



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

ATTENDANCE:

Present Board Members (14):	<ul style="list-style-type: none"> • Dave, Chair • Cathy • Booker • Kelly • Clara • Barb • Deb 	<ul style="list-style-type: none"> • Jess • Cinthia • Krista • Myra • Reann • Kristen • Kristy, Minute Taker
Absent Board Members (2):	<ul style="list-style-type: none"> • Monica 	<ul style="list-style-type: none"> • Min
Other Attendees (2):	<ul style="list-style-type: none"> • Judith, Sum Theatre (partial) • Kevin, Community Consultant (partial) 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:05 pm.

1. Review & Adoption of Agenda

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

2. Review & Adoption of Past Meeting Minutes

- A revised draft of the February 10th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the February 10th, 2021 Minutes, as presented.		
Moved by: Cathy	Seconded by: Kelly	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed Action Items.
- Dave contacted Jan regarding monitoring the Daytime Programs email address. She gave the password to Dave, and he will set up automatic forward to the President email address.
- Barb confirmed that Booker will join the 'Rink Shed Donation Committee'.
- Kevin has 2 or 3 prospective groups that are interested in our rink shed. By the end of next week he will have a list put together for us.
- Cinthia contacted Paula about getting her school key, and she is waiting for her to drop it off.

- Cathy has been working on updating our Advertising Policy and will stay in communication with Kristy and Kevin to complete it. Once completed, we will use the updated Advertising Policy to provide guidelines for advertising submissions. Kevin noted that our current Advertising Policy is quite strong, so it may only need minor adjustments. Cathy will contact Dundonald School to let them know that we will post their advertisement for them.

ACTION ITEM: Add Advertising Policy Discussion to April's Agenda.

ACTION ITEM: Cathy to contact Dundonald School regarding advertising on our Facebook Page.

4. Correspondence – None.

5. Executive Reports

President, Dave

- Started to meet individually with HVCA Board Members, and has been trying to find a good questionnaire or self-assessment to find out each person's unique skill set. He will also send an email out to all Board Members asking three questions:
 - How do you feel about your role in the Community Association?
 - What are your expectations of him as President?
 - What are some things you would like to see happen in the next year?
- Brought the rink shed keypad home to see if it can be repaired. There was a discussion about who currently has a rink shed key. Dave and Barb will start looking into who has a rink shed key so they can be gathered. Kelly, Booker, Chad, Cinthia, Peter Wright all had keys at one point. Kristy has the key that was originally inside the keypad and will drop it off with Barb.
- The online trivia nights for Hampton Village have been put on hold because of the warmer weather.

ACTION ITEM: Dave and Barb to start gathering all of the rink shed keys.

ACTION ITEM: Kristy to return the rink shed key to Barb.

Vice President, Reann – Nothing to report.

Treasurer, Barb

- The Statement of Operations, as at February 28th, 2021, was emailed to the board prior to the meeting and was briefly reviewed during the meeting.
- Our bank account is now capable of accepting e-transfers, but we are still unable to send them. This is a great option for people who are unable to pay for program registration with a credit card. To process a payment, Barb would need a completed registration form and an e-transfer sent to: treasurer@saskhvca.com. To keep track of the registrations, Kelly is able to manually add the information into the Apparatus system without receiving payment.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy

- The Communications Coordinator Report (attached) was emailed to the board prior to the meeting and was briefly reviewed during the meeting.

- The Spring Newsletter will be a digital version only. Kelly will send the updated membership list to our Webmaster so everyone will be included in the E-blast.

ACTION ITEM: Kelly to send updated membership list to our Webmaster.

Adult Indoor Coordinator, Vacant

- Cinthia will send the spring Yoga information to Kelly for her to open online registration, and to Kristy for her to create the ads and update the website.

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

Daytime Indoor Coordinator, Vacant

Youth Soccer Coordinators, Krista & Myra

- Registration for Outdoor Youth Soccer has opened. 51 people have registered so far, which works out to be at least one team for each age/gender group. Our fees from SYSI have been reduced for this season but will likely go up once restrictions are lifted.
- The jerseys now need to be kept for three years, so they will need to be returned by players at the end of the season. Will order jerseys for 20 teams.

Kinder Soccer, Vacant

- Cinthia reported the winter Kinder Soccer season was cancelled, due to the government restrictions not being lifted. Barb processed the refunds for all the registrations.

