



Monthly Board Meeting Minutes
Wednesday, February 12th, 2020, 6:30 pm
Community Resource Room, 1055 Hampton Circle

ATTENDANCE:

Present Board Members (14):	<ul style="list-style-type: none"> • Cinthia, Chair • Paula (partial) • Kristen • Kelly • Monica • Reann • Dave 	<ul style="list-style-type: none"> • Myra • Jess • Booker • Clara • Cathy • Barb • Kristy, Minute Taker
Absent Board Members (4):	<ul style="list-style-type: none"> • Krista • Chad 	<ul style="list-style-type: none"> • Demi • Chelsey
Other Attendees (3):	<ul style="list-style-type: none"> • Jan, Community Consultant • Robert, HFMC Liaison • Brad Redekopp, MP 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:31 pm.

1. Review & adoption of Agenda

Motion: To approve the Agenda, as amended.		
Moved by: Dave	Seconded by: Barb	MOTION CARRIED

2. Review & adoption of past Meeting Minutes

- The January 8th, 2020 Minutes were emailed prior to the meeting and amended hard copies were distributed at the meeting.

Motion: To approve the January 8th, 2020 Minutes, as presented.		
Moved by: Cathy	Seconded by: Kelly	MOTION CARRIED

3. Business arising from the Minutes

- Review of Action Items.
- Rather than creating a discount code in Apparatus, Kelly will change the settings to accept a cheque.
- Reann volunteered to lead Pumpkins in the Park again this year.

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia

- Recycle Room: There were a couple of times in the Winter that the recycle room door was not left open for evening programs. Myra suspects that it was the Before and After School Program who were locking the door in error. Otherwise, there were no other issues with accessing the room. The room is currently in an unsanitary state, and the St. Lorenzo caretaker stated to a board member that he has refused to clean it.
- Rink Spotlight: Cinthia requested photos be taken of the rink crew while they are flooding and scraping the rink, for the purposes of doing a Spring Newsletter feature. Booker to send photos.
- Discussion on the direction of the association will need to be had soon as she will not be renewing her position at the end of her term this year.

ACTION ITEM: Cinthia to add "Cleaning Recycle Room" to Principals Meeting Agenda.

ACTION ITEM: Booker to send rink photos to Cinthia for the Spring Newsletter.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- The Financial Statement of Operations as at January 31, 2020 was reviewed.

Motion: To approve the Financial Statement of Operations, as presented.		
Moved by: Barb	Seconded by: Cinthia	MOTION CARRIED

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy

- Changed the sign to advertise Family Skate information.
- Spring Newsletter submission deadline is March 30th and will be distributed mid-April. Has asked that all ads be submitted in jpeg format. Will bring Newsletter printing and delivering quotes to the next board meeting.

Adult Indoor Coordinator, Paula

- The Fall Programs Report was reviewed at the meeting.
- Ran a total of five programs, had 96 participants and a total profit of \$1,020.
- Yoga instructor would like blocks for the class. Will need to have more storage built in the Recycle Room, so we'll likely be able to purchase blocks for the Fall season.
- Bootcamp profit was \$1,320. Instructor would like to move the class to the Multi-purpose Room.
- Zumba profit was \$495. Instructor is unable to turn on fans in the gym. Cinthia will ask the Principals about this at our next meeting.
- Mom & Baby Fitness had a loss of \$200 since there were only 6 participants. This class is usually run at a loss, but it brings people to the community and school. The instructor also charges us a little less for this program. Kelly suggested to ask the instructor to help advertise the program if the registration numbers are low. Program should also be posted to Mom & Baby Facebook groups.

- Since there were so many cancellations in December, she would like to move the program dates up and not book any dates in December. Will discuss further at our next Program Coordinator Meeting.

ACTION ITEM: Cinthia to add “Turning on Fans” to Principals Meeting Agenda.

Child & Youth Indoor Coordinator, Monica

- The Fall Programs Report was emailed prior to the meeting. The report was briefly reviewed.
- Ran a total of 12 programs, had 148 participants and a total profit of \$1,700.
- Running the same programs for the Winter season, with the exception of Salsa.

Daytime Indoor Coordinator, Vacant

- Cinthia reported that the LiveWell with Chronic Conditions Program is running well and they would like to run it again in the Fall.

Soccer Coordinators, Krista & Myra

- The Fall Programs Report was distributed and reviewed at the meeting.
- Nine teams were formed for the indoor season.
- SYSI moved from Goal Line to RAMP as their registration platform. One person had an issue with registering, however Myra helped her resolve the issue.
- Finalized new rates and coach honorariums for the Spring season.

Kinder Soccer, Vacant

- The Fall Programs Report was prepared by Cinthia, distributed and reviewed at the meeting.
- The Winter season is up and running. Before the season started, a decision was made to pay high school students an honorarium of \$17/hour to coach this season.
- Attempts at finding a new Kinder Soccer Coordinator have been unsuccessful, so a decision will need to be made by the beginning of April on whether or not we will run the program in the Spring. Jan suggested paying a University student or a Summer Play Program employee to teach the class, which will cut down on the Coordinator’s responsibilities.

