



Monthly Board Meeting (Online)
Wednesday, May 12th, 2021, 7:00 pm
Minutes

ATTENDANCE:

Present Board Members (10):	<ul style="list-style-type: none"> • Dave, Chair • Barb • Cathy • Min • Booker 	<ul style="list-style-type: none"> • Myra • Jess • Clara • Cinthia • Kristy, Minute Taker
Absent Board Members (6):	<ul style="list-style-type: none"> • Reann • Kelly • Monica 	<ul style="list-style-type: none"> • Krista • Kristen • Deb
Other Attendees (3):	<ul style="list-style-type: none"> • Erin Chuey, Community Member • Robert Caswell, HFMC Liaison • Kevin Ariss, Community Consultant (partial) 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:03 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 April 14th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the April 14th, 2021 Minutes, as presented.		
Moved by: Kristy	Seconded by: Barb	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed Action Items.
- The online booking system is currently closed, so Min is not able to practice using the system in a simulated setting. Kevin said once they system opens, they can do a “dummy class” to practice and either not submit the booking or submit it and then cancel it.
- Kevin will look into whether the rink power will be trenched underground during the construction of the new rink building.

4. Correspondence – None.

5. Executive Reports

President, Dave – Nothing to report.

Vice President, Reann – Not present, no report submitted.

Treasurer, Barb – Nothing to report.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy

- Working to get the sign license, which was due on May 1st. Called the city multiple times but has not been able to get a response about how they plan to renew. Kevin isn't aware of any issues, but he usually deals with permanent signs and not the portable ones.
- Cathy and Clara changed the sign to thank Community Clean-Up volunteers. Also posted a message on the HVCA Facebook Page.
- Ordered 18 x 20 Community Clean-Up signs from Staples, but next time she will get bigger ones. Cost was approximately \$60.

Adult Indoor Coordinator, Vacant

Child & Youth Indoor Coordinator, Monica – Not present.

- The Child & Youth Coordinator Report was emailed to the board prior to the meeting (attached).
- Monica gave her written resignation from the Child & Youth Indoor Coordinator position, effective immediately. She will continue to monitor emails until the fall.

Motion: To accept Monica's resignation from the Child & Youth Indoor Coordinator position, effective immediately.		
Moved by: Dave	Seconded by: Cathy	MOTION CARRIED

ACTION ITEM: Kristy to file a Change of Directors with ISC.

Daytime Indoor Coordinator, Vacant

Youth Soccer Coordinators, Krista & Myra

- Myra reported that due to the uncertainty of health regulations, SYSI decided to give registrants the option to cancel and get a 100% refund.
- 59 people registered for Youth Soccer, with a total of 7 teams.
- Hoping for more registrations for the indoor winter season.

Kinder Soccer, Vacant

- Cinthia reported that Kinder Soccer started last week. There are 39 players, with a total of 5 teams.

- At the end of this season, Cinthia will no longer be able to take on the Kinder Soccer Coordinator role.

Rink Coordinator, Booker

- Booker and Chad will start to unload the rink shed and store the items in their garage.
- It was decided that we will donate the rink lights to Habitat for Humanity. Cathy will make arrangements to get a rink key so she can pick up the lights and donate them.
- Booker will contact Youth Works about maintaining our rink weeds for the summer.

ACTION ITEM: Cathy to donate rink lights to Habitat for Humanity.

ACTION ITEM: Booker to contact Youth Works about maintaining our rink weeds for the summer.

Allocations Coordinator, Min – Nothing to report.

Online Registration/Membership Coordinator, Kelly – Not present, no report submitted.

7. Community Consultant Report, Kevin

- Amenity Building Update: Once he has the finalized detailed design he will share it with us. They are working out the challenges in respect to setting up the utilities, specifically sewer. We are still on track to have it built in July – early August.
- Rink Shed Donation: Holiday Park Community Association is going to make arrangements to pick up the shed. They are finalizing the site. Once our construction is coming close, Kevin will coordinate things with HPCA's Community Consultant.
- Newsletter Networking Workshop: They city is hosting this event from 7-8 pm on May 27th. Advertising Policies, Communications, etc. will be discussed. Everyone is welcome to attend.
- Park Enhancement Grant: Kevin has been looking into how much of a deposit we issued, and asked Barb if we have a copy of the cheque. She said accurate records weren't kept before her, so she doesn't have anything recorded stating the amount. Cathy isn't certain either but will look through old minutes to see if we can find the exact amount.
- Grants: He has most of the documents required for the grants. Once he submits them all, payment should be issued to us within a couple of weeks.
- School Bookings: The school board is tentatively planning for bookings in the fall. Kevin suggested we start thinking about what type of programming we might want to offer in the fall. A lot of other Community Associations are going to wait until winter 2022, so that is an option for us as well.

