



Hampton Village

COMMUNITY ASSOCIATION

HVCA Monthly Board Meeting
 1055 Hampton Circle, Community Resource Centre
 Wednesday, September 14th, 2022, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (16):	<ul style="list-style-type: none"> • Clifton, Chair • Barb • Cathy • Min • Booker • Morgan • Hillary • Krista 	<ul style="list-style-type: none"> • Myra • Kristen • Windel • Deb • Jess • Clara • Cinthia • Kristy, Minute Taker
Absent Board Members (3):	<ul style="list-style-type: none"> • Erin • Kathleen 	<ul style="list-style-type: none"> • Kim

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:02 p.m.

1. Review & Adoption of Agenda

Motion: To approve the Agenda, as presented.		
Moved by: Morgan	Seconded by: Min	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The June 8th, 2022, Minutes were emailed to the board prior to the meeting, and were briefly reviewed during the meeting.

Motion: To approve the June 8 th , 2022, Minutes, as presented.		
Moved by: Cathy	Seconded by: Barb	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.
- There were a lot of positive comments on Facebook about the fountain working again.
- Removing “Kristy & Jan to work on proposal for Servery access” from action items. This can be revisited if we plan to offer cooking classes. Morgan mentioned the Hampton Free Methodist Church is not yet a commercially licensed kitchen, so we wouldn’t be able to offer cooking classes in their facility.

4. Correspondence

- Cathy received a card from the Jane’s Walk Saskatoon organizers thanking us for our online event in May and asked if we would consider holding an in-person walk for next year’s event.

5. Executive Reports

President, Vacant

Vice President, Clifton – Nothing to report.

Treasurer, Barb

- The 2021-2022 Annual Financial Statement and 2022-2023 Operating Budget were emailed to the board prior to the meeting and were reviewed during the meeting.
- The Dundonald Community Association, who we partner with for Youth Soccer, purchased almost \$1,000 worth of equipment (balls, bags, net) from Soccer Locker without approval from us. Barb asked Soccer Locker to call us before authorizing any purchases in the future.
- Discussion about the Operating Budget. Barb recommended we have a meeting in the spring to plan for the following year’s events so they can be properly budgeted. Our insurance will likely increase next year, and the Amilia transaction fees are based on revenue, so these are difficult to budget for.

Motion: To pre-approve the 2021-2022 Annual Financial Statement, reviewed by Tara Quick, as presented.		
Moved by: Clifton	Seconded by: Cinthia	MOTION CARRIED

Motion: To pre-approve the 2022-2023 Operating Budget, as presented.		
Moved by: Morgan	Seconded by: Krista	MOTION CARRIED

Secretary, Kristy – Nothing to report.

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.

Adult Indoor Coordinator, Morgan

- Reported that Yoga, Floor Hockey, Volleyball, and Bootcamp are set up for the fall. Online Bootcamp has been cancelled, but in-person Bootcamp has 10 people registered. Floor Hockey only has 5 people registered, but costs are low to run the program.
- Not enough people registered for Spanish, so Morgan will cancel it.
- Jan sent an email to a few other Community Associations’ programming teams so we could connect on which programs are being offered, which ones have low registrations, etc. Kristy will forward the email to Morgan so she can be looped in.

ACTION ITEM: Kristy to forward the programming email with other Community Associations to Morgan.

Child & Youth Indoor Coordinator, Hillary

- The Spring 2022 Child & Youth Programs Report was emailed to the board prior to the meeting. Registration numbers were lower, so Hillary offered a gift card for people that brought other people to register for a program.
- Reported that Dance, Hip Hop, Cheer, and Youth Basketball are set up for the fall.
- Discussion about Youth Basketball: There are still issues with people not registering for the program. Since this is a free program, we discussed the option of setting a capacity so only 30 people are allowed in, rather than requiring registration. If we did this, we would need to find volunteers for the door, possibly a high school student who needs volunteer hours and we would pay them an honorarium. Robert is still helping Harvey with the program, but only for the younger class. Since there are two gyms booked, Hillary will talk to Harvey to make sure there is always at least one supervisor (minimum of 18 years old), in each of the gyms.
- There have been a lot of questions from the community asking if we will be offering a Babysitting class. Hillary is looking into the cost through St. John's Ambulance and will potentially offer it in the winter.

ACTION ITEM: Hillary to ensure there is proper supervision for Youth Basketball.

Daytime Indoor Coordinator, Vacant

Youth Soccer Coordinators, Krista & Myra

- Krista and Myra reported that registration for the upcoming Indoor season is now closed. There are 71 registered, which is about 10 less than last year.

