



Monthly Board Meeting (Online)
Wednesday, February 10th, 2021, 7:00 pm
Minutes

ATTENDANCE:

Present Board Members (13):	<ul style="list-style-type: none"> • Dave, Chair • Reann • Barb • Cathy • Kelly • Min • Monica 	<ul style="list-style-type: none"> • Myra • Kristen • Jess • Clara • Cinthia • Kristy, Minute Taker
Absent Board Members (3):	<ul style="list-style-type: none"> • Booker • Krista 	<ul style="list-style-type: none"> • Deb
Other Attendees (2):	<ul style="list-style-type: none"> • Robert, HFMC Liaison • Kevin, Community Consultant (partial) 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:04 pm.

1. Review & Adoption of Agenda

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

2. Review & Adoption of the 2020 AGM Minutes (Draft)

- A revised draft of the October 14th, 2020 AGM Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting. This draft will be formally reviewed and adopted by the HVCA Membership at the 2021 AGM.

Motion: To approve the October 14th, 2020 Minutes (Draft), as presented.		
Moved by: Cathy	Seconded by: Kristy	MOTION CARRIED

3. Review & Adoption of Past Meeting Minutes

- A revised draft of the January 13th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the January 13th, 2021 Minutes, as presented.		
Moved by: Barb	Seconded by: Reann	MOTION CARRIED

4. Business Arising from the Minutes

- Reviewed Action Items.

5. Correspondence

- Barb received confirmation that the rink grant for the power sweeper has been approved but the payment has not yet been processed. She will contact Kevin in a few weeks if we haven't received the e-transfer.

6. Executive Reports

President, Dave

- Is now set up with the President's email address, and passwords to Dropbox. His goal is to meet with each of the board members over the next month or two to see what everyone's skillsets are, and to start team building. Since programming and events are at a minimum right now, this is a great time for us to grow as a team so we're ready for a strong start once restrictions are lifted.
- The online trivia nights for Hampton Village have been going well. They are every Wednesday evening, with the exception of the night of the HVCA monthly board meetings.

Vice President, Reann – Nothing to report.

Treasurer, Barb – Nothing to report.

Secretary, Kristy

- Inquired about who has been monitoring the following emails:
 - contact@saskhvca.com: emails are automatically sent to Dave (president@saskhvca.com)
 - adultprograms@saskhvca.com: Kelly monitors
 - daytimeprograms@saskhvca.com: Jan was monitoring this email address in the past, but we are unsure if she currently is, so Dave will contact her to ask.

ACTION ITEM: Dave to contact Jan to see if she is monitoring the daytime programs' email address.

7. Coordinator Reports

Communications, Cathy

- Changed the community sign to advertise the Supervised Family Skating times.
- Reminded everyone that the deadline for the Spring Newsletter is March 30th.

Adult Indoor Coordinator, Vacant

- Kelly reported that 8 or 9 people have registered for Bootcamp, so she changed the date for the upcoming season to Thursdays only. She contacted past participants who stated they have signed up for Bootcamp classes with another Community Association until June, and they hope to come back to Hampton Village once things open up in the fall.

Child & Youth Indoor Coordinator, Monica

- The Dance Programs (Preschool Dance, Dance, and Hip Hop) have started at the HFMC. Kelly will leave Hip Hop registration open for a few more days in case of late registrations.

Daytime Indoor Coordinator, Vacant

Youth Soccer Coordinators, Krista & Myra

- Myra reported that they will be running outdoor Youth Soccer this spring, which will run from May to June. She will contact Kelly about opening registration on Sunday, February 21st, and will send the information to Kristy for advertising.

Kinder Soccer, Vacant

- Cinthia's Kinder Soccer Report was emailed to the board prior to the meeting (see attached), and was briefly reviewed during the meeting.
- Barb will get the soccer balls from the school on Monday, February 22nd, and give them to the Kinder Soccer coach.

Rink Coordinator, Booker – Not present.

- The Rink Coordinator Report was emailed to Kristy prior to the meeting (see attached), and was briefly reviewed during the meeting.

Allocations Coordinator, Min

- Has been set up with the Allocations email address. She is making a list of questions and will contact Kristy about setting up another meeting. Asked if there is anything that needs to be done for March. Since the school isn't allowing rentals, nothing is required of her at this time.

Online Registration/Membership Coordinator, Kelly

- Winter registration went well. All of the programs are either full or have been taken down. Hip Hop is still open, but she will close it on February 13th, and send the updated class list to Monica.

