



**Monthly Board Meeting, Hampton School’s Community Room
Wednesday June 12th, 2019, 6:30 pm**

ATTENDANCE:

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

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	Cathy
SECONDED BY	Kristen
	Motion Carried

2. Review and approval of past Meeting Minutes

The May 8th, 2019 Minutes were emailed prior to the Board Meeting, and amended hard copies were distributed at the meeting.

MOTION	To approve the May 8th, 2019 Minutes, as presented
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

3. Business arising from the Minutes

- Review of Action Items
- Youth Works has a flexible end date for their contract. They have been paid for May.
- Rink power costs: in past summer months we have paid approximately \$40/month for power. If we want to disconnect for the summer, there would be a disconnect/reconnect fee of \$155. We will keep the power on during this summer.
- Rink shed protocol: We need to do a test of the Alert email to ensure that all five board members are receiving the emails.
- Recycle room to be unlocked during programming: Cinthia contacted Maria from St. Lorenzo and she is fine with this however we will need to get approval from Jason at Tykes & Tots.

ACTION ITEM: Kristy to test who is receiving the Alert emails.

ACTION ITEM: Cinthia to contact Jason from Tykes & Tots to see if we can have the Recycle Room unlocked during programming.

4. Correspondence

- Received a list of available movies for Cinema Under The Stars, Barb forwarded to Dave.

5. Executive Reports

President, Cinthia – Nothing to report.

Vice President, Reann – Not present, no report submitted.

Treasurer, Barb

- Looked into our Global Payments (MPOS) contract, which ends in August 2019. We have been paying a monthly fee as well as service charges for every transaction. Based on a summary of past registrations, we are paying approximately 10% on every transaction.

MOTION	To discontinue use of our Global Payments MPOS, effective August 2019
MOVED BY	Kelly
SECONDED BY	Cathy
	Motion Carried

- Set up online bank access. Can view bank statements online however Cathy and Cinthia's signatures are needed to opt out of mailed financial statements.
- Working on 2019-2020 budget. Will contact board members over the summer to get their budgets. Hoping to have it completed by mid-July as we need it for September's board meeting.

Secretary, Kristy

- IT Summit: Attended the Website Fundamentals session with Kelly. Will need program information from coordinators to update the website. Had a discussion about taking pictures of events/programs for the website. For programs, would need to contact instructor beforehand to let them know someone will be coming to take pictures for the website. Wasn't able to attend the Social Media session, however Jan emailed the presentation afterwards. We should budget for at least \$200 for social media in our upcoming budget.

ACTION ITEM: Kristy to look into creating a sign that lets people know there will be someone taking pictures of an event and/or program.

6. Coordinator Reports

Communications, Cathy

- The Communications Coordinator Report was briefly reviewed (see attached).
- Fall Newsletter submission deadline is July 30th.
- Newsletter delivery: of the 2,700 households that we deliver newsletters to, approximately 50% do not have mailboxes so they need to be bagged. Approximately 300 households have "No Flyers" signs. Looking into the cost of Canada Post delivering. Will do a Facebook post two weeks before Newsletter delivery to ask if anyone would like to opt out of delivery.

MOTION	To approve \$2,000 for printing and delivering the fall newsletter
MOVED BY	Cathy
SECONDED BY	Barb
	Motion Carried

Adult Indoor Coordinator, Vacant

- Kelly reported that she has completed the budget for fall programming. She is eliminating Badminton and Pickleball however everything else will continue to run as usual, with the exception of Bootcamp which will start at 7 pm instead of 6:30 pm. Kristy will work with Jan to do the bookings for adult programs. Floor hockey (or any other program that needs equipment – nets or poles) needs to be booked in the St. Lorenzo gym.

Child & Youth Indoor Coordinator, Monica

- The Child & Youth Indoor Coordinator Report was briefly reviewed (see attached).
- Monica met with Maria, the St. Lorenzo Principal, and she has agreed to temporarily loan us the school’s hockey sticks so we can establish if there is any interest in having a Youth Floor Hockey Program.
- Would like to have an in-person registration night for Child & Youth Programs only, which will be on Thursday September 5th at 6 pm. Will accept cash or cheque only and will have a computer set up for people that want to pay with a credit card. People can still book online before this date, however there won’t be spots left open for registration night, as done in the past.
- Monica would like to have access to the resource room to run programs before 6 pm, however we currently have a 3-6 pm window where Tykes & Tots has access to this room.

ACTION ITEM: Cinthia and Jan to meet with Principals of Hampton Schools to discuss joint-use agreement regarding Resource Room and equipment sharing.