ACTION ITEM: Cathy to read through old minutes to see if the amount of the Park Enhancement Grant was recorded.

8. Special Events

Community Clean-Up

- The event was on Saturday, May 8th, and was a great success. There were many people from the community who volunteered, and a total of 260 kgs of garbage was collected.
- Barb will send a few items to Cinthia so she can complete the PIES for this event.
- Dave approached 7-11 to ask if they would donate a prize, however, they didn't respond until the evening before the event and Dave didn't get it in time.

ACTION ITEM: Cinthia to complete the Community Clean-Up PIES.

Sum Theatre

- Cathy does not have any updates this month. Kevin noted that Sum Theatre is looking for a power source for the event. If the rink shed has not been removed before the event, they could use the power from the shed, but they would need a long and heavy-duty extension cord.

9. New Business

Vacancies

- With all of the Program Coordinator vacancies on our board, we will need to do another volunteer recruitment push on our social media. If we are unable to fill some of these positions before the next meeting, we will not be offering programming in the fall. Cathy will change the sign, and Kristy will post to Facebook and our website.

ACTION ITEM: Cathy to change the sign to advertise vacancies on our board.

ACTION ITEM: Kristy to advertise vacancies on our board on the HVCA Facebook page and website.

Election

- Erin has expressed that she would like to put her name forward for the Online Registration/Membership Coordinator position. Kelly will transition her into this role.

Motion: To elect Erin Chuey to the Online Registration/Membership Coordinator position, effective June 30th, 2021.		
Moved by: Barb	Seconded by: Dave	ELECTED BY ACCLAMATION

Motion to adjourn at 8:03 pm.

NEXT MEETING:

Wednesday, June 9th, 2021 at 7:00 pm (Zoom)

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to file a Change of Directors with ISC.	Kristy	ASAP
2	Cathy to donate rink lights to Habitat for Humanity.	Cathy	ASAP
3	Booker to contact Youth Works about maintaining our rink weeds for the summer.	Booker	ASAP
4	Cathy to read through old minutes to see if the amount of the Park Enhancement Grant was recorded.	Cathy	ASAP
5	Cinthia to complete the Community Clean-Up PIES.	Cinthia	ASAP
6	Cathy to change the sign to advertise vacancies on our board.	Cathy	ASAP
7	Kristy to advertise vacancies on our board on the HVCA Facebook page and website.	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/Kevin	Ongoing
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 servery access.	Kristy & Jan	Ongoing
5	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	Ongoing
6	Dave to contact the school principals to set up a meeting in the spring.	Dave	ASAP
7	Cinthia to stay in contact with Paula about getting her school key.	Cinthia	ASAP
8	Add revised Advertising Policy to AGM Agenda for final ratification by HVCA members.	Kristy	September 2021

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Dave to contact Kevin or Jan to see if Min can have access to online booking system to practice using the system in a simulated setting.	Dave	Complete
2	Cathy to send Clean-up poster to St. Lorenzo and Ernest Lindner Schools to request email distribution.	Cathy	Complete
3	Cathy to send Clean-up poster to all Board members so they can share the poster on their Facebook pages.	Cathy	Complete
4	Dave to prepare and post video on HVCA Facebook page to further explain Community cleanup and how community members can be involved.	Dave	Complete

Child & Youth Coordinator Report

Children & Youth Programs
Winter season 2020

These are the programs that we ran during winter season 2020:

Program	Participants	Cost to run	Revenue
Preschool Dance 3 & 4	8	\$250	\$120
Dance 5-7	8	\$250	\$120
Hip Hop	5	\$200	\$0

Communication/Promotion

Standard promotion channels: community association newsletter, facebook, website, leisure guide and word of mouth.

Evaluation and planning:

No formal participant evaluations have been conducted, but feedback from some parents is that their kiddos loved the dance lesson. They are looking forward to the fall.

This year was a unique one with all COVID protocols in place. Teacher needed to make sure kids had sanitized their hands and clean handles and doors. I'm very proud of how we handle cleaning protocols.

Extra cleaning cost

I know the church charged an extra cleaning cost but I don't know which was that monthly amount.

Report prepared by: Monica Aspiazu (Child & Youth Coordinator)