



**Monthly Board Meeting (Online)  
Wednesday, June 9th, 2021, 7:00 pm  
Minutes**

**ATTENDANCE:**

Present Board Members (10):	<ul style="list-style-type: none"> <li>• Dave, Chair</li> <li>• Barb</li> <li>• Cathy</li> <li>• Min</li> <li>• Kelly</li> </ul>	<ul style="list-style-type: none"> <li>• Krista</li> <li>• Kristen</li> <li>• Jess</li> <li>• Clara</li> <li>• Kristy, Minute Taker</li> </ul>
Absent Board Members (5):	<ul style="list-style-type: none"> <li>• Reann</li> <li>• Booker</li> <li>• Myra</li> </ul>	<ul style="list-style-type: none"> <li>• Deb</li> <li>• Cinthia</li> </ul>
Other Attendees (3):	<ul style="list-style-type: none"> <li>• Monica Aspiazu, Community Member</li> <li>• Erin Chuey, Community Member</li> <li>• Kevin Ariss, Community Consultant (partial)</li> </ul>	

QUORUM REACHED

**SUMMARY:**

The meeting was called to order at 7:09 pm.

**1. Review & Adoption of Agenda**

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

**2. Review & Adoption of Past Meeting Minutes**

- A draft of the May 12th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the May 12th, 2021 Minutes, as presented.		
Moved by: Cathy	Seconded by: Clara	MOTION CARRIED

**3. Business Arising from the Minutes**

- Reviewed Action Items.
- Cinthia received the school key from Paula.

**4. Correspondence – None.**

**5. Executive Reports**

**President, Dave** – Nothing to report.

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

**Treasurer, Barb**

- Started to prepare the budget for the next fiscal year. The deadline to submit any budget items is the end of July, so she can have it completed for the September board meeting.
- The Statement of Operations, as at May 31st, 2021, was emailed to the board prior to the meeting and was reviewed during the meeting. Noted that she doesn't have any major concerns and we are in a good financial position. No questions arose.

Motion: To accept the Statement of Operations, as at May 31st, 2021, as presented.		
Moved by: Barb	Seconded by: Dave	MOTION CARRIED

**Secretary, Kristy**

- When we accepted Monica's resignation from the Child & Youth Coordinator position at the last board meeting, we should've voted her in as a Member at Large at the same time.

Motion: To elect Monica Aspiazu to Member at Large #2, effective immediately.		
Moved by: Kristy	Seconded by: Barb	MOTION CARRIED

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

**6. Coordinator Reports**

**Communications, Cathy**

- The Communications Coordinator Report was emailed to the board prior to the meeting (attached) and was reviewed during the meeting.
- A summary of the Newsletter Workshop, and a Comparison of Submitted Newsletters were also reviewed during the meeting.
- The submission deadline for the Fall Newsletter is July 30th.

*ACTION ITEM:* Dave to visit a few local businesses (Papa Johns, Green Leaf Dental, etc.) to ask if they are interested in advertising in the HVCA Newsletter.

**Adult Indoor Coordinator, Vacant**

- Kelly emailed prior to the meeting that Jolene Palmer would like to continue teaching Bootcamp in the fall, however, the class would prefer to remain online. Registration numbers have gone down quite a bit over the past year, so Kelly suggested that Bootcamp return to the school in the winter.

**Child & Youth Indoor Coordinator, Vacant**

**Daytime Indoor Coordinator, Vacant**

**Youth Soccer Coordinators, Krista & Myra** – Nothing to report.

**Kinder Soccer, Vacant**

**Rink Coordinator, Booker** – Not present.

- The Rink Coordinator Report was reviewed during the meeting (attached).
- Cathy and Barb removed the shelves from the rink shed.

**Allocations Coordinator, Min**

- The priority booking window for the fall will be open from June 15th to June 28th.
- There was a discussion about what programs will be running in the fall. Min will use our historical bookings from the fall of 2019 to book the school. If needed, we can cancel once we know the program details.

*ACTION ITEM:* Kristy to send the historical bookings to Kevin so he can help Min do the bookings.

