



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

ATTENDANCE:

Present Board Members (14):	<ul style="list-style-type: none"> • Clifton, Chair • Barb • Cathy • Booker • Morgan • Hillary • Myra 	<ul style="list-style-type: none"> • Kristen • Jess • Clara • Windel • Kim • Cinthia • Kristy, Minute Taker
Absent Board Members (7):	<ul style="list-style-type: none"> • Rajiv • Erin • Min • Kathleen 	<ul style="list-style-type: none"> • Krista • Monica • Deb
Other Attendees (2):	<ul style="list-style-type: none"> • Robert, HFMC Liaison • Jan, Community Consultant 	

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: Kristen	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- A draft of the October 13th, 2021 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 2022 AGM.
- The September 8th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting. Kristy will amend the wording of Hillary and Morgan’s appointment.

Motion: To adopt the October 13 th , 2021 AGM Minutes (Draft), as presented.		
Moved by: Morgan	Seconded by: Hillary	MOTION CARRIED

Motion: To approve the September 8 th , 2021 Minutes, as amended.		
Moved by: Cathy	Seconded by: Hillary	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed Action Items.
- Kristy had a check-in meeting with Maria, the St. Lorenzo Principal, and will share the notes from this meeting on Dropbox.

ACTION ITEM: Kristy to share Principal check-in meeting notes to Dropbox.

4. Correspondence

- The Hampton Free Methodist Church sent a thank you card for the \$500 donation that was made during the AGM.

5. Executive Reports

President, Rajiv – Not present, no report submitted.

Vice President, Clifton – Nothing to report.

Treasurer, Barb

- The Statement of Operations, as at October 31st, 2021, was emailed to the board prior to the meeting and were reviewed during the meeting.

Secretary, Kristy

- Filed the Annual Return with ISC on October 20th, 2021.
- Set all the new board members up on Dropbox.
- Contact List: At the Board Orientation we discussed that we will be switching to an “opt-in” approach regarding sharing a board members home addresses on our Board Contact List.
- Email: The current email system we use is Dreamhost. We have a total of 27 email addresses, which could be condensed down to 16. If we are interested in switching providers, our Webmaster, Brent, would be the one to set this up for us and he recommends two companies; Google: \$7.80/user/month (\$1,497.60/year), and Microsoft: \$6.40/user/month (\$1,228.80/year). Both companies would come with free cloud storage and video host services. We currently pay \$200 for our Zoom subscription. Before committing to switching email providers, we will do a little more research on what email providers other comparable Community Associations are using.
- Bondable: Bylaw 3.13 states: “Any member with signing authority of Association accounts must be bondable.”. None of the board members are currently bondable. Being bondable is more than just a basic criminal record check – it is a much more enhanced screening and vetting of a person for trustworthiness and being bonded means that you must take out a Fidelity Bond on the person. It was undecided whether we will require this from board members who have signing authority.
- Member at Large: When Monica joined the board, she was living in Hampton Village. After she moved out of the neighbourhood, we should’ve had a vote to give her “Resident Member Status”, which would allow her to remain on the board. After speaking with her about this, she has decided to step down from her position to allow Kim and Windel to each have their own Member at Large positions, rather than shared.
- Revising Bylaws: Kristy and Jan will continue to work on the revisions that will need to be made to our current Bylaws regarding how many people should have signing authority, being bondable, and the language around “Non-Resident Members”.

Motion: To accept Monica Aspiazu's resignation from the board, effective immediately.		
Moved by: Kristy	Seconded by: Myra	MOTION CARRIED

Motion: To appoint Windel Bucknor to Member at Large #2, effective immediately.		
Moved by: Kristy	Seconded by: Barb	MOTION CARRIED

ACTION ITEM: Kristy to research what email providers other Community Associations are using.

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

ACTION ITEM: Kristy and Jan to work on revising Bylaws (how many people should have signing authority, being bondable, and the language around "Non-Resident Members").

6. Coordinator Reports

Communications, Cathy

- Newsletter: The Winter Newsletter submission date is November 30th. Will need the list of programs that we will be offering.
- Sign: The next thing to be advertised on the sign is the date for opening Online Registration. The date will be decided at the programming meeting that will take place next weekend.
- Printing: Currently working on sourcing another printing company for our Newsletter. The next printed one wouldn't be until the Fall of 2022.

Adult Indoor Coordinator, Morgan

- Morgan is preparing for the upcoming Winter season. In addition to the programs that are already running, she is also planning to offer a Spanish class and a virtual Yoga class.

