



Monthly Board Meeting (Online)
Wednesday, January 12th, 2022, 7:00 pm
Minutes

ATTENDANCE:

Present Board Members (14):	<ul style="list-style-type: none"> • Clifton, Chair • Barb • Cathy • Min • Morgan • Kathleen • Krista 	<ul style="list-style-type: none"> • Myra • Kristen • Jess • Clara • Kim • Cinthia • Kristy, Minute Taker
Absent Board Members (6):	<ul style="list-style-type: none"> • Rajiv • Erin • Booker 	<ul style="list-style-type: none"> • Hillary • Windel • Deb
Other Attendees (3):	<ul style="list-style-type: none"> • Robert, HFMC Liaison • Jan, Community Consultant 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:08 pm.

1. Review & Adoption of Agenda

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

2. Review & Adoption of Past Meeting Minutes

- The December 8th, 2021 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

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

3. Business Arising from the Minutes

- Reviewed Action Items.

4. Correspondence

- Sum Theatre sent us a thank you letter and a \$25 gift card for our participation in the 2021 Theatre in the Park. Barb will hold onto the gift card for the next giveaway that we have.

5. Executive Reports

President, Rajiv – Not present.

- Rajiv gave his verbal resignation from the board to Jan on December 19th, 2021.
- We will need to remove Rajiv from having signing authority on all HVCA bank accounts. For clarification, Barb, Cathy and Clara will continue to have signing authority.
- Clifton, Barb and Kristy have access to the President email address and will continue to monitor any correspondence in the interim.
- Kristy will contact Rajiv to retrieve the President binder and school key and will also remove Rajiv from our shared Dropbox folders.

Motion: To accept Rajiv Vyas' verbal resignation from the board, effective immediately.		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

Motion: To remove Rajiv Vyas from having signing authority on all HVCA bank accounts.		
Moved by: Kristen	Seconded by: Barb	MOTION CARRIED

ACTION ITEM: Barb to change signing authority at the bank.

ACTION ITEM: Kristy to contact Rajiv to retrieve the President binder and school key and remove Rajiv from Dropbox.

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

Vice President, Clifton – Nothing to report.

Treasurer, Barb

- Financials, as at December 31st, 2021, were emailed to the board prior to the meeting and were reviewed during the meeting.
- The \$1,504 that we gave to the city for the shade topper is still sitting on our books. Both Jan and Kevin are looking into our refund since the project wasn't done.

Motion: To accept the financials, as at December 31 st , 2021, as presented.		
Moved by: Barb	Seconded by: Cinthia	MOTION CARRIED

Secretary, Kristy

- Email provider: We have been approved for free access to Microsoft Office, so the saskhvca.com email addresses have been switched over from Dreamhost. Our account isn't set up for auto-forwarding due to a security protocol that is linked to our account. There were a few questions about setting up email accounts on mobile, and how to change the inbox conversation view. Clifton will send out an instructional email on how to change both.
- Cloud storage and video conferencing: We paid for a one-year Zoom subscription in October, so we will continue using this platform for the time being. Once we start using Microsoft Teams, we will need to be cautious of the internet speed that's required. Kristy will continue to work on switching our cloud storage from Dropbox to OneDrive.

ACTION ITEM: Clifton to send out instructional email on how to set up email on mobile and changing inbox conversation view.

ACTION ITEM: Kristy to work on switching our cloud storage from Dropbox to OneDrive.

6. Coordinator Reports

Communications, Cathy

- The Communications Coordinator Report (attached) was emailed prior to the meeting and briefly reviewed during the meeting.
- The Spring Newsletter submission deadline is March 30th.
- There was a discussion about what to put on the community sign.

Adult Indoor Coordinator, Morgan

- Winter registration numbers are lower than the fall, which is typical for the winter.
- Asked for clarification on the “Return to Play” Protocols, specifically the 14-day isolation period if someone in the household is a close contact. This protocol was in the Catholic School Board’s Facility Rental Agreement, so we are unable to change it.
- Working on a Vaccine or Test Policy for adult fitness programs, however, is holding off due to the rising number of COVID cases.
- Aaron decided not to buy pucks for the Adult Floor Hockey Program.

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

- Myra noted that the Cheer instructor is asking where to get paper towels for cleaning the mats. Barb will replenish the supplies in the Storage Room the next time she’s at the school.

ACTION ITEM: Barb to replenish the supplies in the Storage Room.