Daytime Indoor Coordinator, Vacant

- Jan reported that nobody has been attending English Practise lately. Kiera from the Open Door Society attended class today and her and Jan had a discussion on whether the program should be continued next year. Dave, Jan and Cathy will meet to discuss.
- Table Games & Coffee has their summer windup tomorrow, attendance has been great this year and the program was very successful.

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

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

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

- Contingency Fund: Last year’s budget showed a Rink Contingency Fund. Barb asked how much we should be contributing to this fund and what the cap amount should be. Cinthia mentioned that we also have an Emergency Fund set up for the school. Both funds will have a maximum of \$10,000.

MOTION	To approve between \$500 - \$1,000/year, up to a total maximum of \$10,000, for an Emergency Fund & Rink Contingency Fund
MOVED BY	Barb
SECONDED BY	Kristen
	Motion Carried

- Moving Power Underground: Discussion on moving rink power underground before the winter.
- Keys: Cinthia met with Donavon to get his rink shed key.

- Odds & Ends, Old Rink Lights: Lights are still in rink shed. Jan suggested asking Peter if he could sell them for us. Cathy would like to get a sign for the rink shed with our new logo and skating times. Cinthia suggested having an extra one for the rink door and rink shed door.
- Discussion on supervised skate times. Need three a week for our operating grant. Jan suggested we call it family skate times, rather than public skate. Need to be consistent with not letting people have hockey sticks and pucks during that time. Jan pointed out that if a family would like to come for family skate and they see people playing hockey, it will deter them from bringing their young children.

ACTION ITEM: Cathy to contact Peter regarding moving the power underground, as well as moving the direction of the lights so they're not shining in people's windows.

ACTION ITEM: Cathy to ask Peter if he could sell the old rink lights.

ACTION ITEM: Cathy to look into 3 signs for the rink.

Allocations Coordinator, Vacant

- The booking window is June 15th – June 30th.

Online Registration/Membership Coordinator, Kelly

- Online registration for fall programs will open on August 18th.

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.
- Rink Electricity: Jan needs a cheque for the cost of the electricity. The city pays for 100% of the water, however we are responsible for paying the city for the cost of the electricity.

MOTION	To approve payment of \$1,169.96 to the City of Saskatoon for rink electricity
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

- Community Centre Levy: there was a Community Centre Levy added to the cost of every lot sold in the community, which is separate from the Parks and Rec Levy. There is currently \$3.3 million left in the levy, which the city is proposing to be split between Hampton Village, Evergreen, Stonebridge and Rosewood. It is not yet known how this amount will be split between the four communities, divided equally or based on property tax, etc. Matter still needs to go to City Council on June 24th. Once approved, the city will do a public engagement strategy on where to spend the money. The city would own the asset and would also be responsible for the upkeep. Hampton Village needs a recreation hub however the location will need to be decided seeing as the rink and spray pad are already built and are somewhat far apart.

8. Special Events

Family Fest / Cinema Under The Stars

- Dave was not present to report.

Annual BBQ

- PIES were emailed to the Board prior to the meeting, and hard copies were distributed at the meeting.

- Some points; suggestion for next year is to have a board member stand at the table where people are waiting for food, as this is a great opportunity to speak to members of the community. We also received complaints about a political candidate campaigning during the event.

9. New Business

Sign Inserts & Volunteer Program Fee Waiving

- Deferred to September’s Meeting.

ACTION ITEM: Cinthia to add “Purchase sign inserts” and “Volunteer Program Fee Waiving” to September’s Agenda.

Leftover Supplies

- Discussion on what happens to the leftovers from an event. Cinthia and Kristy purchased the leftovers from the BBQ, however Barb suggested that the event Coordinators be given those items at no cost as a thank you for their time. Board agreed that this is fair. We don’t need to pass a motion for this as the amount was less than \$100.

SUM Theatre

- Sum Theatre is performing in Anita Langford Park on Sunday July 7th at 7 pm. Sum Theatre puts the event on for free, however they ask for a suggested donation amount of \$600. Will present the cheque during the event.

MOTION	To approve a \$600 donation to SUM Theatre
MOVED BY	Cinthia
SECONDED BY	Kristen
	Motion Carried

Year End Celebration

- Celebration will be held at Pink Cadillac on Thursday June 20th at 6 pm.

MOTION	To approve \$800 for volunteer year end celebration
MOVED BY	Cathy
SECONDED BY	Barb
	Motion Carried

School Parking Lot Gatherings

- Cinthia has received complaints about the nighttime activity in the school parking lot. She has deferred the issue to the school board trustee, city councillor and police.

Playground Program

- Program will run in the Community Resource Room and Al Anderson Splash Park on Monday to Friday from July 2nd – August 23rd. Play Program Leaders from the city have asked if they can use our office to store their wallets and personal items. Board said this is alright.