Child & Youth Indoor Coordinator, Hillary

- Hillary is searching for a new Cheer instructor and Floor Hockey instructor for the Winter. We advertised for these positions on Facebook, and she has received quite a few responses for Cheer, however, no response for Floor Hockey. Jan may be able to help find a Floor Hockey instructor, perhaps a Kinesiology student, but Hillary will need to send a blurb to her regarding what we are looking for.
- There was a discussion about whether she should increase the cost for programs. Jan suggested we maintain community friendly pricing, rather than being comparable to a "for-profit" program.

ACTION ITEM: Hillary to send a Floor Hockey instructor blurb to Jan.

Daytime Indoor Coordinator, Vacant

Youth Soccer Coordinators, Krista & Myra

- Myra reported that the indoor season is running well and will end in March.

Kinder Soccer, Kathleen – Not present, no report submitted.

- Kristy and Cinthia reported that Kathleen will continue with the same schedule as we have had in the past; four time slots in two different spaces, however, will switch back to a parent-lead program rather than paying instructors.
- Cinthia suggested that Kathleen should be given a key to the school, so Kristy will meet with her to give her one.

ACTION ITEM: Kristy to give a school key to Kathleen.

Rink Coordinator, Booker

- Booker replaced the puck board at the rink, which cost approximately \$750.
- The fencing around the rink is curling up along the bottom, which is becoming a safety concern, so it will need to be repaired. Received a quote from Nordic (the company that did the original installation) for \$2,591.00. Booker will check with Nordic to ask what exactly their quote entails. Jan also suggested he get a quote from Rite-Way Fencing.
- Jan shared a document with Booker outlining tips for re-enforcing rink fencing to limit the chance of it curling up again.
- Bylaw 8.09 currently states: "Purchases over \$2,500.00 must be taken to the general membership for approval." Barb suggested that we increase this amount to \$3,000, since this bylaw likely hasn't increased since it was enacted.

Motion: To amend Bylaw 8.09 to state: "Purchases over \$3,000 must be taken to the general membership for approval."		
Moved by: Barb	Seconded by: Kim	MOTION CARRIED

Motion: To approve up to \$3,000 for repairing the rink fence (pending review of specs/drawings for first quote and obtaining a second quote).		
Moved by: Barb	Seconded by: Kim	MOTION CARRIED

ACTION ITEM: Booker to review specs/drawings from Nordic, and to obtain a second quote, for rink fence repair.

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

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

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was reviewed during the meeting.
- The next training session on inclusion and diversity will be held online on Tuesday, November 30th. Everyone is encouraged to attend.
- The Parks Department is asking which Community Associations would be interested in having Ski Trails in their community parks and will need a response by November 26th. The cost is usually around \$200 to lay the trail, however, this would be reimbursed. The first trail laid would be by the end of December, and they will come out a few times throughout the season to maintain the trails. We discussed which one of the Hampton Village parks would be best suited for a trail. Kristy will post a question on Facebook asking this community which park they'd like to see a Ski Trail, then submit a map after hearing feedback. Jan also mentioned that both schools can rent skis from the city to use on these trails.

ACTION ITEM: Kristy to post a question on Facebook asking the community which park they'd like to see a Ski Trail.

8. Special Events

Annual BBQ & Community Garage Sale

- Windel and Kim will be on the planning committee for the Annual BBQ & Community Garage Sale, and Kristy will help, if needed. Windel was given the planning binder at the Board Orientation.
- This event has always been held on the weekend before May long weekend. However, it was decided that we will change the date to Saturday, June 4th, 2022. This will increase the chance of there being nicer weather for the event and will also allow us to have the Community Clean-up at the beginning of May.

9. New Business

SIFMC Youth Works

- Barb reported that the Sk. Indian Metis Friendship Centre (SIFMC) Youth Works maintained the grass in the rink throughout the summer for \$30/cut, which worked out to be approximately \$60/month. She will look into setting up a contract with them for the entire year rather than paying monthly.

ACTION ITEM: Barb to set up a contract with SIFMC Youth Works for maintaining our rink during the summer.

Family Skating Supervision Schedule

- The ice at the rink should be ready to go for the beginning of January. Family Skating Supervision will start on Sunday, January 2nd, 2022.
- The schedule for Family Skating Supervision has been shared on Dropbox for all board members to fill in their names. Last year we had two Board Members for each shift to help with limiting the number of people on the ice and for taking all the skaters names for contact tracing purposes. Jan is unsure if we will need to do this again, but suggested we have two board members for each shift again this year.

ACTION ITEM: All Board Members to sign up for at least three Family Skating Supervision shifts.