8. Community Consultant Report, Kevin

- The Community Consultant Report was emailed to the board prior to the meeting, and was briefly reviewed during the meeting. Cathy asked if an advertisement about the Citywide February Skating Event was available for us to post on our Facebook page.
- In the next month or two, Kevin will send a detailed list of what documents he needs for the Annual Operating Grants and who is responsible for providing them.
- Tender has been awarded for the Rink Amenity Building. Kevin has been able to view the designs, which he thought looked great, and will hopefully be allowed to share them with us in the next week or so. Once we view them, we can let him know if we see anything of concern. The city was very strict with the timeline when the job went out for tender, so construction will definitely take place in the summer (end of July/early August).
- There will be more training available to Community Associations in the coming weeks. The third installment of the Leadership Series will be at the end of February, and a training/best practice session regarding programming and e-transfers will be in March. More information will be sent to everyone.

ACTION ITEM: Kevin to send Citywide February Skating Event advertisement to Kristy.

9. Special Events

Annual BBQ & Community Garage Sale

- There was a brief discussion about this event being cancelled again this year. It was decided that we will make a cancellation announcement on our Facebook page and website in the spring.

Cinema Under the Stars

- Dave contacted Armed with Harmony, and they have issued a full refund of our screen deposit.

Spring Clean Up

- Kevin received an email from David Goodwin about the 'Spring Clean Up Meeting' that will be on March 4th from 5:45-7:00 pm. Kevin will forward the email to us in case anyone would like to attend.

10. New Business

Rink Shed

- Discussion on what to do with our existing rink shed, since it will need to be removed to make room for the new Rink Amenity Building. Kevin has three groups who are semi-interested in purchasing the shed from us (other Community Associations and a Community Garden), but he needs to know what price point we are asking, if we have any photos, and who the lead contact will be.
- Barb noted that we spent \$9,835 to have the shed built, and the current depreciated value of the shed is \$2,680. It was decided that we will donate our rink shed to another Community Association in need, with the understanding that all moving costs and logistics will be the responsibility of the recipient. Kevin will provide us with a list of groups in need, so we can make a decision on who to donate it to.
- The committee to deal with this will be: Barb, Dave, and possibly Booker. Dave will get back to Kevin to let him know who is on this committee.

Motion: To donate our rink shed to another Community Association, pending Kevin's selection of candidates, with the understanding that all moving costs will be incurred by the recipient.		
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Moved by: Kelly	Seconded by: Kristen	MOTION CARRIED
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ACTION ITEM: Cathy to take photos of the Rink Shed.

ACTION ITEM: Dave to let Kevin know who is on the 'Rink Shed Donation Committee'.

ACTION ITEM: Kevin to provide us with a list of rink shed recipients.

Rink Shed Keypad

- We received a complaint from someone who lives close to the rink that people were skating, playing music, and the rink lights were on after 11:00 pm. It was decided that we will change the code to the rink shed keypad, and Clara will take care of this.

ACTION ITEM: Clara to look into changing the code to the rink shed keypad.

Signing Authority

- The board members who have signing authority on HVCA bank accounts will need to be changed to remove Cinthia and add Dave. Barb and Cathy will continue to have signing authority.

Motion: To change signing authority on all HVCA bank accounts by removing Cinthia Hill-Bird and adding Dave Cornelius.		
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Moved by: Cinthia	Seconded by: Reann	MOTION CARRIED
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School

- Keys: Discussion on who is in possession of school keys. Cinthia will give her key and fob to Dave, and will contact Paula, the previous Adult Programs Coordinator, to get her key. Kristy updated the school key list and will post to Dropbox.
- Recycle Room Storage: Once we are allowed back in the school, we will need to assess this room to see if more storage is required, or if what we currently have will work.
- Principals Meeting: Dave will contact the Ernest Lindner and St. Lorenzo School principals to set up a meeting in the spring. This meeting is typically held at least once a year, but was missed last spring due to the pandemic. Cinthia sent her action items list to Dave and Kristy during the meeting.

ACTION ITEM: Cinthia to give the school key and fob to Dave.

ACTION ITEM: Cinthia to contact Paula about getting her school key.

ACTION ITEM: Kristy to post school key list to Dropbox.

ACTION ITEM: Dave to contact the school principals to set up a meeting in the spring.

Advertising

- Discussion on our current advertising policy. We currently allow visitors to post to our Facebook page without approval. However, in our policy it states that social media advertising costs will be market-based or negotiated. It was decided that we will temporarily suspend visitor advertising to our Facebook page until we clarify our advertising policy.
- Going forward, it will need to be determined what type of advertising we will have (non-profits, businesses, HVCA partners, etc.), where we will allow this advertising (Facebook, website, newsletter), whether there will be a charge for advertising on each of these platforms, and who will approve outside advertisements. We will contact Kevin to see what has worked for other Community Associations in the past. In the meantime, we will change the wording on our website to state: "To submit an advertising request", so it is clear that the HVCA ultimately determines whether an advertisement will be approved.

