



Monthly Board Meeting Minutes
Wednesday, March 11th, 2020, 6:30 pm
Community Resource Room, 1055 Hampton Circle

ATTENDANCE:

Present Board Members (10):	<ul style="list-style-type: none"> • Cinthia, Chair • Kelly • Jess • Kristen • Dave 	<ul style="list-style-type: none"> • Myra • Clara • Cathy • Barb • Kristy, Minute Taker
Absent Board Members (8):	<ul style="list-style-type: none"> • Paula • Monica • Reann • Demi 	<ul style="list-style-type: none"> • Booker • Chad • Krista • Chelsey
Other Attendees (4):	<ul style="list-style-type: none"> • Jan, Community Consultant • Robert, HFMC Liaison • Seth Freeman, HFMC Pastor • Jessica Isaak, HFMC Pastor • Theresa Kalnicki, Girl Guides 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:38 pm.

1. Review & adoption of Agenda

Motion: To approve the Agenda, as amended.		
Moved by: Kristen	Seconded by: Cinthia	MOTION CARRIED

2. Review & adoption of past Meeting Minutes

- The February 12th, 2020 Minutes were emailed prior to the meeting and hard copies were distributed at the meeting.

Motion: To approve the February 12th, 2020 Minutes, as presented.		
Moved by: Cathy	Seconded by: Dave	MOTION CARRIED

3. Business arising from the Minutes

- Review of Action Items.
- Removing credit card use policy from action items. See below motion.
- Removing apparatus discount code from action items. See Program Waiving Discussion.

Motion: To adopt the following as our policy for credit card use; Credit Card will only be used for paying PayPal fees and in extenuating circumstances.		
Moved by: Cinthia	Seconded by: Barb	MOTION CARRIED

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia – Nothing to report.

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

Treasurer, Barb – Nothing to report.

Secretary, Kristy

- Discussion on the format of the board meeting minutes, including action items. With governance boards, the meeting minutes are very brief. However, since we are a working board and a governance board, we need more detail in our minutes to keep track of discussions and decisions that are made. We will continue with the current format. Jan reminded us that it is best practice to annually review the format of the minutes as a board.

6. Coordinator Reports

Communications, Cathy

- Distributed spring newsletter printing and delivering quotes. UPS is the least expensive route for printing, bundling and delivering. 2,700 newsletters will be delivered, which includes some businesses in the north end.

Motion: To spend up to \$1,850 on printing and delivering the spring newsletter.		
Moved by: Dave	Seconded by: Cinthia	MOTION CARRIED

- Followed up with advertisers regarding payment for winter newsletter advertising.
- Reminder that spring newsletter submission deadline is March 30th.
- Changed sign to advertise spring program registration.

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

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

Daytime Indoor Coordinator, Vacant

- Cathy and Barb reported that Table Games & Coffee has been going very well, with 14 people usually attending each week.
- Kristy reported that there was a complaint from a parent regarding one of the Saskatoon Public Library instructors at Storytime. Jan will talk to another parent that attends to see if she is aware of the issue.
- Cinthia reported that Aaron from SPL would like to expand the Library program to include an after school/school aged program, which would include coding, robotics, reading, etc. Since we don't have a Daytime Coordinator at this time, we will need someone to take on this expansion.

Soccer Coordinators, Krista & Myra

- Myra reported that 13 teams have registered for the outdoor spring season, which she noted is more than last spring. There are a lot of coaches from the winter season that have stepped forward to volunteer for the spring, so recruiting coaches likely won't be an issue.

Kinder Soccer, Vacant

- Cinthia reported that the spring park application was approved.
- Discussion on reordering shirts. We have enough for the spring season but will need more for the winter. To cut down on our expenses, Cinthia and Kristen will look into the cost of using bibs.

ACTION ITEM: Cinthia and Kristen to get quotes for Kinder Soccer bibs for the winter.

Rink Coordinators, Booker & Chad – Not present.

- The rink has closed for the season. The rink lights will need to be turned off, so Cinthia will send another reminder to Booker & Chad.

