



**Monthly Board Meeting Minutes**  
**Wednesday, June 10th, 2020, 7:00 pm**  
**Zoom Meeting**

**ATTENDANCE:**

|                             |  |  |
|-----------------------------|--|--|
| Present Board Members (12): | <ul style="list-style-type: none"> <li>• Cinthia, Chair</li> <li>• Dave</li> <li>• Krista</li> <li>• Kristen</li> <li>• Paula</li> <li>• Jess</li> </ul> | <ul style="list-style-type: none"> <li>• Reann</li> <li>• Monica</li> <li>• Kelly</li> <li>• Barb</li> <li>• Clara</li> <li>• Cathy, Minute Taker</li> </ul> |
| Absent Board Members (5):   | <ul style="list-style-type: none"> <li>• Kristy</li> <li>• Booker</li> <li>• Myra</li> </ul>   | <ul style="list-style-type: none"> <li>• Chad</li> <li>• Chelsey</li> </ul>  |
| Other Attendees (2):        | <ul style="list-style-type: none"> <li>• Robert, HFMC Liaison</li> <li>• Kevin, Community Consultant</li> </ul>  |  |

QUORUM REACHED

**SUMMARY:**

The meeting was called to order at 7:02 pm.

**1. Introductions**

As this was the first meeting where our acting Community Consultant could be in attendance, he introduced himself. His name is Kevin. He has been with the City of Saskatoon for 8 years and worked as a Community Consultant for 4 years. All present introduced themselves to Kevin along with the roles we fill on the board.

**2. Review & adoption of Agenda**

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

**3. Review & adoption of past Meeting Minutes**

- The May 13th, 2020 Minutes were emailed prior to the meeting and were briefly reviewed during the meeting. A short discussion ensued.

|   |                      |                |
|---|----------------------|----------------|
| Motion: To approve the May 13th, 2020 Minutes, with minor revisions as discussed. |                      |                |
| Moved by: Krista  | Seconded by: Kristen | MOTION CARRIED |

**4. Business arising from the Minutes**

- Reviewed Action Items.

- Discussed Rink signs. How many to purchase, the size and whether it is necessary to get multiple quotes. As Kristen is working with the City and the cost expected to be ~\$200.00, it was decided several quotes were not necessary. Kristen will request a quote for two signs. One will replace the existing sign on the rink shed. The second will clearly state Family Skate times and the rules of no sticks or pucks in large, easy to read letters. Kristen requires a high-resolution jpeg of our logo for the sign quote. Cathy can locate and send to Kristen.

*ACTION ITEM: Cathy to forward Kristen the high-resolution logo jpegs for the new rink sign quote.*

*ACTION ITEM: Kristen to get quote for two new signs to advertise Family Skate times and the rules for these sessions.*

- Cinthia informed us that bibs for winter Kinder Soccer would cost \$5.00 per bib. Discussion ensued regarding practicality of bibs over t-shirts. It was determined this decision did not have to be made immediately as there are enough t-shirts for the upcoming season. Fees for bibs or shirts will be added onto the participants registration fees.
- Cinthia contacted the Girls Guides regarding a donation for park cleanup. Girl Guides have been prohibited from fundraising until 2021. Girl Guides will let us know if this changes in time for a September clean up. Early September was suggested as a date. Kevin's consultant report had information about community cleanups and the possible need to contact David Godwin if the cleanup is community wide vs specific parks in the community. Kevin's report also included tips for the safe handling of litter.
- Cinthia and Kristy have contacted Jan and Kevin regarding grant requirements. It appears Jan has everything needed for our operating grants. Kevin will leave this item with Jan.

## **5. Correspondence**

- None.

## **6. Executive Reports**

### **President, Cinthia**

- Community Levy Meeting is scheduled for Tuesday, June 16 @ 7pm by Zoom

*ACTION ITEM: Cinthia will circulate Community Levy meeting details to all board members. All are welcome to attend.*

- Cinthia submitted Kinder Soccer budget to Barb.
- Confirmed our program deadline will be July 31<sup>st</sup>.
- Still needs to communicate with Brent regarding advertising open positions in advance of AGM.

*ACTION ITEM: Cinthia to communicate with Brent regarding advertising open board positions in advance of AGM.*

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

### **Treasurer, Barb**

- Barb circulated next year's budget prior to the meeting for feedback from board members. Budget has been prepared as if programming will run as normal in the fall. Any necessary changes will be made if restrictions are not fully lifted.
- Barb estimated she will have the year end statements completed by mid July.
- Barb has contacted the auditor. The process for delivering the financial statements to her is yet to be determined.
- Barb proposed increasing the rink budget by \$1000.00 as a rink light was damaged in the windstorm and will require repair. She also proposed increasing the donations budget from \$1500.00 to \$2100.00 as it was not reflective of donation decisions we have made at previous meetings.
- Barb would like to review/ discuss the budget again at the September meeting.