Rink Coordinator, Booker

- Will start working on cleaning out the shed so it can be moved.
- The rink is done for the season. We had a mild winter and the rink was well used all season. The board thanked Booker and his crew for all of the hard work maintaining the ice this season.

Allocations Coordinator, Min – Not present, no report submitted.

Online Registration/Membership Coordinator, Kelly

- The Online Registration/Membership Coordinator Report (attached) was emailed to the board prior to the meeting and was briefly reviewed during the meeting.
- There are enhancements that will be made to the Apparatus online registration system, including: adding people to a waitlist, manually adding registrations, training for Coordinators, etc. Kelly would like to use a test environment to play around with the new system, but is having trouble reaching Dylan.
- There was a discussion about an invoice that was received from Apparatus. Barb confirmed that we paid our 2019 invoice, and that we didn't receive one in the fall of 2020. The most recent invoice that was sent was 1/3 of the amount of the 2019 bill. Barb and Kelly are waiting for Dylan to confirm the amount owing before the invoice is paid.
- Would like to step down from her role on the board, if anyone else is willing to take this on. She does not want to officially resign until someone else is able to take the role over but will likely not be able to take on Fall registrations.

7. Community Consultant Report, Kevin

- Was away on holidays, so the Community Consultant Report will be emailed out to everyone tomorrow.
- Will work on a write-up for the Rec Building announcement for the Spring Newsletter. He won't be able to give specific dates and details, but he'll put something together.
- Rink Shed/Rec Building update: Kevin has taken over this project. He wasn't on the initial ground floor of the design portion, but he is asking the contractors to consider programming, storage, etc. He will share the full renderings of the buildings with us once they are completed at the end of the month. They will be breaking ground in June and should be completed in the summer (before September). He will know more about the Rink Shed removal once he speaks with the Contractor, but we should plan to have it ready to be moved in June. Once the project is completed, there may be additional funds that can be used towards benches, garbage receptacles, shade toppers, etc.
- The board notified Kevin that we paid approximately \$5,500 to the city in 2012-2013 and were awarded a Park Enhancement Grant, which we had hoped to put towards shade toppers. During that time it was put out to tender, but the quotes came back too high, so Jan was looking into other options for us. Kevin deals with the Park Enhancement Grants, so he will look into this further. This project would need to be planned for 2022, at the earliest.
- The Rental Support application for the fall and winter will be sent to Barb, and will be due in April. The Youth Grant application will also be available soon. Barb confirmed that the Take it Outside Grant money was received.
- COVID restrictions are slowly being lifted, so he asked the board to start thinking about what type of programming and events we might be interested in doing. He will send out information and ideas for us that can easily be pivoted in case of any restriction changes.
- Kevin confirmed that Jan will be returning to her Community Consultant role on July 2nd, and he will update her on everything that has occurred over the past year.

ACTION ITEM: Kevin to provide a Rec Building announcement to Cathy for the Spring Newsletter.

8. Special Events

Spring Clean Up

- Cinthia and Kristy attending the city's online Spring Clean-Up Meeting on March 4th, and it was decided that we will host this event on Saturday, May 8th. Someone from the Fire Department and/or Loraas will be there to help properly dispose of materials. They no longer accept household hazardous waste, but will take metal, compost, etc. It will be up to us to find volunteers, ideally 20-30, that can be divided up into groups that will walk certain streets and paths, and we will need to supply garbage bags. Cinthia has been looking into drop off location options, and will contact the Hampton Free Methodist Church to ask if we can use their parking lot.
- There was a discussion about approaching local businesses to see if they would be interested in donating prizes for this event. Dave will approach 7-11.

ACTION ITEM: Dave to approach 7-11 to ask if they'd like to donate a prize for the Spring Clean-Up.

