



**Monthly Board Meeting, Hampton School’s Community Room  
Wednesday, September 11th, 2019, 6:30 pm**

**ATTENDANCE:**

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

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	Reann
	Motion Carried

ACTION ITEM: Cinthia to add “Newsletter Printing” and “Sign Inserts” to November’s Agenda.

**2. Review and approval of past Meeting Minutes**

The June 12th, 2019 Minutes were emailed prior to the meeting, and hard copies were distributed at the meeting.

MOTION	To approve the June 12th, 2019 Minutes, as amended
MOVED BY	Reann
SECONDED BY	Cathy
	Motion Carried

**3. Business arising from the Minutes**

- Review of Action Items
- The five people that are receiving the Alert emails are: Cinthia, Kristy, Jan, Cathy and Dave.
- Jason from Tykes & Tots has given approval for the Recycle Room door to be unlocked during our evening programming. Cinthia to provide the caretakers with this schedule.
- Cinthia, Jan and Kristy met with the Ernest Lindner and St. Lorenzo Ruiz School Principals in June. For the 2019-2020 school year Tykes & Tots will no longer need access to the Community Resource Room between 3-6 pm, so we are able to start booking programming during this time, in addition to the time we already have access. We also have been given permission to use the school’s volleyball nets and will have access to the Servedy for special events. Cinthia will distribute the minutes from this meeting to the board upon review.

- Cathy hasn't received a response from Peter regarding moving the power underground, so Jan will make this her action item.
- Kelly reported that at this time she is unable to add a section in Apparatus asking if people would like to volunteer.

ACTION ITEM: Cinthia to provide the caretakers with a schedule for unlocking the Recycle Room.

ACTION ITEM: Cinthia to review P3 Principal Meeting minutes and distribute to the board.

ACTION ITEM: Kristy to post the Rink Shed Protocol sheet to Dropbox, as well as post a printed copy inside the shed.

#### 4. Correspondence

- Nothing to report.

#### 5. Executive Reports

##### President, Cinthia

- The President's Report was reviewed (see attached).
- Sent a schedule of Community Resource Room availability to P3 School. We have given them permission to access this room for the first and last period, with the exception of Thursdays.
- There have been complaints about people who do not wish to use a credit card for registering for programs online. Kelly said she can include a statement on Apparatus saying that our system accepts Paypal, which can be linked to a debit card.
- Received a Facebook message from SUSC asking if we would advertise their soccer program. Since this is in direct competition with our SYS soccer program, the board's decision is to not advertise for them.

MOTION	To ratify the purchase cost of foam mats for the Library Program (approximately \$109)
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried

ACTION ITEM: Cinthia to provide a schedule to the school caretakers on when we need the recycle room door open for programming.

ACTION ITEM: Kelly to include a statement on Apparatus saying that the system accepts Paypal.

**Vice President, Reann** – Nothing to report.

##### Treasurer, Barb

- The 2019-2020 Operating Budget, and 2018-2019 Annual Financial Statements were emailed to the board prior to the meeting, and summarized copies were distributed at the meeting.
- Barb answered questions about some of the discrepancies between 2018 & 2019. Some of the revenue and expenses were lower than the prior year however this was due to the change in our fiscal year end. For example, the Newsletter costs look lower than last year, however since our fiscal year ended in June, August's Newsletter was deferred to the 2019 budget. The 2020 Financial Statement will be a lot more accurate.
- Discussion on the amount of money that the HVCA gave to the city approximately five years ago for the cost of installing a shade topper in Al Anderson Park. There has been an issue with tender bids coming in higher than originally quoted, so Jan has been trying to figure out

a solution for this. At any time we can withdraw our payment and get a full refund (approximately \$2,300).

MOTION	To approve the 2019-2020 Operating Budget (formal approval by membership to come at AGM)
MOVED BY	Barb
SECONDED BY	Cathy
	Motion Carried

MOTION	To approve the 2018-2019 Annual Financial Statement (formal approval by membership to come at AGM)
MOVED BY	Kelly
SECONDED BY	Kristen
	Motion Carried

**Secretary, Kristy** – Nothing to report.

## 6. Coordinator Reports

### Communications, Cathy

- The Communications Coordinator Report was reviewed (see attached).
- November 30th is the Winter Newsletter submission deadline.
- The board agreed that we should have the rink weeds maintained by Youth Works one more time before winter, as this will make flooding the rink easier.
- 7-11 has contacted Cathy to say that they would like to work together on any future projects or events we may have.

ACTION ITEM: Cathy to share 7-11 contact information for our Master Volunteer List.

