



Monthly Board Meeting
Wednesday, September 8th, 2021, 6:30 pm
Community Resource Centre, 1055 Hampton Circle
Minutes

ATTENDANCE:

Present Board Members (13):	<ul style="list-style-type: none"> • Cathy, Chair • Barb • Erin • Min (partial) • Morgan • Hillary • Krista 	<ul style="list-style-type: none"> • Kristen • Monica • Jess • Clara • Cinthia • Kristy, Minute Taker
Absent Board Members (5):	<ul style="list-style-type: none"> • Dave • Reann • Booker 	<ul style="list-style-type: none"> • Myra • Deb
Other Attendees (1):	<ul style="list-style-type: none"> • Morgan Freeman, Community Member • Hillary Barker, Community Member • Robert, HFMC Liaison 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:35 pm.

1. Review & Adoption of Agenda

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

2. Review & Adoption of Past Meeting Minutes

- A draft of the June 9th, 2021, Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the June 9 th , 2021, Minutes, as amended.		
Moved by: Clara	Seconded by: Hillary	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed Action Items.

4. Correspondence – None.

5. Executive Reports

President, Dave – Not present, no report submitted.

- Dave emailed his resignation from the board on August 11th, 2021. All keys, binders and passwords were handed over to Cathy and Kristy on August 27th, 2021.
- Dave will need to be removed from having signing authority on all HVCA bank accounts. Since this leaves only Barb and Cathy with having signing authority, it was decided we would add Clara in case either Barb or Cathy are unavailable.

Motion: To accept Dave Cornelius' resignation from the board, effective immediately.		
Moved by: Cinthia	Seconded by: Barb	MOTION CARRIED

Motion: To remove Dave Cornelius from having signing authority on all HVCA bank accounts, and to add Clara Santha to have signing authority on all HVCA bank accounts.		
Moved by: Cinthia	Seconded by: Kristen	MOTION CARRIED

ACTION ITEM: Cathy and Kristy to advertise for President position.

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

Treasurer, Barb

- The 2021/2022 Operating Budget and 2020/2021 Annual Financial Statement were emailed to the board prior to the meeting and were reviewed during the meeting.
- Suggested we increase the amount in Bylaw 8.07 from \$100 to \$200. The amendment to Bylaw 8.07 would be as follows: "In exceptional circumstances, members of the Board of Directors may spend up to \$200.00 without prior approval and then submit receipts for reimbursement to the Treasurer. This is not meant to circumvent proper budgeting processes."

Motion: To pre-approve the 2021/2022 Operating Budget, as presented.		
Moved by: Barb	Seconded by: Clara	MOTION CARRIED

Motion: To pre-approve the 2020/2021 Annual Financial Statements, reviewed by Tara Quick, as presented.		
Moved by: Barb	Seconded by: Kristen	MOTION CARRIED

Motion: To approve the amendment to Bylaw 8.07, as presented.		
Moved by: Barb	Seconded by: Morgan	MOTION CARRIED

Secretary, Kristy

- At the end of June, both Hillary and Morgan put their names forward to fill two of the vacant programming coordinator positions. They were both appointed to their respective positions via an emailed vote on June 29th, 2021.

Motion: To ratify the appointment of Hillary Barker to Child & Youth Programs Coordinator, and Morgan Freeman to Adult Programs Coordinator, effective immediately.		
Moved by: Kristy	Seconded by: Barb	ELECTED BY ACCLAMATION

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.

Adult Indoor Coordinator, Morgan

- Morgan reported that Yoga, Floor Hockey, Volleyball, Salsa and Bootcamp are set up for the fall. Mom & Baby Fitness was cancelled, but she's working with Jan to potentially set up a Mom & Baby Yoga in the winter.

Child & Youth Indoor Coordinator, Hillary

- Hillary reported that Dance, Hip Hop, Cheer, Making Music and Youth Basketball are set up for the fall. Two of the classes, Hip Hop and Cheer (9-12 year old), currently have low registrations, so Kristy will schedule more advertising on Facebook.
- Hillary sent the Youth Grant application to Kevin, our previous Community Consultant, and is waiting to hear back from him.
- The basketballs we currently have are too large for the Youth Basketball program, so Hillary will purchase smaller ones.

Motion: To spend up to \$200 on purchasing basketballs for our Youth Basketball program.		
Moved by: Hillary	Seconded by: Krista	MOTION CARRIED

ACTION ITEM: Kristy to advertise Hip Hop and Cheer (9-12 year old) on Facebook.

Daytime Indoor Coordinator, Vacant

- Cathy and Barb reported that Cards, Games & Coffee has started to run in the Community Resource Centre. Everyone is required to wear masks during daytime programming.

Youth Soccer Coordinators, Krista & Myra

- Krista reported that registration numbers for the Indoor Youth Soccer season are down, but registration will be open for a few more days. Kristy will advertise again on Facebook.
- Krista and Barb met over the summer to review the financials for Indoor season and decided to increase the registration cost.
- There was a discussion about who can sign the criminal record check letters that are required for the coaches. Myra or Krista are both able to sign them on behalf of the HVCA.

ACTION ITEM: Kristy to advertise Youth Soccer on Facebook.

Kinder Soccer, Vacant

- Cinthia reported that she spoke to someone from the community who was interested in putting her name forward for the position.

Rink Coordinator, Booker – Not present, no report submitted.

- Cathy reported that Jan gave us the update that the Rink Amenity Building is being built offsite and should be delivered by mid-October.

