



Monthly Board Meeting Minutes
Wednesday, May 13th, 2020, 7:00 pm
Zoom Meeting

ATTENDANCE:

Present Board Members (13):	<ul style="list-style-type: none"> • Cinthia, Chair • Dave • Krista • Kristen • Cathy • Jess • Reann 	<ul style="list-style-type: none"> • Kelly • Barb • Clara • Booker • Myra • Kristy, Minute Taker
Absent Board Members (4):	<ul style="list-style-type: none"> • Paula • Monica 	<ul style="list-style-type: none"> • Chad • Chelsey
Other Attendees (1):	<ul style="list-style-type: none"> • Robert, HFMC Liaison 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:03 pm.

1. Review & adoption of Agenda

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

2. Review & adoption of past Meeting Minutes

- The March 11th, 2020 Minutes were emailed prior to the meeting and were briefly reviewed during the meeting

Motion: To approve the March 11th, 2020 Minutes, as presented.		
Moved by: Kristen	Seconded by: Dave	MOTION CARRIED

3. Business arising from the Minutes

- Review of Action Items.
- Since the rink is not level by only a few inches, Booker stated that him and 3 or 4 other people should be able to level the rink themselves, rather than hiring someone.
- Online registration is currently closed, so the four board members who still need purchase a membership will need to do so in August.
- Reann sent the Pumpkins in the Park PIES to Cinthia during the meeting.

ACTION ITEM: Cinthia to forward Pumpkins in the Park PIES to the rest of the board.

4. Correspondence

- Barb reported that the Co-op post office box renewal was due in May, so she closed it and returned the keys.

5. Executive Reports

President, Cinthia – Nothing to report.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- The Financial Statement of Operations as at April 30, 2020 was emailed prior to the meeting, and briefly reviewed during the meeting. Due to COVID-19, all Outdoor Soccer registrations were fully refunded, and winter programs were partially refunded. All instructors were paid out the full amount, based on the number of classes they were scheduled to teach.

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

- Barb is working on next year's budget and would like to have it completed for June's meeting. We will proceed as if programming will run as normal in the fall and will make any necessary changes if restrictions aren't fully lifted.
- Barb and Cinthia will meet with the accountant once the fiscal year has ended.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy

- The Communications Report was reviewed (see attached).
- Discussion on continuing with advertising in our Newsletter. Cathy discovered that many other Community Associations in the city do not advertise in theirs, which makes them much shorter. She noted that we do have advertising revenue of approximately \$1,500/newsletter. Kelly also noted that we sometimes will offer free advertising in exchange for sponsorship, and suggested perhaps only letting Hampton Village businesses advertise, so the community will support local businesses. Consensus is to continue with advertising. Discussion regarding specific advertisers followed.
- Discussion on printing the Newsletter. The Spring Newsletter ended up being an online version only, so it was decided that we would not charge for advertising in that edition. We will plan to have a printed version for the upcoming Fall Newsletter. However, we can still decide to have this as an online version as well, since we already had one printed version for this fiscal year, which is required for our Operating Grant.
- Cathy reported that the city has extended the sign license renewal. Cathy to touch base with City Hall again regarding the renewal.

ACTION ITEM: Cathy to contact City Hall again regarding our sign license renewal.

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

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

Daytime Indoor Coordinator, Vacant

Soccer Coordinators, Krista & Myra – Nothing to report.

Kinder Soccer, Vacant – Nothing to report.

Rink Coordinators, Booker & Chad

- Booker reported that he did a walk through at the rink and noticed that the bench support is cracked. Will make a check list to work on some minor repairs over the summer. He also mentioned that some outdoor rinks will pave their rink, which makes it easier for maintenance and flooding, and will work on getting a quote for this. Cathy has the graffiti remover at her house so Booker can contact her if he needs to use it.
- Discussion on summer lawn care for the rink. Last year we hired Youth Works to cut inside the rink from May to September, at a cost of \$30 bi-weekly (\$270 for the season). Cathy has contacted them again to ask for a contract for this season and will forward the response to Booker. Cinthia noted that since people were playing Volleyball in the rink last year, that helped to keep the weeds down.

Motion: To spend up to \$350 on rink lawn care maintenance for the 2020 season.		
Moved by: Cinthia	Seconded by: Barb	MOTION CARRIED

ACTION ITEM: Booker to ask Chad for his resignation from the board.

ACTION ITEM: Cathy to forward the Youth Works email to Booker.

Allocations Coordinator, Vacant

- Kristy will inform the Program Coordinators about the school booking window dates, so they can submit their program information to her.

Online Registration/Membership Coordinator, Kelly

- Since there are a lot of preparations that need to be made for running programs in the Fall, the cut off date has been set for July 31st.

7. Community Consultant Report, Kevin – Not present

- The Community Consultant Report was emailed prior to the meeting and was briefly reviewed during the meeting.
- Jan has temporarily taken another role, so Kevin is our new Community Consultant. Cinthia will contact Kevin to see where Jan left off on the 2020 Annual Grants.

ACTION ITEM: Cinthia to contact Kevin regarding the 2020 Annual Grants.