**Online Registration/Membership Coordinator, Kelly**

- Kelly has connected with Erin to transition her into her new position. She has created a manual and shared it in the email account so that Erin can access it there.
- The board thanked Kelly for all of the years she volunteered on the board, and for being instrumental in setting up online registration for our programs.

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

- The Community Consultant Report was emailed to the board prior to the meeting, and was briefly reviewed during the meeting.
- The school board has decided to allow bookings in the fall. Since this leaves the Community Associations with a short turn around time for planning programming, they will hold our historical bookings until fall 2022. Will work with Min to enter the bookings when the booking window opens.
- All of the outstanding grants have been sent to us, and Barb confirmed that we received the funds.
- The Summer Play Program will be running from July 10th to August 22nd. The construction for the Rink Amenity Building shouldn't interfere with the programming. Kevin will send another ad to Cathy.
- Will be coordinating the shed removal with Holiday Park. The accountant for the HVCA suggested we have a letter or agreement signed by both Holiday Park and the HVCA by June 30th, so the rink shed can be removed from our books.

*ACTION ITEM:* Kevin to send the Summer Play Program ad to Cathy.

*ACTION ITEM:* Cathy or Kristy to post the Summer Play Program ad to our website and Facebook.

## **8. Special Events**

**Sum Theatre**

- The Sum Theatre Report was emailed to the board prior to the meeting (attached), and was reviewed during the meeting.
- Sum Theatre needs a minimum of two volunteers from the HVCA for each of the two presentations. There will be a mini training session for volunteers in the hour before the show. Once the date is known for the show, Cathy will let everyone know. Min has confirmed that she will be able to help Cathy with setting up.
- Cathy will also set up a booth to raise our HVCA profile. Min confirmed that she will be able to help.

## 9. New Business

### Police Commissioners Session

- Community Associations have been invited to attend a virtual conversation regarding community safety with the Saskatoon Board of Police Commissioners. There are three different dates available. It was decided that Kristy will attend on July 8th.

### Fall Programming

- Since we have a few Program Coordinator vacancies on our board, there was a discussion about what programs we will be able to run in the fall. The board will be able to coordinate the different Adult and Daytime Programs, however, If we are unable to fill the Child & Youth and Kinder Soccer Coordinator positions by July 9th, we will not be able to run these programs in the fall.

### Ethical Advertising

- There was a discussion about how to handle an ethical complaint about an advertiser. Cathy noted that our Advertising Policy states: "Advertisements are subject to Association approval".

### AGM Discussion

- It was decided that we will tentatively plan for an in-person AGM at the school on Wednesday, October 13th, 2021.

*ACTION ITEM:* Kristy to add "AGM Planning" to September's Agenda.

### Canada Day Fireworks

- There was a message sent from a community member asking if the HVCA would like to be involved or sponsor Canada Day fireworks at Al Anderson Park. It was decided that this year is a little too soon to participate in an event that could potentially exceed the outdoor gathering limit. The HVCA would be interested in discussing a plan for Canada Day 2022, however, all of the proper permits and safety measures would need to be in place. Kristy will respond to the message to let him know we have decided against it for this year.

*ACTION ITEM:* Kristy to respond to community member regarding Canada Day Fireworks.

### Garage Sale

- Cathy reported that members of the community organized garage sales on Saturday, June 5th, and there seemed to be a great turn out. There was a discussion about changing the date of our Annual BBQ & Community Garage Sale to June rather than May. If we had it in June this would give us enough time to have our Community Clean-Up in the spring (April), and then the BBQ in early June before we take a break for the summer.

*ACTION ITEM:* Kristy to add "Garage Sale Date" to September's Agenda.

Motion to adjourn at 8:03 pm.

