



Monthly Board Meeting Minutes
Wednesday, November 13th, 2019, 6:30 pm
Community Resource Room, 1055 Hampton Circle

ATTENDANCE:

Present Board Members (12):

- Cinthia (Chair)
- Kelly
- Kristen
- Krista (Partial)
- Barb
- Clara
- Cathy
- Kristy (Minute Taker)
- Booker
- Dave
- Jess
- Reann

Absent Board Members (6):

- Demi
- Monica
- Paula
- Myra
- Chad
- Chelsey

Other Attendees (2):

- Jan, Community Consultant
- Robert, HFMC Liaison

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:32 pm.

1. Review & adoption of Agenda

MOTION: To approve the Agenda, as amended.		
MOVED BY: Dave	SECONDED BY: Reann	MOTION CARRIED

2. Review & adoption of past Meeting Minutes

- The September 11th, 2019 Minutes were emailed prior to the meeting and hard copies were distributed at the meeting. Two errors were found and minutes were amended.

MOTION: To approve the September 11th, 2019 Minutes, as amended.		
MOVED BY: Dave	SECONDED BY: Cathy	MOTION CARRIED

- The draft 2019 AGM Minutes were emailed prior to the Board Meeting and hard copies were distributed at the meeting. Will be posted to our website on Monday, November 18.
- The November 9th, 2019, Board Orientation Minutes were distributed and reviewed.
- The Post 2019 AGM Minutes were distributed and reviewed.

MOTION: To approve the Post 2019 AGM Minutes, as presented.		
MOVED BY: Kristen	SECONDED BY: Kelly	MOTION CARRIED

3. Business arising from the Minutes

- Review of September’s Action Items

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia – Nothing to report.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- Cinema Under the Stars wrap up discussion.
- Total revenue: \$5,531, expenses: \$7,486, leaving us with a net expense of \$1,955. We are still waiting on the bouncy castle invoice, so our net expenses will likely be around \$2,600-2,700. Compared to last year’s event, which had net expenses of almost \$5,000.
- The Tykes and Tots pop up playground at Cinema Under the Stars was well received again this year. The board would like to make a donation to Tykes and Tots for their participation.

MOTION: To donate \$200 to Tykes and Tots.		
MOVED BY: Barb	SECONDED BY: Cinthia	MOTION CARRIED

- Total 50/50 revenue from Cinema Under the Stars was \$150. There was a discussion on this revenue being put towards this year’s Christmas Hampers.

MOTION: To donate \$150 to the Christmas Hampers.		
MOVED BY: Barb	SECONDED BY: Kristen	MOTION CARRIED

Secretary, Kristy

- Social Media Guidelines: not yet completed.
- There was an error in the elections at the 2019 AGM. Clara was elected as Member at Large #1, however this number was already held by Kristen. Clara should have actually been elected as Member at Large #5. Discussion on how to properly make this change.

ACTION ITEM: Jan to provide Kristy with proper wording for changing a Member at Large’s number in the 2019 AGM Minutes.

6. Coordinator Reports

Communications, Cathy

- Winter Newsletter submission deadline is November 30th.
- Followed up with outstanding advertising invoices, should receive payment shortly.

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

- Jan reported on the Fall 2019 Men’s Volleyball Program. There have been many requests for a second night of Volleyball as well as some interest for Co-ed Volleyball. Since Paula is only taking care of the fitness programs, we cannot add another program at this time. Jan has been referring existing participants to the Dundonald and Massey Place volleyball programs. If a second night were added to our programs, Jan recommends that it be Co-ed.

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

Daytime Indoor Coordinator, Vacant

- Jan reported on the Fall 2019 Daytime Programs.
- English Practice won’t run for the Winter and Spring since there have been no participants in the class. Open Door Society wants us to consider starting again in the Fall of 2020, will need to discuss further.

Soccer Coordinators, Krista & Myra – Nothing to report.

Kinder Soccer, Demi

- Cinthia reported that since the last two classes of Kinder Soccer were cancelled by the School Board, Demi would like to have a pizza party for the last night of class.

