



**Monthly Board Meeting (Online)
Wednesday, February 9th, 2022, 7:00 pm
Minutes**

ATTENDANCE:

Present Board Members (11):	<ul style="list-style-type: none"> • Cathy, Chair • Barb • Erin • Hillary • Krista • Kristen 	<ul style="list-style-type: none"> • Jess • Clara • Kim • Cinthia • Kristy, Minute Taker
Absent Board Members (8):	<ul style="list-style-type: none"> • Clifton • Min • Booker • Morgan 	<ul style="list-style-type: none"> • Kathleen • Myra • Windel • 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 7:08 pm.

1. Review & Adoption of Agenda

Motion: To approve the Agenda, as amended.		
Moved by: Hillary	Seconded by: Kim	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The January 12th, 2022 Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the January 12 th , 2022 Minutes, as presented.		
Moved by: Clara	Seconded by: Kristen	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed Action Items.

4. Correspondence

- Nothing to report.

5. Executive Reports

President, Vacant

- Discussion on filling the President vacancy. Since the President position is up for election in October 2022, we will start to advertise in the summer/early fall. In the interim, Kristy will continue to put together and distribute the agenda.

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

Treasurer, Barb – Nothing to report.

Secretary, Kristy

- The Secretary Report (attached) was emailed to the board prior to the meeting. No questions arose.

6. Coordinator Reports

Communications, Cathy

- The Communications Coordinator Report (attached) was emailed to the board prior to the meeting and briefly reviewed during the meeting.
- Houghton Boston Printers provided a quote for putting together and printing our newsletter. The quote was emailed to the board prior to the meeting. It was decided that we will try this company for our spring edition, which is digital only. If we are happy with the layout and quality, we may continue with them for our printed edition in the fall. Cathy will confirm the quoted amount includes them doing the layout as well.
- Discussed having a one-page printed newsletter once/year, which is all that is required for our Operating Grant. The information in this newsletter would be limited and prompt readers to visit our website for more details.

ACTION ITEM: Confirm that the quote from Houghton Boston Printers includes them doing the layout.

Adult Indoor Coordinator, Morgan – Not present.

- The Adult Coordinator Report (attached) was emailed to the board prior to the meeting. No questions arose.

Child & Youth Indoor Coordinator, Hillary

- The Winter Programs are all running well.
- The Youth Basketball instructor reported to Hillary that there are several people showing up for the program that aren't registered and he's having a difficult time monitoring attendance. This is a free program and has been a great way to engage the youth in Hampton Village and surrounding communities. Robert is potentially interested in helping the instructor monitor attendance, so Hillary will reach out and speak with him further.

ACTION ITEM: Hillary to discuss Basketball with Robert.

Daytime Indoor Coordinator, Vacant – Nothing to report.

Youth Soccer Coordinators, Krista & Myra

- Krista reported that the Outdoor Youth Soccer season will be in May and June and online registration will open on Sunday, February 20th. Krista and Myra are looking for volunteer coaches for the upcoming season.

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

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

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

Online Registration/Membership Coordinator, Erin

- Erin will be unavailable for a few weeks during the time that registration for Youth Soccer will be open. Barb has some access to the registration system, so she will monitor the registrations.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was reviewed during the meeting.

8. Special Events

HFCM Pie Review

- The HFCM Pie Donation PIES was emailed to the board prior to the meeting. No questions arose.

BBQ & Community Garage Sale

- Kristy reached out to both the Ernest Lindner and St. Lorenzo School Parent Councils to see if they were interested in taking on the barbecue portion of this event. Ernest Lindner declined, but St. Lorenzo School accepted.
- The HVCA will be responsible for advertising the event, gathering the Garage Sale addresses and creating the Garage Sale map.

9. Old Business

Rink Amenity Building

- The HVCA still doesn't have access to the Rink Amenity Building, so Booker decided that there isn't enough time to salvage the skating season. Jan reported that the city will be doing a review of this project to figure out what went wrong and why there were so many delays.

10. New Business

Theatre in the Park

- Mackenzie from Sum Theatre reached out to let us know that they are planning to run Theatre in the Park in May or June 2022, rather than July. They hope that this will reduce the impact of extreme heat and wildfire smoke they typically see during the summer performances. Mackenzie would also like to attend one of our board meetings to hear any feedback from last year's production and how they could improve things for the upcoming year.
- Cathy will be the point of contact going forward.

Jane’s Walk

- Cathy reported that she is interested in putting together a Jane’s Walk in Hampton Village on the weekend of May 6th - 8th. It was decided that since we will also have our Community Clean-up in May, this will be a virtual walk. Cathy and Kristy will work on this project together.

ACTION ITEM: Cathy and Kristy to discuss the Jane’s Walk.

COVID Protocols

- Since all Public Health Order will be removed at the end of February, it was decided that we will continue with our current “Return to Play” Protocols for the remainder of our Winter Programs. The board will discuss this further as registration for Spring Programs opens.

