



# Hampton Village

COMMUNITY ASSOCIATION

## Monthly Board Meeting Minutes Wednesday, September 9th, 2020, 7:00 pm Zoom Meeting

### ATTENDANCE:

Present Board Members (10):	<ul style="list-style-type: none"> <li>• Cinthia, Chair</li> <li>• Cathy</li> <li>• Barb</li> <li>• Clara</li> <li>• Krista</li> </ul>	<ul style="list-style-type: none"> <li>• Jess</li> <li>• Reann</li> <li>• Kelly</li> <li>• Kristen</li> <li>• Kristy, Minute Taker</li> </ul>
Absent Board Members (7):	<ul style="list-style-type: none"> <li>• Dave</li> <li>• Paula</li> <li>• Myra</li> <li>• Monica</li> </ul>	<ul style="list-style-type: none"> <li>• Booker</li> <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 (partial)</li> </ul>	

QUORUM REACHED

### SUMMARY:

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

#### 1. Review & adoption of Agenda

Motion: To approve the Agenda, as presented.		
Moved by: Cathy	Seconded by: Krista	MOTION CARRIED

#### 2. Review & adoption of past Meeting Minutes

- The June 10th, 2020 Minutes were emailed prior to the meeting and were briefly reviewed during the meeting. A few minor revisions were made.

Motion: To approve the June 10th, 2020 Minutes, as amended.		
Moved by: Kristy	Seconded by: Barb	MOTION CARRIED

#### 3. Business arising from the Minutes

- Reviewed Action Items.

#### 4. Correspondence – Nothing to report.

#### 5. Executive Reports

President, Cinthia

- Reported on Fall programming (see Coordinator Reports). In preparation of running Fall Programs, the COVID Response Plan Team purchased all PPE, sanitizer, and cleaning supplies for instructors and participants. Everything has arrived, with the exception of labels for the sanitizer. Since we don't know what type of sanitizer the HFMC uses, Monica will ask them if we can use theirs and reimburse them for it.
- Noted that Monica has moved out of the Hampton Village neighbourhood boundary, but would like to remain on the Board. We confirmed in our Bylaws that she will now be an Associate (Non-resident) Member, and no vote is required.

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

**Treasurer, Barb**

- The 2020 Financial Statement and 2020-2021 Operating Budget were emailed to the board prior to the meeting and both were reviewed at the meeting.
- The Financial Statement has been reviewed by the accountant, and Barb is waiting for her to send out the electronic copy. Will present a condensed version at the AGM, focusing on just the balance sheet and profit loss.
- The Budget has been revised to account for COVID and has a net loss of \$8,600 for the upcoming year. This includes: a decrease in program revenue and membership dues, and the additional cost of PPE and other COVID related expenses. Some of our expenses are set, such as the cost of Insurance and our Financial Review. Kevin confirmed that the city will be giving the same grants to Community Associations as they have in the past. Barb also noted that if Youth Soccer decides to run in the Fall and/or Winter, the revenue would offset the expenses, so the budget would likely not be affected.
- It was asked if Apparatus, the company we use for online registration, would be willing to offer a discount since our registrations will be much lower than last year. We currently pay approximately \$800/year. Barb will look into when payment is due, then Kelly will contact them to ask if they will offer a reduction in their fees.

*ACTION ITEM:* Kelly to contact Apparatus to ask if they will offer a reduction in their fees.

Motion: To approve the 2020-2021 Operating Budget, as presented.		
Moved by: Barb	Seconded by: Cathy	MOTION CARRIED

**Secretary, Kristy**

- The second Wednesday of November is on Remembrance Day, so we will need to change the Monthly Board Meeting date. The Board will decide after the AGM if we should hold our Board Orientation in November in lieu of the November Board Meeting.
- There was a survey done in the summer asking the community what their comfort level of registering for Fall programs was. We were able to view the first 100 responses for free, but needed to upgrade to a different plan to view the remaining 116 responses. The COVID Response Plan Team decided to pay the amount of \$103.95, so this purchase needs to be ratified.

Motion: To ratify the Survey Monkey purchase of \$103.95.		
Moved by: Cinthia	Seconded by: Reann	MOTION CARRIED

- Due to our meetings being primarily online, the following Bylaw was presented to the board for approval: "Meetings may be held in person or virtually, by means of a telephonic, electronic or

other communication facility that permits all participants to communicate adequately with each other during the meeting.”

Motion: To approve the above Bylaw amendment, as presented.		
Moved by: Cathy	Seconded by: Clara	MOTION CARRIED

## 6. Coordinator Reports

### Communications, Cathy

- There was a discussion about advertising our upcoming AGM (see New Business). It was decided that our Fall Newsletter will be a one page flyer advertising our AGM on one side, with open board positions on the other side. Since it must be sent out 15 days before our AGM, it would need to be mailed out by the week of September 28th.

Motion: To mail out a one page, double sided flyer to advertise our AGM & open Board positions.		
Moved by: Cathy	Seconded by: Cinthia	MOTION CARRIED

### Adult Indoor Coordinator, Paula – Not present

- Cinthia reported that the Fall Adult Programs will be outdoor and/or online only.
- There have been very few registrations so far, so we will need to do a little more advertising. Start date of September 21st may need to be pushed back in the hopes that more people will register, otherwise we may need to cancel the programs.

### Child & Youth Indoor Coordinator, Monica – Not present

- Cinthia reported that the Fall Child Programs will be located at the Hampton Free Methodist Church.
- Registrations are currently half full, with the exception of Cheer, which is less. We may take a slight loss on the dance programs, but most of the programs will break even. Programs are scheduled to start on September 23rd.

