



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting, Hampton School's Community Room Wednesday April 10th, 2019, 6:30 pm

ATTENDANCE:

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

QUORUM NOT REACHED

SUMMARY:

The meeting was called to order at 6:34 pm.

1. Review & adoption of Agenda

- Agenda was reviewed and amended.

2. Review and approval of past Meeting Minutes

- The March 13th, 2019 Minutes were emailed prior to the board meeting, and hard copies were distributed at the meeting. Minutes were reviewed and amended.

ACTION ITEMS: Cinthia to add: Review and approval of March 13th, 2019 Minutes to May's Agenda.

3. Business arising from the Minutes

- Review of Action Items
- Cinthia has been in contact with Ryan from the School Board. The approximate cost for a keypad could be up to \$3,600. In the event that we had to rekey, the approximate cost would be \$15-\$20/key, and \$125 per cylinder. He recommends staying with the current processes in place, as he thinks this is the most cost effective. Noted that keys should never have anything identifying what they are used for. Cinthia will email a request to Ryan to have the caretakers ensure that the recycle room door is unlocked during programming and then locked again at the end of the evening.

ACTION ITEM: Cinthia to create non-identifying school key labels.

ACTION ITEM: Cinthia to contact Ryan requesting the recycle room be unlocked by caretakers during programming.

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia

- The President's Report was emailed to the board prior to the meeting, and the report was briefly reviewed (see attached).

ACTION ITEM: Kristy to print 4 more laminated signs for the recycle room.

ACTION ITEM: Kristen to check on getting a truck for the BBQ.

ACTION ITEM: Cathy and Jan to bring coolers to Cinthia for the BBQ.

Vice President, Reann – Nothing to report.

Treasurer, Barb – Not present, no report submitted.

Secretary, Kristy

- Created a Dropbox account, with Secretary email address as the owner, to share files between board members. Shared with board members' personal emails, as well as HVCA emails.

ACTION ITEM: Kristy to share Dropbox files with Jan.

6. Coordinator Reports

Communications, Cathy

- Spring Newsletter was done in Publisher, taken to print on Tuesday morning and should be ready for delivery by Saturday. There was \$500 worth of paid advertising, which is average for past newsletters. Will post on Facebook, website, and have it sent out in an Eblast. Will need to approve payment to the boys who deliver the newsletters.
- Working on display board for upcoming HFMC Tradeshow.
- Looking into alternate table games location for Easter break, as they have a consistent group that doesn't want to miss that week. Robert suggested the HFMC.
- Sign permit renewal is due on May 1st, however Cathy will wait until after her trip to renew.
- Spoke to Cote Campbell with Youth Works regarding maintaining the rink during the summer. Weekly cost for garbage pick up, grass cutting and hauling is \$30, and they would bill us at the end of the month. Cathy will let him know that we'd like to proceed and will also ask if they are able to paint the rink shed door.

ACTION ITEM: Cinthia to add: Approve payment to boys who deliver newsletters, and approve Youth Works summer rink maintenance to May's Agenda.

Adult Indoor Coordinator, Vacant – Nothing to report.

Child & Youth Indoor Coordinator, Katherine – Not present, Cinthia reported for Katherine.

- Katherine has been working with Monica to transition her into this role, as Katherine is resigning.

ACTION ITEM: Cinthia to add: Election of Monica to Child & Youth Indoor Coordinator position to May's Agenda.

Daytime Indoor Coordinator, Vacant – Jan reported.

- A Daytime Programs Report for the winter 2019 season was emailed to the board prior to the meeting, and hard copies were distributed at the meeting. The report was briefly reviewed. Jan suggested that all program coordinators submit this report to the board at the end of every programming season.

ACTION ITEM: Cinthia to add Program Coordinator Report Discussion to May's Agenda.

Soccer Coordinator, Melanie – Not present, no report submitted.

- Discussion on current soccer partnership with Dundonald Community Association. Dundonald has storage for our equipment, and they advertise to register through HVCA. In return, they receive a portion of our Youth Soccer programming profits.

ACTION ITEM: Cinthia to contact Melanie for her parent email list, transition plan for her resignation, and to ask if she has a mail key.

