.
- Melanie presented the positives of In-Person Registration which are to meet and speak with people within the community, as well as accepting payment from people who do not have or wish to use a Visa or Mastercard.
- Jan suggested looking into having tablets or computers set up for In-person Registration. Another option is having someone set up with a spreadsheet entering in the data as people buy memberships (this is how Nutana Community Association does it).
- Cinthia suggested having a transition year where we try a shareable document for all Program Coordinators, and still have both In-person and Online Registration.
- We will revisit this discussion in April, however a decision will need to be made by our May Board Meeting as that's when Jan needs our Fall Programming information for the Leisure Guide.

ACTION ITEM: Kelly to work with Kristy to create a shareable document for the Programming and Online Registration Coordinators.

ACTION ITEM: Melanie and Demi to send their list from the previous In-person registration to Kelly.

ACTION ITEM: Cinthia to add Registration discussion to April Agenda.

Adult Program Coordinator Position

- Gbemisola is interested in this position, however would like more information before committing. She will meet with either Kelly or Kristen to get a better idea of the position. She would like to start by joining the Board as a Member at Large.
- Liisa currently has all of Kelly's old information (documents, passwords, etc.), so we will need to get that before we can transition anyone into this position.
- Decision to cancel the Adult Programming will need to be made in May, which is the Leisure Guide submission deadline.

MOTION	To vote for Gbemisola to be Member at Large #4.
MOVED BY	Cinthia
SECONDED BY	Dave
	Motion Carried. Position elected by acclamation.

ACTION ITEM: Kelly to contact Liisa to get all Adult Program Coordinator information.

ACTION ITEM: Gbemisola to meet with Kelly and/or Kristen to discuss Adult Program Coordinator position.

Tykes and Tots Monthly Parent Night

- Lindsay from Tykes and Tots approached Cinthia to ask if we would like to partner with them for Monthly Parent Night, which they would like to host in the Resource Room starting in the fall. They will have a number of topics, speakers and information for parents. The only commitment that they would need from us is to advertise and to book the Resource Room at no cost to them. The Board suggested that in return we would ask Tykes and Tots to volunteer at our various events throughout the year.
- Jan advised that we should contact the School Board to confirm that this wouldn't be a violation of the joint-use agreement, as we are not allowed to do third party bookings.

ACTION ITEM: Cinthia to email Lindsay regarding our discussion.

ACTION ITEM: Cinthia to add Tykes and Tots Monthly Parent Night to April Agenda.

ACTION ITEM: Cinthia to contact the School Board to confirm that we aren't in violation of the joint-use agreement if we book Tykes and Tots Monthly Parent Night.

HFMC Trade Show

- Discussion on whether we would like to have a table at the Trade show this year, which will take place on Saturday April 13th from 10 am – 3 pm. Cost is \$20 for the table. It says online that the tables are full, however Cinthia will check with Shawna to see if she can fit us in. Will decide at our next meeting if we would like to participate.

ACTION ITEM: Cinthia to check with Shawna to see if they have room for us at the HFMC Trade Show.

ACTION ITEM: Cinthia to add HFMC Trade Show to April Agenda.

Motion to adjourn at 8:32 pm.

NEXT MEETING:

April 10th, 2019, 6:30 pm, Hampton School's Community Room

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia and Kristy to reorganize Recycle Room.	Cinthia and Kristy	ASAP
2	Cinthia to inform Cathy that the decision of the board is to not proceed with Barry at this time, however he is welcome to advertise in our newsletter.	Cinthia	ASAP
3	Cathy to advertise on our sign for the Annual BBQ and Garage Sale.	Cathy	ASAP
4	Katherine to pass along Sportball information to Monica for her review.	Katherine	ASAP
5	Melanie to send a resignation letter to Kristy.	Melanie	ASAP
6	Kristy to file Notice of Change of Directors with ISC (resignation of Melanie, addition of Gbemisola).	Kristy	ASAP
7	Cinthia to contact Tommy Douglas regarding their fundraising ideas.	Cinthia	ASAP
8	Barb to create a financial spreadsheet for In-person Registration.	Barb	ASAP
9	Cinthia to put a request into the School Board for commercial keypads on the Community Room doors.	Cinthia	ASAP
10	Cinthia to email P3 School Access Rules to Board Members.	Cinthia	ASAP
11	Kelly to work with Kristy to create a shareable document for the Programming and Online Registration Coordinators.	Kelly and Kristy	ASAP
12	Melanie and Demi to send their list from the previous In-person registration to Kelly.	Melanie and Demi	ASAP
13	Kelly to contact Liisa to get all Adult Program Coordinator information.	Kelly	ASAP
14	Gbemisola to meet with Kelly and/or Kristen to discuss Adult Program Coordinator position.	Gbemisola	ASAP
15	Cinthia to email Lindsay (Tykes and Tots) regarding our discussion.	Cinthia	ASAP