### Daytime Indoor Coordinator, Vacant

- Cathy would like to wait until the Winter to look at re-opening Cards, Games & Coffee.

### Youth Soccer Coordinators, Krista & Myra

- SYSI has decided to run two mini-leagues in the Fall and Winter. Currently there are less than 8 other Community Associations who are participating. Krista is unsure at this time if we will participate in the Fall mini-league.

### Kinder Soccer, Vacant

- Cinthia reported that Fall Kinder Soccer starts tomorrow and will run as a 5 week outdoor program at the Hampton Village Community Rink. There are currently 3 teams that have registered.

### Rink Coordinators, Booker & Chad

- Cinthia turned on the heat in the rink shed and will ensure there is PPE in the shed in case people need them. Kevin noted that outdoor rinks will have the same restrictions as all outdoor public spaces, which currently have a maximum of 30 people.

*ACTION ITEM:* Cinthia to deliver PPE to the rink shed.

### **Allocations Coordinator, Vacant**

- Kristy reported that since the school board isn't allowing rentals at the school at this time, all of our in person programming has been moved to the HFMC, which was booked by Monica.

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

- Kelly reminded those Board Members who have yet to purchase a membership, to do so.
- Online registration for Zumba and Yoga will be kept open in case people want the option to "drop in". She will need to close registration at some point since people won't want to pay the full amount as the season goes on.

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

- The Community Consultant Report was emailed prior to the meeting and was briefly reviewed at the meeting.
- Kevin thanked the Program Coordinators for planning the Fall season, and the COVID Response Plan Team for their work on the "Return to Play Protocols". He apologized on behalf of the school boards for the rentals being cancelled after all of the bookings had already been done.
- There is a subsidy available to Community Associations for \$5/hour, to help cover the rental costs. We would need to submit our expenses, then would be reimbursed at the end of the year. Even though the HFMC is not charging us a rental fee, we would be able to claim the cleaning fee that they are charging us. More information will be provided in the coming days.
- Cinthia asked about the Community Levy feedback that she sent to Mark in June, since she has not yet received a response. Kevin will confirm that he received it. The "Community Engagement" is the next stage, but will be postponed until the upcoming civic elections are over.
- Provided an update on Jan Cunningham, our previous Community Consultant, stating that she will be gone until the end of December or early January.

## **8. Special Events**

### **Pumpkins in the Park**

- The decision was made to cancel Pumpkins in the Park this year. Even though it is an outdoor event, it is too difficult to control the amount of people that will attend.

## **9. New Business**

### **Annual General Meeting**

- The AGM will be held online via Zoom. Cinthia noted that we will need to purchase a Zoom account, which is approximately \$20/month.
- There was a discussion about how participants can register and be sent the link to the meeting. It was suggested that it be set up as a class to purchase online. However, Kevin said this may deter people from wanting to attend. It was decided that participants will register for the meeting by emailing Kelly, then she will provide them with the link to the meeting, and also encourage them to purchase a membership if they would like to vote at the meeting.
- Cinthia will stay on the board as a Member at Large, and will also continue with being the acting Kinder Soccer Coordinator. No other Board Members in attendance expressed that they would be resigning from their position.

- In lieu of free pizza that we usually provide to attendees of the AGM, Barb will purchase two \$50 gift cards from local businesses to give away as door prizes.

Motion: To spend up to \$100 on door prizes for the AGM.		
Moved by: Cinthia	Seconded by: Cathy	MOTION CARRIED

*ACTION ITEM:* Barb to purchase two \$50 gift cards from local businesses for AGM door prizes.

**Hampton Free Methodist Church Donation**

- As a show of appreciation for a for allowing us to use the HFMC for programming, and for a continued partnership over the years, we will present a \$500 donation to the HFMC at our AGM.

Motion: To approve a \$500 donation to the Hampton Free Methodist Church.		
Moved by: Cinthia	Seconded by: Cathy	MOTION CARRIED

Motion to adjourn at 8:40 pm.

**NEXT MEETING:**

AGM, Wednesday October 14th, 2020 at 7:00 pm (Zoom)

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Kelly to contact Apparatus to ask if they will offer a reduction in their fees.	Kelly	ASAP
2	Cinthia to deliver PPE to the rink shed.	Cinthia	ASAP
3	Barb to purchase two \$50 gift cards from local businesses for AGM door prizes.	Barb	October 14th, 2020

**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 to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Ongoing
3	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Fall
4	Kristen to look into getting two Family Skate signs made for the rink.	Kristen	Ongoing
5	Kristy to submit Winter Luau PIES to the board.	Kristy	ASAP
6	Kristy and Jan to work on a proposal for servery access.	Kristy & Jan	Ongoing
7	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	Ongoing

8	Booker to ask Chad for his resignation from the board.	Booker	Ongoing
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**Completed Action Items from Previous Meeting:**

	Action	Person Responsible	Status/Complete By
1	Cathy to forward Kristen the high-resolution logo jpegs for the new rink sign quote.	Cathy	Complete
2	Cinthia will circulate Community Levy meeting details to all board members. All are welcome to attend.	Cinthia	Complete
3	Cinthia to communicate with Brent regarding advertising open board positions in advance of AGM.	Cinthia	Complete
4	Kevin to follow up regarding due date for Youth Basketball Grant.	Kevin	Complete
5	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	Complete
6	Cinthia to post the survey questions on the HVCA Executive page. Board members can add their responses to each question.	Cinthia	Complete
7	Booker, Chad, Reann and Chelsey to purchase an HVCA membership.	Booker, Chad, Reann and Chelsey	Ongoing, Removing from list
8	Cinthia and Kristen to get quotes for Kinder Soccer bibs for the winter.	Cinthia & Kristen	Ongoing, Removing from list