### **Secretary, Kristy**

- Leisure Guide deadline was June 8<sup>th</sup>. This is a soft deadline.
- School Booking window for Fall programming opens soon. Kristy will take care of this when she returns.

## **7. Coordinator Reports**

### **Communications, Cathy**

- Changed the sign.
- Purchase and applied new annual sign licence.
- Responded to emails regarding advertising in fall newsletter.
- Decision on whether to print the Fall newsletter or have an online version will be determined later in the summer.
- Kevin stated the requirement to have a minimum of one printed newsletter per year will be softened this year due to COVID. HVCA has already printed one newsletter in the 2019 -2020 year so if the fall newsletter is an online version we are still in compliance with the requirement.

### **Adult Indoor Coordinator, Paula**

- Reviewing dates and times for classes. There may be a possible delivery time change due to delays when one class leaves and another one starts. TBD.
- Boot Camp/ Mom & Baby Fitness instructor is returning to school. Together, she and Paula are looking for a replacement instructor.
- Government regulations will dictate what programs can be delivered and size of class. If class size is too small, then delivery will not be economically feasible.
- Discussed purchasing of Yoga blocks. Bianca's on Avenue C was suggested.

### **Child & Youth Indoor Coordinator, Monica**

- Monica has talked to all her instructors. All are willing to teach again if COVID allows.
- Monica asked about due date for Youth Basketball Grant. Kevin will follow up. He thought it was usually June 15<sup>th</sup> but it will likely be moved to July.
- Dance class bookings at the HFMC are still dependent on COVID requirements.

*ACTION ITEM: Kevin to follow up regarding due date for Youth Basketball Grant.*

## **Daytime Indoor Coordinator, Vacant**

### **Youth Soccer Coordinators, Krista & Myra**

- Online registration for this program depends on whether programming is allowed.
- Barb recommends online registration as it streamlines the financial processes. She noted it was much easier to reimburse fees through PayPal when this was required due to COVID.

### **Kinder Soccer, Cinthia (acting)**

- Kinder Soccer report under President's Report

### **Rink Coordinators, Booker & Chad**

- Rink grass was cut last week, and it will be cut every 2 weeks moving forward. Cote and his group from the Friendship Center did a nice job.
- The high winds knocked one of the lights off the posts last week, so it will have to get re-installed. This may cost around \$500 as I am assuming a lift will have to be rented to access the top of the light post.
- There are a few other items on our summer/fall "to-do" list:
  - Fix the north bench support
  - Levelling in the rink surface
  - A few boards of the rink need to be repaired (rotate squares, re-install screws, etc.)

### **Allocations Coordinator, Vacant**

- Booking window is open from June 15-30<sup>th</sup>. Kristy will make the bookings.

### **Online Registration/Membership Coordinator, Kelly**

- Kelly reiterated the fall program cut off date is set for July 31<sup>st</sup>.

## **8. Community Consultant Report, Kevin**

- The Community Consultant Report was emailed prior to the meeting and was briefly reviewed during the meeting.
- Kevin indicated he prefer to be contacted by cell phone. Cinthia has his contact information.
- He said program planning should proceed as normal. The City anticipates there will be access with enhanced cleaning. Kevin will provide the details as soon as it is available.
- Kevin indicated program delivery length may be affected by COVID regulations. Depending on when Community Associations can start their delivery. Programs may be 10 weeks long, may be 8 weeks long.
- Kevin recommends Face to Face AGMs. Online AGMs are okay, but Bylaws may need changing if meeting is delivered online. A template to change Bylaws is available from Kevin.

## **9. Special Events**

### **Finalize AGM**

#### **Program Waiving Discussion**

Jan said that it is best practice for the board to vote on the bylaw wording before the AGM. The following wording was present to the board for approval:

"Notwithstanding any other provision in this document, Board Members shall be entitled to one free regularly scheduled Community Association program per fiscal year, for themselves or a member of their immediate family, up to a maximum of \$60.00.