Rink Amenity Building

- There was a discussion regarding the Rink Amenity Building that will be moved onto the site in the coming weeks. The washroom door will not have a timed lock as previously planned, rather, the HVCA will be given a key to unlock it during Family Skating. For safety reasons, the washroom and warm-up area doors should never be left unlocked if the area is unsupervised by at least one HVCA board member. If either of the schools are interested in having access to this building during school hours, they could be given a key if they sign a “shared key agreement”. Jan will send us the template for this.
- The warm-up shack currently accommodates 20 people; however, we will likely need to develop a policy limiting the number of people in this area at one time. At a minimum, we will need to follow Public Health Orders.

ACTION ITEM: Jan to send a “shared key agreement” template.

Class Cancellation Policy

- After an HVCA program has begun, sometimes there are cancellations throughout the season, due to instructor illness, school booking cancellations, etc. It was decided that our policy regarding refunding participants for missed classes will be: “If a program has had more than 50% of the season cancelled, participants will be refunded for the remainder of the classes. If the season is more than 50% completed, we will not issue any refunds”.
- On the HVCA website and Online Registration page it is not clearly stated what our refund policy is, so Kristy will have these updated.

ACTION ITEM: Kristy to update our refund policy on the HVCA website and Online Registration page.

HFMC Pies

- The Hampton Free Methodist Church has had a tradition of baking pies in December to donate to the Friendship Inn for their Christmas Supper. Last year they donated 150 pies. This year, they would like to bake an additional 20 pies to donate to people in the community and asked if the HVCA would like to partner with them. They will bake during the week of December 6th – 10th and will be ready to distribute after that.
- It was decided that we will approach both school Principals to ask if they can each identify 10 families in need that would benefit from receiving a pie. If they are not interested, we will search for members of the community to donate the remaining pies to.
- Barb mentioned that there is still a \$200 donation on our books from Affinity Insurance that was given to us for Cinema Under the Stars. Since this event was cancelled last year, we will donate this amount to the HFMC to help with the cost of the pie supplies.

Motion: To donate \$200 to the HFMC for pie supplies.		
Moved by: Barb	Seconded by: Kim	MOTION CARRIED

ACTION ITEM: Kristy to approach the school Principals regarding the pie donation.

Christmas Hampers

- It was decided that we will not proceed with the Christmas Hampers again this year. If we are interested in doing something like this in the future, we can work with the Salvation Army to identify families within Hampton Village that would benefit from hampers, or we can also organize a cash donation to the schools.

The meeting was adjourned at 9:15 pm.

NEXT MEETING:

The next meeting will be held online on Wednesday, December 8th, 2021, at 7:00 pm.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to share Principal check-in meeting notes to Dropbox.	Kristy	ASAP

2	Kristy to research what email providers other Community Associations are using.	Kristy	ASAP
3	Kristy to file Change of Directors with ISC.	Kristy	ASAP
4	Kristy and Jan to work on revising Bylaws (how many people should have signing authority, being bondable, and the language around "Non-Resident Members").	Kristy	ASAP
5	Hillary to send a Floor Hockey instructor blurb to Jan.	Hillary	ASAP
6	Kristy to give a school key to Kathleen.	Kristy	ASAP
7	Booker to review specs/drawings from Nordic, and to obtain a second quote, for rink fence repair.	Booker	ASAP
8	Kristy to post a question on Facebook asking the community which park they'd like to see a Ski Trail.	Kristy	ASAP
9	Barb to set up a contract with SIFMC Youth Works for maintaining our rink during the summer.	Barb	ASAP
10	All Board Members to sign up for at least three Supervised Family Skating Supervision shifts.	Everyone	ASAP
11	Jan to send a "shared key agreement" template.	Jan	ASAP
12	Kristy to update our refund policy on the HVCA website and Online Registration page.	Kristy	ASAP
13	Kristy to approach the school Principals regarding the pie donation.	Kristy	ASAP

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 servery access.	Kristy & Jan	Ongoing

Completed/Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cathy and Kristy to advertise for President position.	Cathy/Kristy	Done
2	Kristy to file a Change of Directors with ISC.	Kristy	Done
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	Done
4	Cathy to contact Jan to see if she is allowed to attend an in-person AGM.	Cathy	Done
5	Kristy to add the following to November's Agenda: <ul style="list-style-type: none"> • "Garage Sale Date" • "Christmas Hampers" 	Kristy	Done
6	Kristy to contact the school principals to set up a meeting in the fall.	Kristy	Done
7	Cinthia to complete the Community Clean-Up PIES.	Cinthia	Done