### Adult Indoor Coordinator, Vacant

- Cinthia recently recruited Paula to become the new Adult Indoor Coordinator, however she wasn't able to attend the meeting. Cinthia reported that Paula would like to only run fitness programs. Paula has confirmed that she will attend the AGM for the elections.
- Discussion on transitioning Paula into this role. Kelly will contact Paula to see if she has been set up with email, and to help her with working on the contracts for the program instructors.
- Jan is overseeing the set up of the new Men's Volleyball program. There is a participant from this program that will be the leader of the group. Their role will be to set up and take down nets, communicate with caretakers, take attendance, confirm people have memberships, etc. Discussion on how much we should pay for this role, and why the amount should be the same for each of these "participant/leaders" for other programs. This person would still need to buy a membership and pay for their program up front.

MOTION	To pay an honorarium of \$125/season to participant/leaders for Adult Programs
MOVED BY	Kelly
SECONDED BY	Kristen
	Motion Carried

ACTION ITEM: Kelly and/or Jan to meet with Paula to transition her into the Adult Coordinator role.

**Child & Youth Indoor Coordinator, Monica**

- Monica has borrowed 15 hockey sticks from the school for floor hockey, however we will soon need to purchase our own. Monica will measure the sticks to see what sizes the school has, then she will purchase. Kristen provided Monica with floor hockey sticks costs. Unsure on if the school has pucks for us to borrow, however she will purchase these with the sticks.
- Discussion on Youth Grant. \$350 is what we have been approved for the fall programming, which will cover the cost of our instructor. \$100 of the Youth Grant (which is up to a maximum of \$500/season, for ages 10-18), can be used for equipment. Once season is over, Monica will need to submit a report to the city, then they will send us an electronic funds transfer. We can re-apply for this same grant in January.

MOTION	To spend up to \$250 for floor hockey equipment
MOVED BY	Cinthia
SECONDED BY	Reann
	Motion Carried

ACTION ITEM: Monica to purchase floor hockey equipment.

**Daytime Indoor Coordinator, Vacant**

- Jan reported that Cathy and Barb will take care of Table Games & Coffee, Dave and a community resident from the Open Door Society will take care of English Practice, and Kristy will help take care of the Library Program for the season.

**Soccer Coordinator, Vacant**

- Cinthia recruited Krista and Myra as the new soccer coordinators, and they have been transitioned into this role (see below for elections).
- Discussion on compensating soccer coaches, and why it needs to be agreed upon by the board going forward. Will discuss further at another time.

ACTION ITEM: Cinthia to add “Soccer Coach Compensation” to November’s Agenda.

**Kinder Soccer Coordinator, Demi**

- Demi reported that the spring season went well, however one of the team’s coaches stopped showing up and Demi was unaware of the issue as she was out of the country at the time. Some equipment is missing from that team. Going forward, if Demi is unable to check her emails, she will set up email forwarding to Cinthia.
- Kelly has provided Demi with a list of all registrants from online registration for the Fall season. Demi will contact Christine with this list and will also email all of the parents. Classes are at full capacity, with 18 registered for each of the two time slots.
- Discussion on compensating kinder soccer coaches. Cinthia advised that in the future she can increase her program registration cost, and budget for hiring an instructor.
- Discussion on using bibs rather than jerseys. Tim Hortons only sponsors the spring program, during the fall they use shirts. Demi said that we have a lot of the shirts left, however in the future she will look into using bibs instead.

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

- Recruitment attempt: Advertisement was displayed on the screen for Cinema Under the Stars stating that if we don’t have a Rink Coordinator come forward, we will not have ice at

the rink this winter. A volunteer from Cinema Under the Stars expressed interest in the Rink Coordinator position, however if we don't have a commitment from him in the next week, we will do another push on social media.

ACTION ITEM: Kristy to contact CUTS volunteer regarding the Rink Coordinator role.

**Allocations Coordinator, Vacant**

- Kristy reported that since the Allocations email was put in the Leisure Guide, there has only been one email asking about programming. Jan will continue to use this email address as the contact in the Leisure Guide.

**Online Registration/Membership Coordinator, Kelly**

- As of today's date, 327 registrations were done online, with 100 of those being memberships. Yoga had a capacity of 25, however people have been emailing asking to join, so she changed the capacity and will keep open for a little while longer.
- Discussion on exclusive online registration. For people that want to pay by cash or cheque, they can contact a program coordinator to make arrangements.

ACTION ITEM: Cinthia to add "Exclusive Online Registration" to November's Agenda.