AGM Preparation

- Date is set for Wednesday October 9th at 6 pm, and this year it will be held in the Community Resource Room. Will need to decide what type of meeting we will have to make it exciting and hopefully increase attendance (turkey bingo, have a kid’s play area, etc.)
- Will need to review our Bylaws over the summer to see if anything needs to be amended.

Tykes and Tots Parent Night

- Lindsay said it is tentatively planned for the second Thursday of the month, starting in September. Jan will add this to the Fall Leisure Guide. Lindsay clarified that it will be called Parent Education, instead of Parenting Classes.

Motion to adjourn at 9:03 pm.

NEXT MEETING:

September 11th, 2019, 6:30 pm, Hampton School's Community Room

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to test who is receiving the Alert emails.	Kristy	ASAP
2	Cinthia to contact Jason from Tykes & Tots to see if we can have the Recycle Room unlocked during programming.	Cinthia	ASAP
3	Kristy to look into creating a sign that lets people know there will be someone taking pictures of an event and/or program.	Kristy	ASAP
4	Cinthia and Jan to meet with Principals of Hampton Schools to discuss joint-use agreement regarding Resource Room and equipment sharing.	Cinthia and Jan	ASAP
5	Cathy to contact Peter regarding moving the power underground, moving the direction of the rink lights, and selling our old rink lights.	Cathy	ASAP
6	Cinthia to add "Purchase sign inserts" and "Volunteer Program Fee Waiving" to September's Agenda.	Cinthia	ASAP

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	Ongoing
4	Cinthia to add Garbage Clean Up event to November's agenda.	Cinthia	November
5	Cinthia and Barb to meet with Jan to work on Rink Operating Grant, and the 2019-2020 budget.	Cinthia and Barb	Ongoing
6	Cinthia to meet with Jan and Mel to discuss soccer coordinator position.	Cinthia	Ongoing
7	Kelly to look into adding a section into Apparatus that asks if people would like to volunteer.	Kelly	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cathy to ask if we can extend Youth Works contract end date by two weeks.	Cathy	Done
2	Cathy to ask Youth Works if they need power for rink maintenance.	Cathy	Done
3	Jan to look into how much we typically pay for power over the summer.	Jan	Done
4	Barb to review MPOS contract.	Barb	Done
5	Cynthia to create Dropbox document for program coordinators to submit program information.	Cynthia	Done
6	Monica to work with Jan on Youth Grant Application.	Monica	Done
7	Kristy to file Notice of Change of Directors with ISC (resignation of Melanie and Katherine, addition of Monica).	Kristy	Done
8	Cynthia to send out year end supper dates to board.	Cynthia	Done
9	Cynthia to contact Ryan requesting the recycle room be unlocked by caretakers during programming.	Cynthia	Done
10	Melanie to submit her list from the previous In-person registration to Dropbox document.	Melanie	Not done, removing from list
11	Cynthia to contact Melanie for her parent email list, transition plan for her resignation, and to ask if she has a mail key.	Cynthia	Ongoing, removing from list
12	Jan to set up orientation with Monica for Indoor Coordinator workshop.	Jan	Done

June 2019 Communications Coordinator Report

What I have done:

- Advertised need for soccer coordinator on sign.
- Removed graffiti with Ron and Barb.
- Painted shed door with Ron and Barb.
- Met with Jan regarding sign inserts for portable sign.
- Met with Jamie Zoerb and Kristy Balone to discuss newsletter delivery concerns.

What needs to be done:

- Prepare and print newsletter.
- Review bylaws for advertising restrictions due to election.
- Do one more coat of paint on the shed door.

What I need from you:

- Reimbursement for shed painting supplies.
- Newsletter submissions by July 30.
- Approval to print and deliver newsletter. Costs will be similar to spring printing costs.

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June 2019 Child & Youth Coordinator Report

Well I jumped in the role of child and youth coordinator and this is what I've done:

- I met with Jan to have a very interesting orientation on the "volunteering job"
- I emailed former instructors and we are offering the same programs that were offered in the winter session: all the dances for little ones and cheers
- I am looking into offering floor hockey (5-7 and 8-12), I have contacted someone who Jan suggested to help me find an instructor.
- I have also contacted the kinesiology liaison person to help us find a student to help with the basketball recreational drop in.
- I am in the process of filling out the basketball youth grant and will submit it before deadline which is June 15th.
- I also spoke to Maria Montero at St Lorenzo and she agreed to let us use the hockey sticks for a couple of weeks until we see if we get kids signed up or not.
- I will need a motion done (passed, I don't know the term) in September when we meet again to buy floor hockey sticks after we see if there is interest in the program.
- I also got linked to the child programs email account, I have started to check it since today June 5th.