



**Monthly Board Meeting, Hampton School’s Community Room
Wednesday May 8th, 2019, 6:30 pm**

ATTENDANCE:

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

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	Cathy
	Motion Carried

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.

MOTION	To approve the March 13th, 2019 Minutes, as presented
MOVED BY	Dave
SECONDED BY	Reann
	Motion Carried

The April 10th, 2019 Meeting Summary (where quorum was not reached), was emailed prior to the Board Meeting, and hard copies were distributed at the meeting.

MOTION	To approve the April 10th, 2019 Meeting Summary, as presented
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

3. Business arising from the Minutes

- Review of Action Items
- Cathy received the contract from Youth Works for summer rink maintenance, which is \$30 bi-weekly, starting now and ending August 31st, 2019. Cathy will check to see if we can extend the end date by two weeks, so rink will be maintained for Cinema Under The Stars. Cinthia pointed out that there is currently graffiti on the rink boards, and rink shed door.

Youth Works quoted an additional \$30 to clean the graffiti. Jan informed us that there is a city bylaw stating that any graffiti must be cleaned within 48 hours.

MOTION	To spend up to \$400 with Youth Works for summer rink maintenance
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried

ACTION ITEM: Cathy to ask if we can extend Youth Works contract end date by two weeks.

- Approval of outstanding matters from April's meeting:

MOTION	To approve payment of \$500 to the boys who delivered our Spring Newsletter
MOVED BY	Cathy
SECONDED BY	Kelly
	Motion Carried

4. Correspondence

- Received SLGA 50/50 top up cheque of \$67.

5. Executive Reports

President, Cinthia

- Had rink shed door lock fixed by LockPro, which was approximately \$83. There was a woodchip from the playground stuck in the lock. Jan reminded Cinthia to submit the receipt to the Rink Operating Grant.
- Discussion on shutting off the power to the rink for the summer. Jan will look into last year's power bills to see how much we typically pay for power. Cathy will ask Youth Works if they need power for rink maintenance.

ACTION ITEM: Jan to look into how much we typically pay for power over the summer.

ACTION ITEM: Cathy to ask Youth Works if they need power for rink maintenance.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- Financial Statement was distributed and reviewed at the meeting.
- Discussion on Stripe vs PayPal for registration. Barb will also look into our contract details for the MPOS we use for in-person registration.
- Barb asked who is responsible for submitting grants. Jan advised that the Operating Grant is a collection of documents that need to be obtained and isn't much of an application, and the Rink Grant is typically submitted by the Rink Coordinator. Since Donavon is unavailable, Cinthia, Barb & Jan will work on this.

ACTION ITEM: Barb to review MPOS contract.

ACTION ITEM: Cinthia and Barb to meet with Jan to work on Rink Operating Grant and the 2019-2020 budget.

Secretary, Kristy

- Website updating; added Facebook feed to main page, added Google calendar, updated other information. Discussion on the "About Us" section on the website and whether the main page should be current information. Jan suggested we wait until the IT Summit as there will be useful information regarding the website.

- Mailing address; looked into other community associations that have space in a P3 school and noticed that Rosewood has their mailing address at their school. Kristy contacted Rosewood and they have already set up a mailbox for us, we just need to order keys from Canada Post. Our mailing address would be Unit #10 - 1055 Hampton Circle S7R 0G7, and the community mailbox would be located on Hampton Green. Cost to forward mail would be \$92.40 for 1 month, \$163.25 for 4 months, and \$253.45 for 12 months. We currently pay \$180/year to have a PO Box at Co-op, however there would be no charge for the new community mailbox. Barb reminded us that we just ordered cheques, so we will revisit this discussion once we are getting close to ordering more cheques.

6. Coordinator Reports

Communications, Cathy

- The Communications Report was briefly reviewed (see attached).

Adult Indoor Coordinator, Vacant

- Kelly reported spring adult programming has started. She met with all of the instructors beforehand and has opted out of signing contracts this time. Discussion on what will happen with fall adult programs if we can't find a new coordinator. Will do online registration only, and some programs may need to be cut. Kelly may need support from someone on the board to schedule bookings. Jan said she will be having a session for coordinators to do all their bookings at one time and will provide support and tips on how to make it easier.

Child & Youth Indoor Coordinator, Katherine – Not present, no report submitted.

- Monica met with Katherine and has been fully transitioned into this role. Monica will meet with Jan for coordinator orientation.

Daytime Indoor Coordinator, Vacant

- Jan reported that English Practise attendance has picked up with the warmer weather.

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

- Discussion on what will happen to fall soccer programming if we do not find another coordinator. Jan and Cinthia will meet to discuss this. Cinthia will attempt to recruit a coordinator.

ACTION ITEM: Cinthia to meet with Jan to discuss Soccer Coordinator position.

Kinder Soccer Coordinator, Demi

- Demi set up a coaching session last week, put on by Christine, our previous Kinder Soccer Coordinator. Cinthia suggested that Demi add coaching session costs to her budget for next year. One family had to withdraw from soccer (refund of \$30, included a \$15 processing fee).