8. Special Events

Cinema Under the Stars

- Due to COVID-19, the decision was made to cancel the 2020 Cinema Under the Stars. Before cancelling, the committee had paid a deposit for the screen, petting zoo, face painting, and porta-potties, most of which have been returned.

- The tentative date for next year’s event is Saturday, September 11th, 2021. Dave will ask Armed with Harmony to transfer our deposit to next year’s booking.

Annual BBQ

- Due to COVID-19 restrictions, the 2020 Annual BBQ was cancelled.

9. New/Continuing Business

Community Levy

- The city would like to present us with the different options to help in their planning. Kevin and the project manager would like to meet with some or all of us sometime in May. Cinthia will schedule a Zoom meeting and invite the board to attend.

AGM Planning

- Cinthia asked if there are any board members who will not be renewing their term. Cathy and Kristen are unsure at this time. Cinthia will not stay on as President. However, she would consider taking on the Kinder Soccer Coordinator role. Booker suggested removing Chad from the board, since he will likely not attend any meetings, and will ask him to send in his resignation.
- Nomination Committee discussion. It was noted that it is the role of the Vice President to form this committee. However, we decided to focus the responsibility of finding nominations on a few board members. In the coming months, we will need to advertise for the open positions, via e-blast, Facebook, and our website.
- Immediately after the AGM, the board will need to be notified that they are required to purchase a membership, and the deadline to do so will be the November Monthly Board Meeting.
- Discussion on starting the meeting at a later time, which would give people more time to attend after work. Decision is to change the start time from 6:00 pm to 7:00 pm. If an in-person meeting happens in 2020, we would have pizza at 6:30 pm.

Motion: To change the AGM start time to 7:00 pm.		
Moved by: Cinthia	Seconded by: Barb	MOTION CARRIED

Program Waiving Discussion

- Continued discussion on developing a bylaw for board members to have program fees waived. It is agreed that a board member will be eligible for one free program per fiscal year (July 1st to June 30th), up to a maximum of \$60. It will be the responsibility of the Treasurer to keep track of which board members have already used their free program for that year. Kelly will open up the cheque option for board members to register and will need to pay the difference to Barb before the season starts.
- Kristy will send the bylaw wording to Kevin for his feedback/approval.

ACTION ITEM: Kristy to send program waiving bylaw wording to Kevin.

Motion to adjourn at 8:56 pm.

NEXT MEETING:

June 10th, 2020 at 7:00 pm
Zoom Meeting

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

	Action	Person Responsible	Status/Complete By
1	Cinthia to forward Pumpkins in the Park PIES to the rest of the board.	Cinthia	ASAP
2	Cathy to contact City Hall again regarding our sign license renewal.	Cathy	ASAP
3	Booker to ask Chad for his resignation from the board.	Booker	ASAP
4	Cathy to forward the Youth Works email to Booker.	Cathy	ASAP
5	Cinthia to contact Kevin regarding the 2020 Annual Grants.	Cinthia	ASAP
6	Kristy to send program waiving bylaw wording to Kevin.	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	Booker, Chad, Reann and Chelsey to purchase an HVCA membership.	Booker, Chad, Reann and Chelsey	August
3	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Spring/Summer
4	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Summer/Fall
5	Kristen to look into getting two Family Skate signs made for the rink.	Kristen	Summer
6	Kristy to submit Winter Luau PIES to the board.	Kristy	ASAP
7	Cinthia and Kristen to get quotes for Kinder Soccer bibs for the winter.	Cinthia & Kristen	Fall
8	Kristy and Jan to work on a proposal for servery access.	Kristy & Jan	ASAP
9	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to ask Booker & Chad to turn off rink lights.	Cinthia	Done
2	Barb to post list of program waiving concerns to Dropbox.	Barb	Done
3	Cinthia to ask Booker and Chad if they can get a quote for leveling the rink and submitting the Rink Improvement Grant application.	Cinthia	Done
4	Kristy to add a note to the 2019 AGM draft minutes regarding the Member at Large election error.	Kristy	Done

6	Jan to provide Kristy with proper wording for changing a Member at Large's number in the 2019 AGM Minutes.	Jan	Done
7	All Board Members to choose an event that they can assist with.	Everyone	Removing from list
8	Reann to provide Pumpkins in the Park PIES to the board.	Reann	Done

May 2020 Communications Report

What I have done:

Newsletter was an online version only.

Together with Cinthia and Barb it was determined we would not charge for advertising in this edition.

Advertisers were very appreciative of this free advertising.

Had one complaint regarding one advertisement. Jan and I did some investigating. The advertisement was removed and replaced. This issue raises concerns for me about whether we should continue with advertising in our newsletter. It does bring in some revenue but also raises the cost of printing the newsletter. As part of my investigation of the concern, I noted that many Community Associations do not have advertisements in their newsletters.

Changed sign ~ three times with messages to raise community spirits.

Did print and deliver one newsletter to a resident I know does not have internet access. She was very appreciative.

What is next:

Gathering information for fall newsletter. Should it be a printed edition?