Allocations Coordinator, Min

- Reviewed the bookings that were done during over the summer.
- The September 30th bookings have been cancelled by the school board, which affects Cards, Games & Coffee, Volleyball and Cheer.
- There was a discussion about the importance of checking the Allocations email twice/day, in case of cancellations throughout the season.

Online Registration/Membership Coordinator, Erin

- Reported that registration has been going reasonably well for her first season. People weren't receiving confirmation emails after registering
- Registration has closed for most of the programs but will be left open for the programs that have low registration numbers. Youth Soccer has a hard deadline, so will need to close on Sunday morning.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was reviewed by Cathy during the meeting.
- The Volunteer Appreciation has been cancelled due to the rising cases of COVID-19.
- There are a couple of volunteer learning sessions coming up. Cathy encouraged everyone to attend, particularly the new board members.
- The city-wide Curbside Swap is on Saturday, September 11th.

ACTION ITEM: Kristy to advertise the Curbside Swap on Facebook.

8. Special Events

Sum Theatre

- Cathy reported that Sum Theatre presented two shows of "The Other Side of the River" in Al Anderson Park on July 8th. Between the two shows, there was a total of approximately 150 people in attendance.
- The HVCA set up a scavenger hunt prior to the event and gave out free colouring books at the event. Sum Theatre mentioned to Cathy that this was a great way to engage the community.

9. New Business

AGM Planning

- Kristy booked the St. Lorenzo Gym for the AGM, and both Multi-purpose Rooms for childcare. We will need to confirm that Jan will be allowed to attend an in-person AGM before advertising.
- Cathy confirmed that the following board members would like to let their names stand for the positions that will be expiring at the AGM: Kristy, Erin, Booker, Hillary, Krista, Myra, Monica, Jess.

ACTION ITEM: Cathy to contact Jan to see if she is allowed to attend an in-person AGM.

Board Orientation

- The Board Orientation is planned for Saturday, November 6th from 10:00 am – 2:00 pm at the Hampton Free Methodist Church. There is another event planned in the gym at the HFMC, so we won't have access to the kitchen area.

Hampton Free Methodist Church Donation

- As a show of appreciation to the Hampton Free Methodist Church for allowing us to use their building for HVCA programming, 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: Barb	Seconded by: Monica	MOTION CARRIED

Motion to adjourn at 8:46 pm.

NEXT MEETING:

Annual General Meeting: Wednesday, October 13th, 2021, at 6:30 pm (Location TBD)

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Cathy and Kristy to advertise for President position.	Cathy/Kristy	ASAP
2	Kristy to file a Change of Directors with ISC.	Kristy	ASAP
3	Kristy to advertise the following on Facebook: <ul style="list-style-type: none">• Hip Hop• Cheer (9-12 year old)• Youth Soccer• Curbside Swap	Kristy	ASAP
4	Cathy to contact Jan to see if she is allowed to attend an in-person AGM.	Cathy	ASAP
5	Kristy to add the following to November's Agenda: <ul style="list-style-type: none">• "Garage Sale Date"• "Christmas Hampers"	Kristy	November

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker/Kevin	Ongoing
2	Kristy and Jan to work on a proposal for serverly access.	Kristy & Jan	Ongoing
3	Kristy to contact the school principals to set up a meeting in the fall.	Kristy	ASAP
4	Cinthia to complete the Community Clean-Up PIES.	Cinthia	ASAP

Completed/Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to file a Change of Directors with ISC.	Kristy	Complete
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	Removed from list
3	Kristy to send the historical bookings to Kevin so he can help Min do the bookings.	Kristy	Complete
4	Kevin to send the Summer Play Program ad to Cathy.	Kevin	Complete
5	Cathy or Kristy to post the Summer Play Program ad to our website and Facebook.	Cathy/Kristy	Complete
6	Kristy to add the following to September's Agenda: <ul style="list-style-type: none"> • "AGM Planning" • "Garage Sale Date" 	Kristy	Complete (Add "Garage Sale Date" to November's Agenda)
7	Kristy to file a Change of Directors with ISC.	Kristy	Complete
	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Removed from list
	Dave to submit a Christmas Hampers write up for Kristy to post to the website.	Dave	Removed from list, (Add "Christmas Hampers" to November's Agenda)
	Cinthia to contact Girl Guides regarding a donation for park clean up.	Cinthia	Removed from list
	Add revised Advertising Policy to AGM Agenda for final ratification by HVCA members.	Kristy	Complete

Communications Coordinator Report

What I did:

- Changed sign three times to advertise: SUM Theatre, Soccer Registration and Online Registration.
- Facilitated organization of HVCA information booth, distribution of Treasure Hunt and colouring books for children attending SUM Theatre.
- Arranged volunteers for SUM Theatre.
- Arranged distribution of flyers for SUM Theatre
- Prepared newsletter. Was printed and delivered by Canada Post week of August 16th.
 - Cost was \$2049.50, includes printing, taxes, and Canada Post delivery. Newsletter was reduced to 8 pages to get a rate of \$.044/page which is \$0.01 less than our pre Covid printing rate. Was reimbursed for payment made.
- Invoiced all advertisers.
- Prepared and emailed communications budget to Barb.
- Signed Financial documents with Barb at Tara Quick's office in preparation for AGM.
- Attended new coordinator orientation meetings.

What I need from you:

- Recommend we only print one newsletter--fall. Do we need to consider reducing the number of pages even further? Eliminate advertising altogether?