ACTION ITEM: Kristy to send the COVID Protocols to all Programming Coordinators and post to the HVCA Facebook page.

ADJOURNMENT:

The meeting was adjourned at 8:48 pm.

NEXT MEETING:

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

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Confirm that the quote from Houghton Boston Printers includes them doing the layout.	Cathy	ASAP
2	Hillary to discuss Basketball with Robert.	Hillary	ASAP
3	Cathy and Kristy to discuss the Jane’s Walk.	Cathy & Kristy	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	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	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	Kristy to work on switching our cloud storage from Dropbox to OneDrive.	Kristy	Ongoing
5	Kristy and Jan to work on a proposal for server access.	Kristy & Jan	Ongoing

Completed/Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Barb to change signing authority at the bank.	Barb	Done
2	Kristy to contact Rajiv to retrieve the President binder and school key and remove Rajiv from Dropbox.	Kristy	Done
3	Kristy to file Change of Directors with ISC.	Kristy	Done
4	Clifton to send out instructional email on how to set up email on mobile and changing inbox conversation view.	Clifton	Done
5	Barb to replenish the supplies in the Storage Room.	Barb	Done
6	Kristy to submit PIES for HFMC Pie Donation.	Kristy	Done
7	Kristy, Kim and Morgan to meet to discuss BBQ & Community Garage Sale.	Kristy, Kim & Morgan	Not done, Removing from list
8	Barb to change signing authority at the bank.	Barb	Done
9	Kristy to contact Rajiv to retrieve the President binder and school key and remove Rajiv from Dropbox.	Kristy	Done
10	Kristy to file Change of Directors with ISC.	Kristy	Done
11	Clifton to send out instructional email on how to set up email on mobile and changing inbox conversation view.	Clifton	Done
12	Kristy to share Principal check-in meeting notes to Dropbox.	Kristy	Done
13	Barb to set up a contract with SIFMC Youth Works for maintaining our rink during the summer.	Barb	Not done, Removing from list
14	All Board Members to sign up for at least three Supervised Family Skating Supervision shifts.	Everyone	Not done, Removing from list
15	Jan to send a "shared key agreement" template.	Jan	Done

REPORTS:

Secretary Report, Kristy

What did I do?

- Retrieved the President binder and school key from Rajiv and removed Rajiv from Dropbox.
- Filed a Change of Directors with ISC.
- Finalized PIES for HFMC Pie Donation (attached to email).
- BBQ & Community Garage Sale: Reached out to both the Ernest Lindner and St. Lorenzo School Parent Councils to see if they are interested in taking on the barbecue. The Ernest Lindner Parent Council said they don't have enough volunteers to take it on. I am still waiting for a response from St. Lorenzo. Morgan mentioned that the Hampton Free Methodist Church is working on commercializing their kitchen and would potentially be interested.
- Added Principal check-in meeting notes to Dropbox.

What am I going to do?

- Continue working on switching our cloud storage from Dropbox to OneDrive.
- Pass the President binder on to Clifton.
- Set up a "Programming Check-in Meeting" with Morgan, Hillary, Kathleen, Myra, Krista, Clifton, Barb, Kristy, Jan. We will review winter/plan for spring.

Communications Coordinator Report, Cathy

- Ongoing communication with potential new printer for newsletter. Quote has been emailed to board. It is very similar to previous printers. Benefit is they would do the layout. Pages would be submitted as pdfs for them to assemble. This printer is connected to HVCA through HFMC. This process may make newsletters easier to prepare should someone new take over this position in the future.
- I would like to work with him for the Spring Edition even though it is a digital only edition to get an idea of how the process will work before the Fall edition is due. That will be a printed edition. There has been a suggestion that all future printed editions should be one double side page, with a link to our website where community members can read a more complete digital version. This would reduce costs and reduce our generation of paper. It would also direct more people to our website.
- Beginning to collect submissions for the Spring edition. Deadline is March 30th.

Adult Coordinator Report, Morgan (Fall 2021 Adult Programs Report)

Yoga with Tara Martin

- Yoga went well and was overall well received.
- 25 people registered
- One class was cancelled but made up with Tara sending out a recorded video for participants to do at the leisure.
- There were no complaints from the instructor or any janitorial staff.

Bootcamp With Jolene Palmer Online

- Bootcamp happened online
- 9 people registered
- Jolene had no complaints and her class was well received

Co-ed Volleyball with Jag Supervising

- 20 registrants
- I had no major complaints for volleyball, one person on the feedback forms suggested proof of vax to be able to play without the mask.
- Jag said it went well and I had no complaints from the janitorial staff or vice versa.

Salsa with Laura Gomez

- 6 people registered, but only 2 or 3 showed up most nights
- I had good feedback for this program
- I did not have any complaints.

Floor Hockey with Aaron Andre

- 13 people registered
 - The program went well, the only thing to come out of it was the participants would like proof of vax to remove their masks.
 - Aaron mentioned he'd like to purchase some more hockey gear/items, He has not looked into it more but this may or may not happen in the future.
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