MOTION: To spend up to \$250 for a Kinder Soccer year end party.		
MOVED BY: Cinthia	SECONDED BY: Kelly	MOTION CARRIED

Rink Coordinator, Booker & Chad

- Booker reported that he has looked over the budget, checked the inventory in the rink shed and everything is ready to go for the winter season. The city has opened the valve for the water. Has a crew ready to go but will wait for another couple of weeks for the weather to get colder before flooding. Cinthia informed him that the breaker will need to be turned on. Cathy informed him that she has an extra key for the shed so she will give that to him.
- Booker will need to be added to the alert email, as well as get set up for the rink email.
- Cinthia will send out the supervised family skate schedule so the board can sign up for their preferred shifts.

ACTION ITEM: Kristy to contact Brent to set Booker up with rink email and to add him to the alert email list.

ACTION ITEM: Cinthia to provide supervised family skate schedule to the board.

Allocations Coordinator, Vacant

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.

- The Community Grant application is due on January 15th, 2020. If we are going to host Cinema Under the Stars again next year, then we will need to submit this.
- Will have a Community Centre Levy update for us in January 2020.

8. Special Events

Christmas Hampers

- Dave reported that Maria, St. Lorenzo Principal, would like to partner with us again this year. Depending on donations from local business owners, they will donate to either 2 or 5 families. St. Lorenzo will find the families in need, be the contact for the families, and will be the hub for collecting donations. Once items are purchased, we have permission to use the Servery for preparing the hampers.
- Dave needs two more volunteers for coordinating, shopping and wrapping presents. Tentative date for this is December 16th during the daytime. Will discuss details further at December's board meeting.

9. New Business

Exclusive Online Registration Discussion

- For Winter 2020 programs there will be online registration only, which will open on December 15th. We will have a 'Registration Information Night' on Wednesday, January 8th, 2020 from 5-6:30 pm, which is the same evening as our Board Meeting. This will be a come and go for residents that might need help with registering.
- For Spring 2020 Outdoor Soccer, there will be online and in person registration in February.

Drop in Classes

- Discussion on whether someone can drop in to a program that is currently running. Will discuss further at our Program Coordinator meeting.

Parent Education Night

- Kelly and Kristen will attend the event tomorrow night to sell/verify memberships. Lindsay has decided not to have the event in December as it is a busy month for people.
- Discussion on whether a board member should be in attendance, or if we should provide Lindsay with the current membership list to verify that participants are an active member.

NEXT MEETING:

December 11th, 2019 at 6:30 pm

Community Resource Room, 1055 Hampton Circle

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

	Action	Person Responsible	Status/Complete By
1	Jan to provide Kristy with proper wording for changing a Member at Large's number in the 2019 AGM Minutes.	Jan	ASAP
2	Kristy to contact Brent to set Booker up with rink email and to add him to the alert email list.	Kristy	ASAP
3	Cinthia to provide supervised family skate schedule to the board.	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	Ongoing
3	Cinthia to add the following to December's Agenda: <ul style="list-style-type: none"> • Garbage Clean Up Event • Soccer Coach Compensation 	Cinthia	December
4	Jan to contact Peter regarding moving the power underground, moving the direction of the rink lights, and selling our old rink lights.	Jan	Ongoing
5	Kelly to include a statement on Apparatus saying that the system accepts Paypal.	Kelly	ASAP
6	All board members to purchase or confirm they hold a valid HVCA membership.	Everyone	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to provide the caretakers with a schedule for unlocking the Recycle Room.	Cinthia	Done
2	Cathy to share 7-11 contact information for our Master Volunteer List.	Cathy	Done
3	Kelly and/or Jan to meet with Paula to transition her into the Adult Coordinator role.	Kelly and/or Jan	Done
4	Monica to purchase floor hockey equipment.	Monica	Done
5	Kristy to contact CUTS volunteer regarding the Rink Coordinator role.	Kristy	Done
6	Reann to contact 7-11 to see if they would like to donate hot chocolate or coffee for Pumpkins in the Park.	Reann	Done

7	Kelly to send the updated membership list to Brent.	Kelly	Done
8	Kristy to distribute 2018 AGM Minutes to the board for review.	Kristy	Done
9	Kristy to start the process of changing our mailing address.	Kristy	Done