### NEXT MEETING:

Wednesday, September 8th, 2021 at 6:30 pm  
 Community Resource Room, 1055 Hampton Circle

**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	Dave to visit a few local businesses (Papa Johns, Green Leaf Dental, etc.) to ask if they are interested in advertising in the HVCA Newsletter.	Dave	ASAP
3	Kristy to send the historical bookings to Kevin so he can help Min do the bookings.	Kristy	ASAP
4	Kevin to send the Summer Play Program ad to Cathy.	Kevin	ASAP
5	Cathy or Kristy to post the Summer Play Program ad to our website and Facebook.	Cathy/Kristy	ASAP
6	Kristy to add the following to September's Agenda: <ul style="list-style-type: none"> <li>• "AGM Planning"</li> <li>• "Garage Sale Date"</li> </ul>	Kristy	September 2021

**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 serverly 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	Add revised Advertising Policy to AGM Agenda for final ratification by HVCA members.	Kristy	September 2021
8	Cinthia to complete the Community Clean-Up PIES.	Cinthia	ASAP

**Completed Action Items from Previous Meeting:**

	Action	Person Responsible	Status/Complete By
1	Kristy to file a Change of Directors with ISC.	Kristy	Complete
2	Cathy to donate rink lights to Habitat for Humanity.	Cathy	Complete
3	Booker to contact Youth Works about maintaining our rink weeds for the summer.	Booker	Complete

4	Cathy to read through old minutes to see if the amount of the Park Enhancement Grant was recorded.	Cathy	Complete
5	Cathy to change the sign to advertise vacancies on our board.	Cathy	Complete
6	Kristy to advertise vacancies on our board on the HVCA Facebook page and website.	Kristy	Complete
7	Cinthia to stay in contact with Paula about getting her school key.	Cinthia	Complete

## **Communications Coordinator Report**

### **What I did:**

- Purchased and applied new sign licence. Annual fee has increased to \$40.00.
- Clara and I changed the sign to advertise the need for coordinators.
- Attended Newsletter workshop. It was an interesting exchange of information from other newsletter coordinators. Kristy also attended. She and I hope to debrief about the session.
- Some highlights:
  - Almost all C.A.s advertise. Our prices are in line with our costs and in the middle of those charged by other C.A.s.
  - Other C.A.s do not advertise on their Facebook page unless the advertiser has placed a hard copy ad in their newsletter. Adopting this process would clarify our Facebook advertising conundrum. We may want to revisit our advertising policy again.
  - Suggestion was to review advertisers prior to each newsletter so that board members agree with advertisers that are being included. None of the C.A.s present have had an issue with a complaint about an advertiser and none have a preapproved list of advertisers.
  - Saw some great ideas from my review of submitted newsletters—one C.A. held a virtual Pumpkins in the Park last year. We may need to keep this option open for this coming year. Other include Real Estate information, Furry Friends contest, online auction and 50/50 draw, notable neighbour, link to good neighbour guide, volunteer of the month. Do board members think any of these ideas would be good for us to consider or include in our newsletter?
- Clara and I removed lights from the rink shed and some of the larger pieces of garbage. Lights were given away to an interested party.
- Connected with Judith Schultz from SUM Theatre, see separate report.

### **What needs to be done:**

- July 30<sup>th</sup> is the submission date for the fall newsletter. What are we planning for the fall?
  - Check with UPS regarding cost to print newsletter.
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## **Rink Coordinator Report**

- For the rink, the only update I have is that Chad and I cleaned out the rink shed last week, so the shovels, chairs, sweeper, blower, hose, etc. are now being stored in our garages until the new shed is ready. The only items left in the shed is the shelving and hooks. We are debating whether we take those out to re-use in the next shed, as they will still be needed in the new shed.
- Thanks to Cathy for removing some of the garbage before we go there and donating the old lights.

## **SUM Theatre Report**

- As of May 31<sup>st</sup>, the HV date was unknown, though I was told there would be two presentations in HV.
- Location of presentation will be Al Anderson Park. Presentation will be Theatre in the Round to ensure appropriate physical distancing and access to power source. Sum Theatre is aware of our construction at this site.
- Volunteers from HV board will be required.
- I sent our logo and link to our website as all sponsoring community associations will be acknowledged on SUM Theatre's advertising information.
- Barb and I discussed method of paying our donation. In the past we have presented the cheque at the end of the presentation. Due to COVID, Barb and I discussed mailing the cheque. We plan to do this at the end of June so the payment will occur in the fiscal year of the presentation.
- Need to discuss activity for children prior to the presentation. Wonder about Scavenger Hunt idea or use of colouring books from General Paint.