MOTION	To approve payment of \$125 to Christine for Kinder Soccer coaching session
MOVED BY	Cinthia
SECONDED BY	Demi
	Motion Carried

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

Allocations Coordinator, Vacant

- Kelly reported that St. Lorenzo inquired about the Friday morning playgroup in the community resource room, and why it's not booked through the system. Kelly forwarded

information to Jan, she informed them that the arrangement was made last year with the previous principal and that it is not a community association program.

- Kelly needs someone else to take over checking the allocations email. Kristy offered to do this, effective immediately.

Online Registration/Membership Coordinator, Kelly

- Document needs to be created for Dropbox that all coordinators can use to submit program information (program name, location, dates, times, description, registration open/close dates, coordinator contact information). Also needs school closure dates. Cinthia offered to create the document.
- Online registration will open for fall programs in late August, and programming starts mid-September.
- Kelly met with Gbemi to discuss Adult Indoor Coordinator position, and she decided she isn't able to take on the position at this time. Cinthia will make another attempt to recruit an Adult Coordinator.

ACTION ITEM: Cinthia to create Dropbox document for program coordinators to submit program information.

7. Community Consultant Report, Jan

- The Community Consultant Report was distributed and reviewed at the meeting.
- June 10th is Leisure Guide short fall program information deadline, June 24th is full fall program information. Will need to know what programs we will be offering.
- June 15th is the Youth Grant application deadline. Monica to work with Jan on this.

ACTION ITEM: Monica to work with Jan on Youth Grant Application.

8. Special Events

Family Fest / Cinema Under The Stars

- Dave said he will be adding a donation request document into Dropbox shortly. Looking into getting an obstacle course, bouncy castles, dunk tank, mobile unit, pop-up playground (Tykes & Tots), face painting – with more painters this year, and inquiring with DQ & Tim Hortons to see if they are interested in donating.

Annual BBQ

- Cinthia and Kristy are in the final stages of planning. Need to borrow a total of 15 coolers. Volunteer schedule has been made up mostly of members of the community and HFMC. Asked for a couple of board members to be alternates in case of a volunteer cancellation, Cathy and Barb are available. Barb will bring the float to the BBQ on that morning.

MOTION	To spend up to \$1,500 on BBQ supplies
MOVED BY	Cinthia
SECONDED BY	Kristen
	Motion Carried

MOTION	To approve a \$700 float for the BBQ
MOVED BY	Cinthia
SECONDED BY	Reann
	Motion Carried

9. New Business

Child & Youth Coordinator Position

MOTION	To accept Katherine's resignation from the Board, effective immediately
MOVED BY	Cinthia
SECONDED BY	Reann
	Motion Carried

MOTION	To vote for Monica to be Child & Youth Coordinator, effective immediately
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried. Position elected by acclamation.

ACTION ITEM: Kristy to file notice of change of directors.

Program Coordinator Report Discussion

- Jan suggested as best practise that every program coordinator submit a report to the board at the end of every programming season. Report sample can be found on Dropbox.

In-person / Online Registration Discussion

- Discussion on online registration only. If someone is unable to register online, they can submit a cheque and completed registration form in person to one of the coordinators. We cannot accept a cheque for people that register online, as it creates an issue with holding a spot for the program when payment hasn't yet been made. Kelly to look into adding a section into Apparatus that asks if people would like to volunteer.
- Kelly, Demi and Monica are leaning towards having online registration only for the fall programs, however if we find a new soccer coordinator who wants to have in-person registration, they are open to that.

ACTION ITEM: Kelly to look into adding a section into Apparatus that asks if people would like to volunteer.

Donations

- Approval of outstanding matters from April's meeting:

MOTION	To approve \$150 donation to Ernest Lindner Grade 8 Grad
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried

MOTION	To approve \$150 donation to Tommy Douglas Grad
MOVED BY	Cinthia
SECONDED BY	Dave
	Motion Carried

Volunteer Appreciation (Year End) Discussion

- Board has decided to have supper at Pink Cadillac, possibly on their trivia night. Cinthia will send out date options to the board members.

ACTION ITEM: Cinthia to send out year end supper dates to board.

Garbage

- Discussion on having a garbage clean up event for next year, as we don't have the volunteer power this year. If we do decide to proceed for next year, Meewasin will provide garbage bags at no charge, and the city will pick up the bags.

ACTION ITEM: Cinthia to add Garbage Clean Up event to November's agenda.

Paper Newsletters

- Cinthia received complaints about the environmental impact on paper newsletters, including the plastic bags that some of them needed to be put in (no mailbox). In order for us to qualify for our operating grant, we need to send out a minimum of one paper newsletter/year to every household (approximately 2,500). Cathy will look into not delivering to households who have a "No Flyers" sign.

Caretakers Gift

- Discussion on providing a gift for St. Lorenzo school caretakers for all of their help in the past school year.