16	Cinthia to contact the School Board to confirm that we aren't in violation of the joint-use agreement if we book Tykes and Tots Monthly Parent Night.	Cinthia	ASAP
17	Cinthia to check with Shawna to see if they have room for us at the HFMC Trade Show.	Cinthia	ASAP
18	Cinthia to add the following to April Agenda: -In-person / Online Registration Discussion -Tykes and Tots Monthly Parent Night -HFMC Trade Show	Cinthia	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Barb to check with ISC to see if the year end filing has been approved.	Barb	Done
2	Barb to set up Online Banking, Inquiry Only.	Barb	Done
3	Barb to bring a \$250 float in 5's to soccer registration night.	Barb	Done
4	Cathy to contact Youth Works about maintaining rink weeds in the summer.	Cathy	Done
5	Kristy to provide Board members completed PIES for Winter Carnival.	Kristy	Done
6	Kristy to send Milk Jug Curling ad to both schools for their March Newsletters.	Kristy	Done
7	Kristy to file Notice of Change of Directors with ISC.	Kristy	Done
8	Cinthia to add exclusive Online Registration discussion to March Agenda.	Cinthia	Done
9	Cinthia to contact Sum Theatre to inform them of our intention to participate this Summer.	Cinthia	Done
10	Cathy to inquire with the School office about getting an extra 2 School keys.	Cathy	Done
11	Dave to shop for a laser printer (up to \$1,000).	Dave	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	Cinthia to create a Google calendar to post to our website.	Cinthia	Ongoing

4	Cinthia to work with Brent to get our Facebook link posted to the website.	Cinthia	Ongoing
5	Kelly to provide a membership purchase link to post to the website (for when programming is inactive).	Kelly	Ongoing
6	Barb to create a policy regarding the credit card use.	Barb	ASAP
7	Reann to provide Cinthia with completed PIES for Pumpkins in the Park.	Reann	ASAP
8	Cinthia to add electrician to rink shed protocol sheet.	Cinthia	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

March 2019 Communications Report

What I have done

Received quote from UPS for newsletter printing. Cost per newsletter has increased by \$.03. This is the first increase in three years. See below for details.

Continue to gather stories and advertisements for spring newsletter. Have draft newsletter prepared. Using Publisher program and really enjoying it.

Complete paperwork for online banking initiative as requested by Barb.

Contacted the six Community Associations who are partnering with Barry. Have heard back from 3 now. Everyone seems unsure as to how to proceed. We need to decide if we will partner with him.

Contacted Heather Morrison from SUM Theatre to inform her we will support Theatre in the Park as we have in the past.

- I have received an advertisement which will be included in the newsletter.
- Amount of financial support requested is \$600.00
- Asked if we would be required to distribute flyers closer to theatre in the park. That is yet to be determined.

Reported rink door damage to police, as it appeared to be an attempted break in. Therefore also reported incident to insurance.

- Arranged for repair of rink door. Cost to repair was ~\$100.00

Ron installed the board and hooks to further manage shovels in the rink shed.

Talked to daycare about the keypad lock on their door. Shared information with Cinthia and Jan. Think this option would solve our key deficit.

Advertised soccer registration on sign.

Contacted YouthWorks to request quote for summer rink maintenance. No response yet.

What needs to be done

Print and distribute newsletter by mid April.

Make decision about partnering with Barry Saunders and notify him of our intentions.

Possibly investigate keypad entry for Community Resource room.

Will need to change the sign when I return as information is out of date. I guess Garage Sale advert will be next?

What I need from you

- If you have something to submit to the newsletter, please do so by March 30. For board members this date is "soft" I can extend it to April 5 when I anticipate being back from my trip.

Quote for previous newsletter	Cost per newsletter to print	Quantity to print	Total cost	Delivery by
UPS (old)	\$.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.
UPS (new)	\$.43 per newsletter	2700	1161 before tax, \$1288.71 after tax. \$89.91 increase	Local neighbourhood boys (I have confirmed their availability) \$500.00 Total would be \$1788.71 including delivery. Within the \$2000.00 budget the board approved.