For greater certainty, as the program fee is a nominal amount and since there is considerable benefit to the Association by having Board Members participate in Community Association programming, this benefit is deemed to not constitute remuneration. Benefits to the Association include, but are not limited to: Board Members will function as additional program monitors (providing valuable feedback to the Coordinators); Board Members will be more engaged with community members (hearing ideas and concerns), and; Board Members will have the opportunity to raise the profile of the Community Association."

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|--|--------------------|----------------|
| Motion: To approve the Bylaw Change as presented |                    |                |
| Moved by: Cathy                                  | Seconded by: Kelly | MOTION CARRIED |

**10. New Business**

- **Plan B**  
Discussed going to ZOOM if in person programming must be cancelled. Online delivery will go ahead if possible.
- Decrease registration fees for the next season if current delivery is affected. Kelly / Kristy will add a header on the registration page and confirmation email indicating if delivery is affected due to COVID regulations it will move online if possible. The need for this action will result in a decrease in program fees the following season.

*ACTION ITEM: Kelly / Kristy will add a header on the registration page and confirmation email indicating if delivery is affected due to COVID regulations it will move online if possible. The need for this action will result in a decrease in program fees the following season.*

- **Fire Relief**  
HFMC was overwhelmed with donations to assist the four families affected by the recent fire. >140 people contributed. It was an incredible outpouring of support.  
All items were sorted by HFMC volunteers.  
The four families were invited to the church. Essentials were divided ahead of the invitation. Each family received an essentials bundle. Then each family selected what they wanted/ needed from the clothing.  
Some of the remaining clothing was donated to a needy immigrant family.  
Edwards Manor took some clothing for their clients.  
Robert was seeking advice as to where the remaining clothing could be distributed. Suggestions included SWITCH, Lighthouse, YWCA Opportunity Shop.
- **HFMC Leadership Survey**  
An email was received from Co-Pastor Jessica Isaak seeking input from our Board about Hampton Village. Robert was involved in the development of the survey and indicated they are not seeking deep reflective answers, but rather answers from our knowledge of the community. The board reviewed/ discussed some of the questions. Cynthia to post the survey questions on the HVCA Executive page. Board members can add their responses to each question.

*ACTION ITEM: Cynthia to post the survey questions on the HVCA Executive page. Board members can add their responses to each question.*

Motion to adjourn at 8:40 pm.

**NEXT BOARD MEETING:**

September 9th, 2020 at 7:00 pm  
Meeting Location to be announced

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

|   | Action   | Person Responsible | Status/Complete By |
|---|--|--------------------|--------------------|
| 1 | Cathy to forward Kristen the high-resolution logo jpegs for the new rink sign quote.   | Cathy              | ASAP               |
| 2 | Kristen to get quote for two new signs to advertise Family Skate times and the rules for these sessions.   | Kristen            | Summer             |
| 3 | Cinthia will circulate Community Levy meeting details to all board members. All are welcome to attend.   | Cinthia            | ASAP               |
| 4 | Cinthia to communicate with Brent regarding advertising open board positions in advance of AGM.  | Cinthia            | Summer             |
| 5 | Kevin to follow up regarding due date for Youth Basketball Grant.  | Kevin              | ASAP               |
| 6 | Kelly / Kristy will add a header on the registration page and confirmation email indicating if delivery is affected due to COVID regulations it will move online if possible. The need for this action will result in a decrease in program fees the following season. | Kelly/ Kristy      | Prior to July 31st |
| 7 | Cinthia to post the survey questions on the HVCA Executive page. Board members can add their responses to each question.   | 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 | November           |
| 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 serverly access.  | Kristy & Jan                    | ASAP               |

|    |  |         |         |
|----|--|---------|---------|
| 9  | Cinthia to contact Girl Guides regarding a donation for park clean up. | Cinthia | Ongoing |
| 10 | Booker to ask Chad for his resignation from the board.                 | Booker  | Ongoing |

**Completed Action Items from Previous Meeting:**

|   | Action  | Person Responsible | Status/Complete By |
|---|---|--------------------|--------------------|
| 1 | Cinthia to forward Pumpkins in the Park PIES to the rest of the board.              | Cinthia            | Complete           |
| 2 | Cinthia to add 'Purchasing memberships for new board members' to November's Agenda. | Cinthia            | Complete           |
| 3 | Cathy to contact the City regarding our sign license renewal.                       | Cathy              | Complete           |
| 4 | Cathy to forward the Youth Works email to Booker.                                   | Cathy              | Complete           |
| 6 | Cinthia to contact Kevin regarding the 2020 Annual Grants.                          | Cinthia            | Complete           |
| 7 | Kristy to send program waiving bylaw wording to Kevin.                              | Kristy             | Complete           |