MOTION	To approve two \$25 gift cards, one for each of the St. Lorenzo School caretakers
MOVED BY	Cathy
SECONDED BY	Reann
	Motion Carried

School Keys

- Cinthia provided non-identifying key labels for each of the five school keys that we have. None of our keys are working for the community resource room door. Kristy talked to Kevin and he will put in a work order to have the lock changed so our current keys will work on all three doors.

Tykes and Tots Monthly Parent Night

- Lindsay proposed entering into a partnership with HVCA for hosting monthly parenting classes in the community resource room. Parenting classes would include a variety of topics for all child age ranges, and guest speakers such as: Speech Language Pathologists, Behavioural Specialists, etc. Looking into offering free childcare during the classes. Classes will start in September and parents will need to purchase a community association membership to attend. Could potentially offer registration through our online registration system.

MOTION	To enter into a partnership with Tykes & Tots Early Learning Centre to provide Monthly Parenting Classes to Hampton Village
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

Motion to adjourn at 8:50 pm.

NEXT MEETING:

June 12th, 2019, 6:30 pm, Hampton School's Community Room

ACTION ITEMS:**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Cathy to ask if we can extend Youth Works contract end date by two weeks.	Cathy	ASAP
2	Cathy to ask Youth Works if they need power for rink maintenance.	Cathy	ASAP
3	Jan to look into how much we typically pay for power over the summer.	Jan	ASAP
4	Barb to review MPOS contract.	Barb	ASAP
5	Cinthia and Barb to meet with Jan to work on Rink Operating Grant, and the 2019-2020 budget.	Cinthia and Barb	ASAP
6	Cinthia to meet with Jan to discuss soccer coordinator position.	Cinthia	ASAP
7	Cinthia to create Dropbox document for program coordinators to submit program information.	Cinthia	ASAP
8	Monica to work with Jan on Youth Grant Application.	Monica	ASAP
9	Kristy to file Notice of Change of Directors with ISC (resignation of Melanie and Katherine, addition of Monica).	Kristy	ASAP
10	Kelly to look into adding a section into Apparatus that asks if people would like to volunteer.	Kelly	ASAP
11	Cinthia to send out year end supper dates to board.	Cinthia	ASAP
12	Cinthia to add Garbage Clean Up event to November's agenda.	Cinthia	November

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	Barb to create a policy regarding the credit card use.	Barb	ASAP
3	Cinthia to add electrician to rink shed protocol sheet.	Cinthia	ASAP
4	Cinthia to contact Ryan requesting the recycle room be unlocked by caretakers during programming.	Cinthia	September
5	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
6	Melanie to submit her list from the previous In-person registration to Dropbox document.	Melanie	ASAP
7	Jan to set up orientation with Monica for Indoor Coordinator workshop.	Jan	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to create non-identifying school key labels.	Cinthia	Done
2	Kristy to print 4 more laminated signs for the recycle room.	Kristy	Done
3	Kristen to check on getting a truck for the BBQ.	Kristen	Done
4	Cathy and Jan to bring coolers to Cinthia for the BBQ.	Cathy and Jan	Done
5	Kristy to share Dropbox files with Jan.	Kristy	Done
6	Kristy to submit Website and Facebook analysis to Jan.	Kristy	Done
7	Kristy to create a Google calendar to post to our website.	Kristy	Done
8	Kristy to work with Brent to get our Facebook link posted to the website.	Kristy	Done
9	Gbemisola to meet with Kelly and/or Kristen to discuss Adult Program Coordinator position	Gbemisola	Done
10	Kelly to look into how Silverwood does their online registration and membership.	Kelly	Ongoing, removing from list
11	Kelly to provide a membership purchase link to post to the website (for when programming is inactive).	Kelly	Done
12	Katherine to contact people who opted in to volunteer on registration forms.	Katherine	Done by Kristy
13	Melanie to send a resignation letter to Kristy.	Melanie	Not done, removing from list

March 2019 Communications Report

What I have done

- Prepared, printed and arranged for distribution of spring newsletter. (Cost to print 2750 newsletters was: \$1303.03 plus tax – CB was reimbursed).
- Purchased hanging bags for delivery as required. (Cost was \$26.50 – CB was reimbursed). Cost to deliver was \$500 (Cheque written and paid to delivery team). Delivery was completed on Saturday, April 20.
- Advertised Garage sale on sign
- Purchased 2019 2020 sign license (Cost \$30.00 – CB to be reimbursed)
- Purchased sandbags to anchor sign (Cost \$31.04 – CB to be reimbursed)
- Fixed sign letters, secured sign, applied current license to sign.
- Provided Youth Works with information about summer maintenance expectations. Asked about painting door and removing graffiti. Response is attached.
- Attended Tradeshow at HFMC with Kristy, Cinthia and Reann.

What needs to be done

- Place advertising signs for BBQ on Saturday.
- Bring cooler to BBQ site on Sat.

What I need from you

- Reimbursement of \$61.04 for sign expenses.