Kinder Soccer Coordinator, Demi – Not present, no report submitted.

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

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.
- Reminder for grants and special event application deadlines.
- There is an Indoor Coordinator Workshop coming up, however Monica is unable to attend.
- There will be a Website Fundamentals Session coming up. Jan distributed a Website and Facebook page analysis. Kristy will submit.

ACTION ITEM: Jan to set up orientation with Monica for Indoor Coordinator workshop.

ACTION ITEM: Kristy to submit Website and Facebook analysis to Jan.

8. Special Events

Family Fest / Cinema Under the Stars

- Dave is currently working on getting quotes for bouncy castles, outhouses, and is looking for sponsors. Hasn't received a response about the SK Lotteries grant application yet.

Annual BBQ

- Naomi from HFMC contacted Kristy to ask if we would be able to provide lunch from the BBQ to the people attending their conference (approximately 80-100 people). Cinthia thinks this will be manageable as long as they have a volunteer to pick up the food.
- Will need to approve float for BBQ and other costs at the next meeting. Cathy suggested having paperclips for cash at the BBQ in case of wind.

ACTION ITEM: Cinthia to add: Approve float and other costs for BBQ to May's Agenda.

9. New Business

Resignation

- Katherine will be resigning from the Child & Youth Indoor Coordinator position. Will need to pass this motion at next meeting.

ACTION ITEM: Cinthia to add: Katherine resignation from Child & Youth Indoor Coordinator position to May's Agenda

Registration Document

- Barb, Kelly and Kristy worked together to create a spreadsheet for Program Coordinators to enter their information from registration nights. Shared in our Dropbox with all Executive and Program Coordinators.

HFMC Trade Show

- Cathy is working on the display board for the upcoming HFMC trade show on Saturday April 13th. Cathy, Kristy, Reann and Cinthia will all take a shift.

In-person / Online Registration Discussion

- Deferred to May's meeting as Kelly, Demi, Melanie and Monica not in attendance.

ACTION ITEM: Cinthia to add: In-person / Online Registration Discussion to May's Agenda.

Tykes & Tots Monthly Parent Night

- Cinthia spoke to Lindsay and she will be joining our board as a liaison to Tykes & Tots. The goal is to have this as a true partnership, where we will help them with their parent night, and they will help us with other events throughout the year.

Ernest Lindner Donation Request

- Ernest Lindner has asked for a donation for their Grade 8 grad. We will give them the same terms as we did Tommy Douglas, which was a \$150 flat donation or \$250 if they cleaned the three main parks. Ernest Lindner decided to accept the flat donation of \$150. We discussed decreasing the flat donation amount in the future, to incentivise completing tasks, such as cleaning the park.

Akzo Nobel

- Cinthia submitted a donation request to Nouryon (formerly Akzo Nobel) for \$400, and Kristy submitted the invoice. Should receive cheque in the mail shortly.

Volunteer Appreciation (Year End) Discussion

- Deferred to May's meeting.

ACTION ITEM: Cinthia to add: Volunteer Appreciation (Year End) Discussion to May's Agenda.

Motion to adjourn at 8:20 pm.

NEXT MEETING:

May 8th, 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 to add the following to May's Agenda: - Review and approval of March 13th, 2019 Minutes - Approve payment to boys who deliver newsletters - Approve Youth Works summer rink maintenance - Approve float and other costs for BBQ - Election of Monica to Child & Youth Indoor Coordinator position - Katherine resignation from Child & Youth Indoor Coordinator position - Program Coordinator Report Discussion - In-person / Online Registration Discussion - Volunteer Appreciation (Year End) Discussion	Cinthia	ASAP
2	Cinthia to create non-identifying school key labels.	Cinthia	ASAP
3	Cinthia to contact Ryan requesting the recycle room be unlocked by caretakers during programming.	Cinthia	ASAP
4	Kristy to print 4 more laminated signs for the recycle room.	Kristy	ASAP
5	Kristen to check on getting a truck for the BBQ.	Kristen	ASAP
6	Cathy and Jan to bring coolers to Cinthia for the BBQ.	Cathy and Jan	ASAP
7	Kristy to share Dropbox files with Jan.	Kristy	ASAP
8	Cinthia to contact Melanie for her parent email list, transition plan for her resignation, and to ask if she has a mail key.	Cinthia	ASAP
9	Jan to set up orientation with Monica for Indoor Coordinator workshop.	Jan	ASAP
10	Kristy to submit Website and Facebook analysis to Jan.	Kristy	ASAP
11	Kristy to create a Google calendar to post to our website.	Kristy	ASAP
12	Kristy to work with Brent to get our Facebook link posted to the website.	Kristy	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia and Kristy to reorganize Recycle Room.	Cinthia and Kristy	Done
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	Done
3	Cathy to advertise on our sign for the Annual BBQ and Garage Sale.	Cathy	Done
4	Katherine to pass along Sportball information to Monica for her review.	Katherine	Done
5	Kristy to file Notice of Change of Directors with ISC (resignation of Melanie, addition of Gbemisola).	Kristy	Filed Gbemisola, waiting on Melanie's letter
6	Cinthia to contact Tommy Douglas regarding their fundraising ideas.	Cinthia	Done
7	Barb to create a financial spreadsheet for In-person Registration.	Barb	Done
8	Cinthia to put a request into the School Board for commercial keypads on the Community Room doors.	Cinthia	Done
9	Cinthia to email P3 School Access Rules to Board Members.	Cinthia	Done
10	Kelly to work with Kristy to create a shareable document for the Programming and Online Registration Coordinators.	Kelly and Kristy	Done
11	Melanie and Demi to send their list from the previous In-person registration to Kelly.	Melanie and Demi	Demi is done, Still need Melanie's
12	Kelly to contact Liisa to get all Adult Program Coordinator information.	Kelly	Done
13	Cinthia to email Lindsay (Tykes & Tots) regarding our discussion.	Cinthia	Done
14	Cinthia to contact Liisa to get her list of volunteers from registration forms.	Cinthia	Done
15	Reann to provide Cinthia with completed PIES for Pumpkins in the Park.	Reann	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; Kristy to takeover	Ongoing
4	Cinthia to work with Brent to get our Facebook link posted to the website.	Cinthia; Kristy to takeover	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	Cinthia to add electrician to rink shed protocol sheet.	Cinthia	ASAP
8	Katherine to contact people who opted in to volunteer on registration forms.	Katherine	ASAP
9	Melanie to send a resignation letter to Kristy.	Melanie	ASAP
10	Kristy to file Notice of Change of Directors with ISC (resignation of Melanie)	Kristy	ASAP
11	Melanie to submit her list from the previous In-person registration to Kelly.	Melanie	ASAP
12	Gbemisola to meet with Kelly and/or Kristen to discuss Adult Program Coordinator position	Gbemisola	ASAP

March 2019 President's Report

What I Did:

- Touched base with Shawna about Spring Fling
 - We are registered. Booth cost is \$20. Will need to get a cheque.
- Sent donation request to Nouryon (formerly Akzo Nobel Chemicals Ltd.). Received forms back. Kristy submitted invoice and paperwork for me.
- Sent final key list to Ryan Martin at GSCS
- Ryan Keypad lock reply: See reply to be shared at April Meeting
- Tommy Douglas Donation Request
 - They would be thrilled to accept a donation of \$150. All donors will be recognized at the event. Need to write a \$150 cheque to:
 - Tommy Douglas After Grad Committee. It can be mailed to:
419 Smith Crescent
Saskatoon, SK. S7M 5A8
- School Clean-ups: Public responded. No reply from Catholic. Did not report plans to clean Al Anderson (doesn't mean it won't happen though).
- Ernest Lindner Grade 8 Grad donation request
- Tykes & Tots: Lindsay replied that she would be happy to join our board as a liaison and create a relationship that would allow us to work on projects together. She will attend May's meeting.
- Organized recycle room with Kristy
- Ordered really long BBQ oven mitts

Needs to be done:

- Tables, container lids, and Cheer mats need to be washed
- Need 4 more signs to identify our items in the recycle room
- Need some bungee cords to strap canopies down.
- Call BBQ volunteers
- Truck for BBQ
- Back up board member volunteers for BBQ
- Attend Spring Fling at the Church.