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

- Kathleen's position is up for election next month, but she will not let her name stand for another term. Kinder Soccer is set up for the fall, but we will need to recruit a new Coordinator for the program to run in the winter.

ACTION ITEM: Recruit a new Kinder Soccer Coordinator.

Rink Coordinator, Booker – Not present.

- Booker emailed his report to Kristy prior to the meeting (attached).
- See *Rink Building* under *Old Business* for further discussion about the rink.

Allocations Coordinator, Min

- Reported that she is unable to check the Allocations email daily and can only check it approximately twice/week. In the meantime, Kristy will continue to check it daily.

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

- Barb reported that our first online registration season with Amilia has been going very well.

7. Community Consultant Report, Jan – Not present.

- The Community Consultant Report was emailed to the board prior to the meeting. No questions arose.

8. Special Events

Cinema Under the Stars

- Morgan reported that approximately 500 people attended the event on Saturday, September 10th, and everything went well. Armed with Harmony was easy to work with. The screen was \$3,097.50, porta-potties were \$452 (we had a credit from a previous booking), and the movie was \$300 + tax. The Hampton Free Methodist Church Youth Group ran the concession. Cathy will send a PIES example to Morgan so she can complete the report on the event.

ACTION ITEM: Cathy to send PIES example to Morgan for Cinema Under the Stars.

Pumpkins in the Park

- Jess reported the event will be on Tuesday, November 1st from 6 to 7 p.m. at the fountain in Hampton Village Square. There will be a Loraas bin dropped off close to the fountain prior to the event, will be locked overnight and then picked up in the morning. Jess will look into getting tea lights for approximately 100 pumpkins and will contact 7-11 about serving free hot chocolate during the event. Cathy mentioned 7-11 will likely need to get approval for donations from their district rep. A Special Event Permit Application will need to be submitted to the city.

ACTION ITEM: Morgan and Jess to connect regarding the Special Event Permit Application for Pumpkins in the Park.

9. Old Business

Rink Building

- The building still has not been turned over to the HVCA. The developers are still waiting for a backordered part for the sewage, which should arrive by the end of October. If there are any issues with the part arriving on time, or if we are getting an update that we aren't satisfied with, we will escalate the issue to Troy Davies so he can advocate for us to have a rink for this winter.

Donation to the Schools

- Cathy is going to deliver our \$1,000 donation cheques to both Ernest Lindner & St. Lorenzo Schools.

10. New Business

AGM Preparation

- Resignations: Kim notified the board that he will need to step back from his involvement with the HVCA. We will need further clarification on whether he is officially resigning from the board before we can accept his resignation.

- Succession Planning: Jess will put her name forward for the Communications Coordinator position, and Cathy will be moving to a Member at Large position. Kristen will not be putting her name forward for a Member at Large position and will be stepping away from the board. Cinthia said if there is a lot of interest for Member at Large positions at the AGM, she will also step down from the board.
- Changes to Articles & Bylaws: The amendments to the Articles & Bylaws were emailed to the board prior to the meeting and were briefly reviewed during the meeting. The amendment included a Criminal Record Check / Vulnerable Sector Check Policy; however, this will be removed and revisited at another time. Since we can amend our procedures at any time, it doesn't need to be presented at the AGM.
- Meeting Logistics: The meeting will be in the Community Resource Centre. Krista and Morgan's two children are qualified babysitters, so we will offer babysitting in the gym during the meeting. Cathy will take care of the refreshments and will purchase two \$50 gift cards for the door prize. Kristy will prepare the PowerPoint of the HVCA Board Report.

ACTION ITEM: Clifton to contact Kim to clarify whether he is resigning from the board.

ACTION ITEM: Kristy to add 'Criminal Record Check / Vulnerable Sector Check Policy' to November Agenda.

Volunteer Orientation

- We will hold our Board Orientation on Saturday, November 5th, at 10 a.m. Since we were unable to eat lunch together last year due to COVID restrictions, it was decided that we will order lunch and eat together this year. Kristy will contact the Hampton Free Methodist Church to ask if we can use their facility again. If not, we can book at the school; however, there is a cost for using the Community Resource Centre on the weekends.

ACTION ITEM: Kristy to contact HFMC to ask if we can use their facility for our Board Orientation on November 5th.

In-person / Online Meetings

- There was a discussion about whether we will continue to hold our board meetings in-person, online, or hybrid of in-person and the option to attend virtually. We may need to set up an agreement with the school so we can get access to their Wi-Fi. It was decided that we will continue to meet in-person but will investigate having a virtual option for people who choose not to attend. We can quickly transition to online meetings if need be.

ACTION ITEM: Kristy to investigate setting up an agreement with the school to access Wi-Fi.