9. New Business

Sum Theatre

- Judith from Sum Theatre announced that there will be another Theatre in the Park program that will be coming to Hampton Village this summer. This year they will be tackling the topic of race relations with a play called “The Other Side of the River” by Yvette Nolan. Sum Theatre asks communities to donate a \$600 honorarium, if they are financially able to do so. She also asked for any feedback from previous years, if we have any new ideas of things we’d like to see, and what date and location works best for us. An official announcement will be made to the public on May 1st.
- The board reported that this event in the past has been well received by the community, has been a great way for people to come together, and children are excited and enjoy that it is so interactive. Anita Langford Park seems to be the best park for this event, since it has a natural slope, but it can be muddy at the bottom if it has recently rained. Some of the ideas that were suggested for this year’s event: a scavenger hunt before the show, setting up a volunteer recruitment booth, prizes donated from sponsors in the community, and the SaskTel Art Caravan from Remai Modern. We would also prefer a mid-week or Sunday evening show.
- Cathy will be the contact person from the board, and Judith will be in touch with her about putting an advertisement in the Spring Newsletter.

Motion to adjourn at 8:42 pm.

NEXT MEETING:

Wednesday, April 14th, 2021 at 7:00 pm (Zoom)

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Add Advertising Policy Discussion to April’s Agenda.	Kristy	April
2	Cathy to contact Dundonald School regarding advertising on our Facebook Page.	Cathy	ASAP
3	Dave and Barb to start gathering all of the rink shed keys.	Dave and Barb	ASAP
4	Kristy to return the rink shed key to Barb.	Kristy	ASAP
5	Kelly to send updated membership list to our Webmaster.	Kelly	ASAP
6	Kevin to provide a Rec Building announcement to Cathy for the Spring Newsletter.	Kevin	ASAP
7	Dave to approach 7-11 to ask if they’d like to donate a prize for the Spring Clean-Up.	Dave	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 serverly access.	Kristy & Jan	Ongoing
5	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	Ongoing
6	Kevin to provide us with a list of rink shed recipients.	Kevin	ASAP
7	Dave to contact the school principals to set up a meeting in the spring.	Dave	Spring
8	Cinthia to give the school key and fob to Dave.	Cinthia	ASAP
9	Cinthia to stay in contact with Paula about getting her school key.	Cinthia	ASAP
10	Cathy and Kristy to work on updating our Advertising Policy.	Cathy and Kristy	ASAP

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Dave to contact Jan to see if she is monitoring the Daytime Programs email address.	Dave	Complete
2	Kevin to send Citywide February Skating Event advertisement to Kristy.	Kevin	Not done, removed from list
3	Cathy to take photos of the Rink Shed.	Cathy	Complete
4	Dave to let Kevin know who is on the 'Rink Shed Donation Committee'.	Dave	Complete
5	Kristy to post school key list to Dropbox.	Kristy	Complete
6	Clara to look into changing the code to the rink shed keypad.	Clara	Complete
7	Kristy to disable posts by other people on our Facebook Page, and update the advertising page on our website.	Kristy	Complete
8	Kristy to contact Kevin to get his advice on our Advertising Policy.	Kristy	Complete

Communications Coordinator Report

- Changed sign to advertise soccer registration.
- Connecting with advertisers in preparation for newsletter.
- Deadline for submissions is March 30th. Please forward anything you would like to submit on or before that date.
- Worked on advertising policy revision.

Online Registration & Membership Coordinator Report

Report:

I have set up the outdoor soccer programs and continue to monitor incoming registrations and payments. All questions/issues are forwarded to soccer coordinators.

I will close registration the evening of March 18th and send the registration report to the coordinators.

Apparatus Update:

I received the following message from Dylan at Apparatus regarding payment and some potential upcoming training regarding the new features. Followed by Barb's response. Dylan indicated we should not have 2 open invoices, was going to check and get back to us. I have not heard from him yet but maybe he replied to Barb directly?

From Dylan FYI: Ultimately I felt that the combination of COVID and other cyber threats giving everyone so much grief, that a massive discount would be helpful to CAs having to adapt. Two invoices periods have passed and we've applied a 75% discount to BOTH. They've been re-sent with the adjustments. Please let me know if this is a burden and we can arrange for a staggered payment.

Additionally, I've applied the newest build to the server. It adds a few new features:

1. Wait lists for full classes
2. Adding people manually to programs (no charges applied this way, but you can directly bill them in your PayPal/Stripe account)
3. New date+time formats for the program listings

An online support portal is to come as well. We are hoping to provide clients with tools and training to help them operate better during these unusual times.

Barb's Response:

I received the same invoice #FC458 back in 2019 and issued a cheque for \$787.50 on Sept 15/19. The cheque cleared our bank on Nov 6/19. Can you check your records to see if this invoice is actually outstanding and why the amount is only \$196.88?