ACTION ITEM: Kristy to disable posts by other people on our Facebook Page, and update the advertising page on our website.

ACTION ITEM: Kristy to contact Kevin to get his advice on our Advertising Policy.

ACTION ITEM: Cathy and Kristy to work on updating our Advertising Policy.

Hampton Free Methodist Church

- Robert reported that the HFMC has started semi in-person services combined with Zoom. To keep people connected, they are also running other programs online. They are currently not allowing any other outside rentals, other than the Preschool and HVCA programs.

Motion to adjourn at 9:05 pm.

NEXT MEETING:

Wednesday, March 10th, 2021 at 7:00 pm (Zoom)

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

	Action	Person Responsible	Status/Complete By
1	Dave to contact Jan to see if she is monitoring the Daytime Programs email address.	Dave	ASAP
2	Kevin to send Citywide February Skating Event advertisement to Kristy.	Kevin	ASAP
3	Cathy to take photos of the Rink Shed.	Cathy	ASAP
4	Dave to let Kevin know who is on the 'Rink Shed Donation Committee'.	Dave	ASAP
5	Kevin to provide us with a list of rink shed recipients.	Kevin	ASAP
6	Clara to look into changing the code to the rink shed keypad.	Clara	ASAP
7	Cinthia to give the school key and fob to Dave.	Cinthia	ASAP
8	Cinthia to contact Paula about getting her school key.	Cinthia	ASAP
9	Kristy to post school key list to Dropbox.	Kristy	ASAP
10	Dave to contact the school principals to set up a meeting in the spring.	Dave	Spring
11	Kristy to disable posts by other people on our Facebook Page, and update the advertising page on our website.	Kristy	ASAP
12	Kristy to contact Kevin to get his advice on our Advertising Policy.	Kristy	ASAP
13	Cathy and Kristy to work on updating our Advertising Policy.	Cathy and 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 to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Ongoing (Pending Community Levy Meeting outcome)
3	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Fall 2021
4	Kristy and Jan to work on a proposal for server access.	Kristy & Jan	Ongoing
5	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	Ongoing

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Dave to contact Armed with Harmony to proceed with getting a refund on our screen rental.	Dave	Done
2	Kevin to let Cinthia know if the city is accepting park booking applications.	Kevin	Removing from list
3	Kevin to ask if any other Community Associations would be interested in our rink shed.	Kevin	Done
4	Add the following to February's Agenda: <ul style="list-style-type: none">• 'Rink Shed Discussion'• 'Spring Clean Up Discussion'	Kristy	Done
5	Kristy to file a Change of Directors with ISC.	Kristy	Done

Kinder Soccer Coordinator Report *(Includes President and Yoga information)*

What did I do:

- Sent in registration spreadsheet for kinder soccer and yoga
- Sent out Zoom Links and welcome email for Yoga (15 registered)
- Emailed yoga instructor contract out. May need to print and mail out.
- Confirmed rental rate and program times with the church. Fee will stay at \$25 per night. Naomi says she will change winter's invoice to read HVCA rental rate
- Confirmed Kinder Soccer coach. Will only run one time slot as 2nd slot hadn't filled prior to registration closing. Class will just break even with instructor cost and church fee.
- Submitted Spring Field application (Thursdays, If we want a second night it can run out of the rink).
- Transferred President email, dropbox account to Dave. Shared Zoom login info.
- Removed myself as admin of our HVCA facebook page.

What I am going to do:

- Continue to monitor provincial public health orders
 - Cancel or postpone Feb 22nd kinder soccer start date as more info becomes available
 - Fill out instructor contract for kinder soccer
- I have School Key and Fob 744. I also have a rink shed key and the Dundonald Shed key. I don't see a need for the school keys until restrictions are lifted

What do I need:

- If soccer does run I may need someone to go into our storage room to get the balls on Feb 22nd.
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Rink Coordinator Report

General items:

- Good weather in January, lots of kids using the rink
- Chad and I have been flooding the rink about 2 times per week to keep up with use and ice condition
- Sweeper works really well for cleaning ice, we can clean the ice and do 1 nice flood after the sweep
- A few people have stepped up to help Chad and I clean ice, repair cracks, etc. which is nice

Concerns:

- Sometimes kids show up after 10:45pm (lights off time) when Chad and I flood and ask if we can leave the lights on for a while longer, we've accommodated this in the past but will stop due to local resident concerns.
- There's a lot of garbage left by users, Chad and I clean up for a few minutes every time we flood. Maybe worth a post on our page for people to clean up after themselves.
- Someone pulled down a lot of the covid signs, we can post more if needed. We have 1 big sign left inside the shed that can be posted (maybe ripped down later, but whatever...)

Expenses:

- Gas for sweeper and snowblower - \$22.00
- Shear pins for snow blower - \$23.97