Rink Coordinators, Booker & Chad – Not present.

- The hockey nets, benches and lighting have all been repaired.
- Cinthia suggested that Booker have a BBQ or some sort of wind up for the rink crew at the end of the season as a thank you for all of their hard work over the Winter.
- A sign will need to be made and posted at the front entrance to the rink informing people about Family Skate times. Jan suggested adding that the rink is maintained by volunteers. Sign Shop will do it at cost for us and will also add an anti-graffiti coating to them.

ACTION ITEM: Kristen to look into getting two Family Skate signs made for the rink.

Allocations Coordinator, Vacant

- School booking window opens on February 15th. Program Coordinators that would like to run any Spring Programs will need to submit the spreadsheet to Kristy with program details.
- Jan noted that the school board may decline any bookings that are not a historical booking and may need to be resubmitted on March 16th.

Online Registration/Membership Coordinator, Kelly

- Winter registration ran much smoother than the Fall. There was only one paper registration, the rest were submitted to Coordinators.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed prior to the meeting, and hard copies were distributed at the meeting. The report was briefly reviewed.
- Online Spring Leisure Guide submission deadline is March 2nd.
- Both the Rink Improvement Grant and Park Enhancement Grant applications are due on April 30th. Discussion on adding sand to the rink during the Summer for the Volleyball players. Will need to discuss this further at our next meeting.
- Dundonald Community Association will be contacting us to set up a meeting regarding their Basketball Program. They would like to meet with the 10 other community associations that are on the west side of the city.

ACTION ITEM: Cinthia to add "Rink Improvement/Park Enhancement Grant" to March's agenda.

8. Special Events

Cinema Under the Stars

- The Sask. Lotteries Grant was not submitted. However, Jan found another grant that is specific for special events.
- Dave is working on the Sponsor Letter.

ACTION ITEM: Jan to provide the Cinema Under the Stars grant information to the board.

Annual BBQ

- Kristy and Barb will meet shortly to start planning the event.

Winter Luau

- Kristy reported that the event attendance was down this year, possibly due to the change in time and warmer weather than the previous year.
- We served 150 cups of free punch at the event, at a cost of \$108.10.
- Ernest Lindner & St. Lorenzo had a net loss of \$172.28, compared to last year's profit of \$257.90.

ACTION ITEM: Kristy to submit Winter Luau PIES to the board.

9. New Business

Recycle Room Storage

- Discussion on having storage built in the Recycle Room.
- Boundaries will need to be established for both our association and the Before and After School Program to avoid having our equipment mixed up. Will discuss this further at our next meeting with the School Principals.

ACTION ITEM: Cinthia to ask the St. Lorenzo Principal for the School Contractor's contact information.

Motion to adjourn at 8:27 pm.

NEXT MEETING:

March 11th, 2020 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	Cinthia to add: "Cleaning Recycle Room" and "Turning on Fans" to Principals Meeting Agenda.	Cinthia	ASAP
2	Booker to send rink photos to Cinthia for the Spring Newsletter.	Booker	ASAP
3	Kristen to look into getting two Family Skate signs made for the rink.	Kristen	ASAP
4	Cinthia to add "Rink Improvement/Park Enhancement Grant" to March's agenda.	Cinthia	March
5	Jan to provide the Cinema Under the Stars grant information to the board.	Jan	ASAP
6	Kristy to submit Winter Luau PIES to the board.	Kristy	ASAP
7	Cinthia to ask the St. Lorenzo Principal for the School Contractor's contact information.	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	Booker, Chad, Reann and Chelsey to purchase an HVCA membership.	Booker, Chad, Reann and Chelsey	ASAP
4	Jan to provide Kristy with proper wording for changing a Member at Large's number in the 2019 AGM Minutes.	Jan	ASAP
5	All Board Members to choose an event that they can assist with.	Everyone	ASAP
6	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Spring/Summer
7	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Summer/Fall
8	Reann to provide Pumpkins in the Park PIES to the board.	Reann	ASAP
9	Jan to provide policy/bylaw sample wording for board member program waiving.	Jan	ASAP

10	Kelly to look into creating an apparatus discount code for board members.	Kelly	Fall
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Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to provide Cinema Under the Stars PIES to the board.	Kristy	Done
2	Demi to email parents to inform them of a need for a Kinder Soccer Coordinator.	Demi	Not done, removing from list
3	Kristy to post Kinder Soccer Coordinator Ad to Facebook.	Kristy	Done
4	Kristy to add to Public Skating Facebook post that supervisor will go home after 45 minutes if no family skaters arrive.	Kristy	Done
5	Kristy to post to Facebook regarding registration closing on Friday.	Kristy	Done
6	Kristy to add Winter Luau & Christmas Hampers to our website.	Kristy	Winter Luau Done, See carried over action item # 7
7	Dave to submit Sask. Lotteries Grant	Dave	Not done, removing from list