ACTION ITEM: Cinthia to ask Booker & Chad to turn off rink lights.

Allocations Coordinator, Vacant

- Kristy reported that all of the spring bookings have been done, and there were no issues with booking additional programs that were not a historical booking.

Online Registration/Membership Coordinator, Kelly

- Youth Soccer registration closes tomorrow at 9pm. Kelly sends weekly registration detail updates to each program coordinator.
- Spring program registration will open on March 16th at 6pm.
- Pre-registration for the Cookie Decorating Class will be open on March 14th and 15th. Will open to the public at the same time as spring program registration.

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.
- Jan noted that there was an error in February's Community Consultant Report: The general public booking window date stated Sunday, March 16th. However, it is supposed to be Sunday, March 15th.
- Discussion on Cost as a Barrier Subsidy. For the April 2020 – March 2021 programming year, our allocation will be a maximum of \$355.01. We will need to review our Cost as a Barrier policy to ensure that it is current.

8. Special Events

Cinema Under the Stars

- Dave and Barb have been meeting to plan the event.
- The donation letter has been added to Dropbox if anyone would like to approach a potential sponsor.
- Jan suggested that we ask each vendor what their cancellation policy is in the case of a virus outbreak in Saskatchewan.

Annual BBQ

- Volunteer sign up sheet was passed around to the board members.
- This year we are partnering with St. Lorenzo School Parent Council.
- Kristy to work with Jan to write a proposal for the SaskEnergy Community BBQ Program.
- Discussion on having politicians campaigning at our events. Jan suggested we develop a policy stating that we remain non-partisan, however, we would welcome a politician to volunteer at our event without campaigning.
- In case of inclement weather, we will be able to return all items with the exception of the buns. In which case we can either donate or sell them.

9. New/Continuing Business

Program Waiving Discussion

- Continued discussion on developing a bylaw for board members to have program fees waived. Before the meeting, Jan sent an email with sample wording. We would need to change this wording from a program, to one regularly scheduled program, which would exclude one-off classes and youth soccer.
- Regarding registration: Kelly would open registration to board members before it is open to the public. During this time, she would open the cheque payment option.
- Barb had a list of concerns that she emailed to the board before the 2019 AGM. She will post this list to Dropbox for everyone to review.

ACTION ITEM: Barb to post list of program waiving concerns to Dropbox.

Rink Improvement/Park Enhancement Grants

- Since our rink needs to be leveled, we could apply for the Rink Improvement Grant to help cover the costs. We must have at least one quote before submitting the application, which has a submission deadline of April 30th. Jan suggested that we ask the vendor to use a laser level on their skid steer.
- Cinthia to ask Booker and Chad if they can take on the quote and application submission.

ACTION ITEM: Cinthia to ask Booker and Chad if they can get a quote for leveling the rink and submitting the Rink Improvement Grant application.

Resignation/Election

- Demi resigned from her Kinder Soccer position, so we need to vote on accepting her resignation.

Motion: To accept Demi’s resignation from the board, effective February 29th, 2020.		
Moved by: Cinthia	Seconded by: Barb	MOTION CARRIED

- Clara was elected to the Member at Large #1 position in error, so her election is technically invalid. To correct this error, we will need to vote to elect Clara to our board as Member at Large #5. For clarification, Kristen will remain as Member at Large #1. Kristy to add this note to the AGM draft minutes.

Motion: To elect Clara as Member at Large #5.		
Moved by: Cinthia	Seconded by: Cathy	MOTION CARRIED

ACTION ITEM: Kristy to add a note to the 2019 AGM draft minutes regarding the Member at Large election error.

Girl Guide Guest Speaker

- Theresa spoke about a Girl Guides trip to London, UK that they are planning. There are currently 24 girls, between the ages of 11 and 17, that are registered. To fundraise for their trip, they are willing to work BBQs, clean parks and/or help out with any of our other events. Cathy suggested that we could put a free advertisement in our newsletter with a blurb about their trip. Will discuss further as a board.