**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.
- Leisure Guide submission deadlines: October 1st (condensed), and November 25th (detailed). Program coordinators to submit to Jan.
- Will not be able to attend our AGM as she has prior commitments for that date. Will provide an update to our board on the community levy beforehand, as this will be discussed by Troy Davies at the AGM.

**8. Special Events**

**Cinema Under the Stars**

- Dave was not present to report.
- Cinthia asked that if anyone has any feedback from the event, they are to send it to Dave.

ACTION ITEM: Cinthia to add "Cinema Under the Stars Report" to November's Agenda

**Pumpkins in the Park**

- Reann has volunteered to coordinate this event.

ACTION ITEM: Reann to contact 7-11 to see if they would like to donate hot chocolate or coffee for Pumpkins in the Park.

**9. New Business**

**Resignations**

MOTION	To accept Danae's resignation from Member at Large #1, effective immediately
MOVED BY	Cinthia
SECONDED BY	Cathy
	Motion Carried

## Elections

- Krista and Myra have volunteered to take on the role of Youth Soccer Coordinators. This will be a shared position between the two, however their position equals one vote on the board.

MOTION	To vote for Krista to be Youth Soccer Coordinator #1, effective immediately
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried. Position elected by acclamation.

MOTION	To vote for Myra to be Youth Soccer Coordinator #2, effective immediately
MOVED BY	Cinthia
SECONDED BY	Barb
	Motion Carried. Position elected by acclamation.

## AGM

- Date has been changed to Monday, October 7th, 2019. Start time 6:00 pm.
- There will be two speakers after the AGM: Ward 4 City Councillor Troy Davies, and Constable Jing Xiao.
- We will ask Brent to send out an e-blast with AGM information, after Kelly sends him the updated membership list from registration.
- 2018 AGM Minutes have been updated and will be distributed to the board for review before the AGM.

ACTION ITEM: Kelly to send the updated membership list to Brent.

ACTION ITEM: Kristy to distribute 2018 AGM Minutes to the board for review.

## Hampton Free Methodist Church Donation

- As done in previous years, we would like to make a donation to the HFMC for providing us the space for some of our programming. Robert will be at the AGM to accept the donation on their behalf.

MOTION	To approve a \$500 donation to Hampton Free Methodist Church
MOVED BY	Kelly
SECONDED BY	Barb
	Motion Carried

## Volunteer Program Fee Waiving

- Discussion on having programming fees waived or reimbursed for board members who have attended a minimum of 7 board meetings/year within their term, up to a maximum of \$60/season. Board member would need to pay the full amount of the program, and then be reimbursed at the end of each season. Regular programming seasons are September to December, and January to June. Soccer seasons are September to March, and May to June. Membership fees would not be included in the reimbursement amount.

## Membership

- Cinthia reminded everyone that all board members must hold a valid HVCA membership, and they can be purchased online.

ACTION ITEM: All board members to purchase or confirm they hold a valid HVCA membership.

**Mailing Address**

- Discussion on mailing address change. Barb reported that we have gone through 170 cheques from September 1st, 2018 to September 1st, 2019, leaving us with 1,115 cheques. We are currently paying \$178/year (tax included) for our mailbox at Co-op, whereas the community mailbox that is set up for us is at no charge. We have paid up to May 1st, 2020.

MOTION	To change our mailing address to: Unit #10 – 1055 Hampton Circle, S7R 0G7, effective immediately
MOVED BY	Cinthia
SECONDED BY	Kristen
	Motion Carried

ACTION ITEM: Kristy to start the process of changing our mailing address.

Motion to adjourn at 9:05 pm.

**NEXT MEETING:**

AGM: October 7th, 2019, 6:00 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 November’s Agenda: <ul style="list-style-type: none"> <li>• Newsletter Printing</li> <li>• Sign Insert Purchase</li> <li>• Garbage Clean Up Event</li> <li>• Soccer Coach Compensation</li> <li>• Exclusive Online Registration</li> <li>• Cinema Under the Stars Report</li> </ul>	Cinthia	November
2	Jan to contact Peter regarding moving the power underground, moving the direction of the rink lights, and selling our old rink lights.	Jan	ASAP
3	Cinthia to provide the caretakers with a schedule for unlocking the Recycle Room.	Cinthia	ASAP
4	Kelly to include a statement on Apparatus saying that the system accepts Paypal.	Kelly	ASAP
5	Cathy to share 7-11 contact information for our Master Volunteer List.	Cathy	ASAP
6	Kelly and/or Jan to meet with Paula to transition her into the Adult Coordinator role.	Kelly and/or Jan	ASAP
7	Monica to purchase floor hockey equipment.	Monica	ASAP
8	Kristy to contact CUTS volunteer regarding the Rink Coordinator role.	Kristy	ASAP