NEXT MEETINGS:

- Annual General Meeting: Wednesday, October 12th, 2022, 7 p.m.
- Monthly Board Meeting: Wednesday, November 9th, 2022, 7 p.m.

Both the AGM and Monthly Board Meeting will be held in the Community Resource Centre.

ADJOURNMENT:

The meeting was adjourned at 8:48 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Add the following to November Agenda: <ul style="list-style-type: none">• Discussion regarding future of Hampton Village Fountain.• Rink Agreement.• Criminal Record Check / Vulnerable Sector Check Policy'	Cathy	November
2	Kristy to forward the programming email with other Community Associations to Morgan.	Kristy	ASAP
3	Hillary to ensure there is proper supervision for Youth Basketball.	Hillary	ASAP
4	Recruit a new Kinder Soccer Coordinator.	Everyone	ASAP
5	Cathy to send PIES example to Morgan for Cinema Under the Stars.	Cathy	ASAP
6	Morgan and Jess to connect regarding the Special Event Permit Application for Pumpkins in the Park.	Morgan / Jess	ASAP
7	Clifton to contact Kim to clarify whether he is resigning from the board.	Clifton	ASAP
8	Kristy to contact HFMC to ask if we can use their facility for our Board Orientation on November 5 th .	Kristy	ASAP
9	Kristy to investigate setting up an agreement with the school to access Wi-Fi.	Kristy	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Booker to look into moving rink power underground, move the directions of lights.	Booker/Kevin	Ongoing
2	Jan to meet with Booker to tour the new rink building	Jan	Declined until building is in city possession.

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Morgan to speak to Kristy about how to record necessary prep time on spreadsheet.	Morgan	Complete
2	Follow up with Harvey as to why gym doors have been locked on occasion	Robert	Complete
3	Email current soccer participants regarding the SYSI registration date and costs.	Myra	Complete

4	A notice will be placed on the HVCA Facebook page to notify soccer participants.	Cathy or Kristy	Complete
5	Check times booking window opens.	Jan	Complete
6	Jan to send Cathy Dundonald's Adult Female Basketball program information by July 15 th .	Jan	Complete
7	Investigate and book porta-potties for Cinema Under the Stars	Cinthia	Complete
8	Investigate donating collected pumpkins to the Zoo to feed the animals	Jan	Complete
9	Investigate donation of bins/ trailers to haul pumpkins to Zoo or composting	Cinthia	Complete
10	Send Queen's Platinum Jubilee Award information to all board members.	Kim	Complete
11	Kristy and Jan to work on revising Bylaws: How many people should have signing authority, being bondable, language around "Non-Resident Members", changing board positions during an election at our AGM, and budgeted purchases over \$3,000.	Kristy & Jan	Complete
12	Kristy & Jan to work on proposal for server access.	Kristy & Jan	Not done, Removing from list

REPORTS:

Communications Coordinator Report, Cathy

- Sign: Advertised soccer registration, fall registration and Cinema Under the Stars. Sign was changed with the assistance of Clara and Doris.
 - Newsletter: At our June board meeting, I was approved spending \$2000.00 to print and distribute our annual printed newsletter. With this spending limit an 8-page newsletter was prepared. We used Houghton Boston printers. They charged \$1630.00 to print and deliver the newsletter to Canada Post. Mailing costs were \$499.99. Total cost \$2129.99. Advertising in this edition totaled: \$150.00. Advertisers were invoiced on July 21st.
 - Communications Position: Jess assisted me in the preparation of the Fall edition. She agreed to prepare the Winter edition as I will be away for an extended holiday. I will resign this position effective October 12th. Jess has volunteered to let her name stand as Communications Coordinator. I will stay on as a Member at Large and assist Jess in her transition to this new role.
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Rink Coordinator Report, Booker:

- There was some graffiti on the rink last week, but it was cleaned up by Cathy, big thanks to Cathy for that.
- I went to the rink over the past weekend and added screws in the puck board where needed
- I started repairing the north end fence where pucks hit the mesh and started stretching the fencing and re-attaching it. It went well and is about half done, should be done that in the next 2-3 weeks.
- One of the nets needs to be welded, Chad and I have lined up a friend that is a welder to repair the nets before the fall hits.
- We are wondering when the building will be turned over to us so we can add shelving and bring the snow blowers, sweeper, shovels, etc. into the building. If we're only waiting on the bathroom grinder pump for building turn-over, I recommend having the building turned over with the pump as a deficiency and holding back the value of that work to 3Twenty Modular until the work is complete (and keeping bathroom locked in the meantime). We've done this lots on capital projects at SaskPower. Also, I've worked with 3Twenty Modular on a few projects and can talk to them directly if needed.