Daytime Indoor Coordinator, Vacant

- Cathy reported that she distributed the Program Evaluation Form to the Cards, Games & Coffee participants, and all the responses have been positive.

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

Kinder Soccer, Kathleen

- Kathleen is working on finalizing the coaches and helpers for Kinder Soccer, which starts tomorrow. She will need to purchase one or two ball pumps for the soccer bags, so she’ll purchase and submit the receipts to Barb.

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

Allocations Coordinator, Min – Nothing to report.

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 Rink Improvement Grant is due on April 30th.
- There will be more volunteer training coming up for the Indoor Coordinators, Treasurer, Rink Coordinator and Leadership Training, but none of the dates are set yet.

8. Special Events

HFMC Pie Donation

- Cathy put together her portion of the PIES (Positives, Improvements, Evaluate, Surprises) and Kristy will complete her portion to submit to the board.

ACTION ITEM: Kristy to submit PIES for HFMC Pie Donation.

BBQ & Community Garage Sale

- Kristy reported that Windel will no longer be able to lead this event. Kristy will meet with Kim and Morgan to discuss outsourcing the barbecue.

ACTION ITEM: Kristy, Kim and Morgan to meet to discuss BBQ & Community Garage Sale.

9. Old Business

Rink Amenity Building

- Jan reported that the Rink Amenity Building is still not ready. SaskPower was there to hook up the power today. Once the power is set up, there are a series of tests that will need to be done. The tentative plan is for the HVCA to gain access to the building in a week and a half.
- The city offered for a water truck to come in and flood the rink for us. However, Booker declined as the temperatures need to be just right for the water quality, otherwise you end up with shale and a weak base for the ice. Once we have access to the water source, we could potentially have the ice done in one weekend if the weather cooperates.
- There were originally six neighbourhoods that were getting the same buildings in their parks, however, they ended up postponing four of them and are only focusing on ours and Rosewood's.

The meeting was adjourned at 8:22 pm.

NEXT MEETING:

The next meeting will be held online on Wednesday, February 9th, 2022, at 7:00 pm.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Barb to change signing authority at the bank.	Barb	ASAP
2	Kristy to contact Rajiv to retrieve the President binder and school key and remove Rajiv from Dropbox.	Kristy	ASAP
3	Kristy to file Change of Directors with ISC.	Kristy	ASAP
4	Clifton to send out instructional email on how to set up email on mobile and changing inbox conversation view.	Clifton	ASAP

5	Kristy to work on switching our cloud storage from Dropbox to OneDrive.	Kristy	ASAP
6	Barb to replenish the supplies in the Storage Room.	Barb	ASAP
7	Kristy to submit PIES for HFMC Pie Donation.	Kristy	ASAP
8	Kristy, Kim and Morgan to meet to discuss BBQ & Community Garage Sale.	Kristy, Kim & Morgan	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Jan to contact the Facilities department to ask about the Rink Amenity Building benches, flooring, and bathroom keypad.	Jan	Ongoing
2	Kristy to share Principal check-in meeting notes to Dropbox.	Kristy	ASAP
3	Kristy and Jan to work on revising Bylaws: <ul style="list-style-type: none"> • How many people should have signing authority, • Being bondable, • Language around “Non-Resident Members”, • Changing board positions during an election at our AGM. 	Kristy & Jan	Ongoing
4	Barb to set up a contract with SIFMC Youth Works for maintaining our rink during the summer.	Barb	ASAP
5	All Board Members to sign up for at least three Supervised Family Skating Supervision shifts.	Everyone	ASAP
6	Jan to send a “shared key agreement” template.	Jan	ASAP
7	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker/Kevin	Ongoing
8	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	Kristy to contact Troy Davies regarding the snow blower delivery.	Kristy	Done
2	Cathy or Kristy to post One Small Step ad on our Facebook page.	Cathy/Kristy	Done
3	Windel and Kristy to meet to discuss BBQ & Community Garage Sale.	Windel/Kristy	Removed from list
4	Kristy to give a school key to Kathleen.	Kristy	Done

Communications Coordinator Report, Cathy

- Have had one inquiry about an ad for the spring newsletter. This ad was also placed on Facebook as it meets our criteria.
- Will need to change the sign soon. Unsure what to advertise.
- Spring newsletter submission deadline is March 30th. This edition will be a digital version. Suggestions as to content are welcome.