9	Reann to contact 7-11 to see if they would like to donate hot chocolate or coffee for Pumpkins in the Park.	Reann	ASAP
10	Kelly to send the updated membership list to Brent.	Kelly	ASAP
11	Kristy to distribute 2018 AGM Minutes to the board for review.	Kristy	ASAP
12	All board members to purchase or confirm they hold a valid HVCA membership.	Everyone	ASAP
13	Kristy to start the process of changing our mailing address.	Kristy	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

**Completed Action Items from Previous Meeting:**

	Action	Person Responsible	Status/Complete By
1	Kristy to test who is receiving the Alert emails.	Kristy	Done
2	Cinthia to contact Jason from Tykes & Tots to see if we can have the Recycle Room unlocked during programming.	Cinthia	Done
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	Done by Cathy
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	Done
5	Cathy to contact Peter regarding moving the power underground, moving the direction of the rink lights, and selling our old rink lights.	Cathy (Moved to Jan's action item)	Done, however didn't receive a response.
6	Cinthia to add "Purchase sign inserts" and "Volunteer Program Fee Waiving" to September's Agenda.	Cinthia	Done
7	Cinthia to add electrician to rink shed protocol sheet.	Cinthia	Done
8	Cinthia to add Garbage Clean Up event to November's agenda.	Cinthia	Removed, Added to Action Item #1
9	Cinthia and Barb to meet with Jan to work on Rink Operating Grant, and the 2019-2020 budget.	Cinthia and Barb	Done
10	Cinthia to meet with Jan and Mel to discuss soccer coordinator position.	Cinthia	Done
11	Kelly to look into adding a section into Apparatus that asks if people would like to volunteer.	Kelly	Not Done, removing from list



## **September 2019 President's Report**

- Met with school Principals.
  - They are okay with the recycle room being unlocked for us or left open on nights where we have programming
    - School will need a schedule of our programs that require the recycle room to be opened.
  - We are now allowed to use their nets
- Had a soccer transition meeting with Melanie and Jan
- Recruited Soccer Coordinator(s): Welcome Myra and Krista
- Recruited Adult Program Coordinator: Welcome Paula
- Library Program: Met with SPL and set up a Children's Library Program at the school. Hopefully a after-school program will follow in January (3:30 start), Possibility of an Adult/Senior Program in the future.
  - Purchased foam mats for library program
- Met with Cinema Under the Stars Committee
  - Purchased/coordinated licence
  - Purchased movie
  - Photo Booth
  - Bought heavy duty power cords
  - Other odds & ends
- Met with board members to discuss in-person registration
  - Made & ordered registration forms
  - Picked up food for volunteers
- Coordinated volleyball in the rink. Helped Jan, Kristy & Kelly set up a Men's Rec Volleyball.
  - Met with Jag briefly to introduce myself.
- Met with Tara and Barb to sign off on the 2019-2019 Financial Review
- Volunteered at CUTS
- Sent Community Room Schedule to Victoria (VP-Public)
- Can we add a "Our system accepts debit card linked to PayPal accounts" to make it clear that DEBIT can be used this way
- Finished Rink Light Protocol
- Email of preference list
- Prairie Mobile has contacted us. They are interested in partnering with us as they are opening a location in Hampton Heights.
- Need to make a schedule for caretakers about what dates and times we need recycle room unlocked/opened.
- SYSI Developmental League has asked us to advertise. I feel this program is in direct competition with our Soccer. Since our numbers are low this year, I don't think we should be advertising.

## **September 2019 Communications Coordinator Report**

### **What I have done**

- Did final coat on rink shed door
- Advertised for online registration and Cinema Under the Stars
- Prepared newsletter for printing and distribution by Canada Post
- Invoiced advertisers.
- Assisted with CUTS.
- Attended HFMC Daycare orientation to raise HVCA profile.
- Downloaded files to Drop Box
- Prepared photography waiver sign. —As of Sept. 11, it is still at the print shop. Should be ready soon.
- Liaised with Youthworks regarding rink grass maintenance.
- Removed more graffiti from rink

### **What needs to be done**

- Winter newsletter is online only. Submission deadline is November 30.
- Prepare “Family Skate” signs for rink in coordination with Jan.

### **What I need from you**

- Decision as to continued grass cutting.