Cooking Classes

- Before we are able to start setting up cooking classes, we would need to submit a proposal to the school board for access to the servery. Jan has some samples for us to use and will work with Kristy to put together the proposal. Robert also suggested contacting Naomi at the HFMC to view a sample of their MOU for using their kitchen.
- Once we are given permission to use the servery, we would start with one-off classes to see how well they are received by the community. Will need to decide who will take the lead on developing this.

ACTION ITEM: Kristy and Jan to work on a proposal for servery access.

November Board Meeting

- The second Wednesday of November falls on Remembrance Day, so the date for our Monthly Board Meeting will need to be changed. Will discuss further once the school board has released their schedule for the next school year. Cathy will put TBD in the newsletter meeting date section.

Donation Requests

- Discussion on allocating the \$500 that we have budgeted for donations. If one of our community schools/groups asks for a monetary donation, we have decided the amount will be \$50. If they are willing to clean up our parks, we will offer a donation of up to \$250.
- Ernest Lindner has asked for a monetary donation for their Grade 8 graduation, so Cinthia will reply that we will give them a \$50 donation and explain our reasoning on how we chose this amount.
- Jan suggested having a strategic planning session about making a yearly donation to both Ernest Lindner & St. Lorenzo Schools and/or asking the principals what they might need for their schools.
- Cinthia will contact the Girl Guides to ask if they are willing to clean our parks, minus the dog park, for a donation of \$250. Depending on how much time they are willing to spend, we will donate up to \$500. May 1st is Jane's Walk in Hampton Village, so ideally they would be cleaned before this date.

Motion: To donate between \$250-\$500 for a volunteer group to do a park clean up.		
Moved by: Cinthia	Seconded by: Kelly	MOTION CARRIED

ACTION ITEM: Cinthia to contact Girl Guides regarding a donation for park clean up.

Motion to adjourn at 8:45 pm.

NEXT MEETING:

April 8th, 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 and Kristen to get quotes for Kinder Soccer bibs for the winter.	Cinthia & Kristen	ASAP
2	Cinthia to ask Booker & Chad to turn off rink lights.	Cinthia	ASAP
3	Barb to post list of program waiving concerns to Dropbox.	Barb	ASAP
4	Cinthia to ask Booker and Chad if they can get a quote for leveling the rink and submitting the Rink Improvement Grant application.	Cinthia	ASAP
5	Kristy to add a note to the 2019 AGM draft minutes regarding the Member at Large election error.	Kristy	ASAP
6	Kristy and Jan to work on a proposal for server access.	Kristy & Jan	ASAP
7	Cinthia to contact Girl Guides regarding a donation for park clean up.	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	Booker, Chad, Reann and Chelsey to purchase an HVCA membership.	Booker, Chad, Reann and Chelsey	ASAP
3	Jan to provide Kristy with proper wording for changing a Member at Large's number in the 2019 AGM Minutes.	Jan	ASAP
4	All Board Members to choose an event that they can assist with.	Everyone	ASAP
5	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Spring/Summer
6	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Summer/Fall
7	Reann to provide Pumpkins in the Park PIES to the board.	Reann	ASAP
8	Kristen to look into getting two Family Skate signs made for the rink.	Kristen	ASAP
9	Kristy to submit Winter Luau PIES to the board.	Kristy	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to add: "Cleaning Recycle Room" and "Turning on Fans" to Principals Meeting Agenda.	Cinthia	Done
2	Booker to send rink photos to Cinthia for the Spring Newsletter.	Booker	Not done, Removing from list

3	Cinthia to add "Rink Improvement/Park Enhancement Grant" to March's agenda.	Cinthia	Done
4	Jan to provide the Cinema Under the Stars grant information to the board.	Jan	Done
5	Cinthia to ask the St. Lorenzo Principal for the School Contractor's contact information.	Cinthia	Done
6	Barb to create a policy regarding the credit card use.	Barb	Removing from list (See above discussion)
7	Jan to provide policy/bylaw sample wording for board member program waiving.	Jan	Done
8	Kelly to look into creating an apparatus discount code for board members.	Kelly	Removing from list (See above discussion)