



**Monthly Board Meeting Minutes**  
**Wednesday, November 9, 2022 7:00 pm**  
**Zoom Meeting**

**ATTENDANCE:**

Present Board Members (12):	<ul style="list-style-type: none"> <li>• Clifton, Chair</li> <li>• Jess</li> <li>• Cinthia</li> <li>• Kim</li> <li>• Hillary</li> <li>• Morgan</li> </ul>	<ul style="list-style-type: none"> <li>• Barb</li> <li>• Clara</li> <li>• Windel</li> <li>• Krista</li> <li>• Kristy</li> <li>• Cathy, Minute Taker</li> </ul>
Absent Board Members /other attendees (4):	<ul style="list-style-type: none"> <li>• Booker</li> <li>• Erin</li> </ul>	<ul style="list-style-type: none"> <li>• Deb</li> <li>• Jan, Community Consultant</li> </ul>
Other Attendees (1)	<ul style="list-style-type: none"> <li>• Robert, HFMC Liaison</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

QUORUM REACHED

**SUMMARY:**

The meeting was called to order at 7:03 pm.

**1. Review & adoption of Agenda**

Motion: To approve the Agenda as revised.		
Moved by: Morgan	Seconded by: Kim	MOTION CARRIED

**2. Review & adoption of past Meeting Minutes**

- The September 14, 2022, Minutes were emailed prior to the meeting.

Motion: To approve the September 14, 2022, Minutes as presented.		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

**3. Business arising from the Minutes**

- Reviewed and updated the Action Items.
- Discussion regarding future of Hampton Village Fountain will be revisited in November 2023.
- Criminal Record Check / Vulnerable Sector Check Policy' will be added to the December meeting agenda.

*ACTION ITEM:* Cathy to add Criminal Record Check/Vulnerable Sector Check Policy to December Agenda.

- Regarding setting up an agreement with the school to access WI-Fi. Kristy asked how many email addresses require access. It was determined access should be given to president, treasurer, and secretary.

- Further discussion followed about our Microsoft License and who should have saskhvca emails. Some emails such as contact@saskhvca should be free and not counted as one of our licensed email addresses. This would enable more team members to have saskhvca emails and easier access to One Drive and Teams.

*ACTION ITEM:* Kristy to follow up regarding WI-Fi access.

*ACTION ITEM:* Clifton to contact Brent regarding Community Association emails.

*ACTION ITEM:* Clifton to set up a meeting to discuss the use of One Drive and Teams User licences and mail boxes. Clifton will notify board members when date is determined.

#### 4. Correspondence

- Thank you note from HFMC for donation.

#### 5. Executive Reports

##### President, Clifton

- Nothing to report.

##### Vice President, Vacant.

##### Treasurer, Barb

- Treasurer’s report was circulated with agenda. There were no questions.
- Insurance is normally due October 30. Insurance company has changed the due date to November 30<sup>th</sup>. Once renewal notice is received Barb may investigate going with a different insurer.

Motion: To approve the October financials as presented.		
Moved by: Clifton	Seconded by: Kim	MOTION CARRIED

##### Secretary, Cathy

- ISC submission is prepared in draft format. Barb to review the draft as specific financial details are requested. This is a new feature. Submission is due November 30.
- Cathy will be away the next two meetings. A minute taker will be required. Cinthia volunteered to take minutes during the December and January meetings. Cathy will share the “Minutes” template with Cinthia.

*ACTION ITEM:* Barb to review the ISC Financials statement.

*ACTION ITEM:* Cathy to provide Cinthia with “Minutes” template.

*ACTION ITEM:* Cinthia to take minutes for December and January meetings.

#### 6. Coordinator Reports

##### Communications, Jess

- Cathy and Clara will continue to manage the community sign. They changed it to acknowledge Remembrance Day.
- First reminder emails for advertising in the newsletter have been sent.

##### Adult Indoor Coordinator, Morgan

- Report is attached.

- Trying to organize a craft night during the winter months. Discussed making this a free with membership event.

**Child & Youth Indoor Coordinator, Hillary**

- Programs going well, with good attendance.
- Hiccups with dance class and access to room. Hillary provided instructor with a key which has resolved the problem.
- Basketball continues to be popular. Many attendees still do not have a membership. Looking at possibly hiring a coach. Robert is staying on as a helper.
- Monica will no longer be available for music instruction.
- Pound Fitness has been recommended as a potential class for children and adults.

**Daytime Indoor Coordinator, Vacant**

**Youth Soccer Coordinators, Krista & Myra**

- Soccer just started.
- They moved to a different gym to accommodate basketball.
- Kristy will change this on the bookings schedule.

*ACTION ITEM:* Kristy to update room bookings to reflect changes to soccer booking.

**Kinder Soccer, vacant**

- Discussed connecting with K. Strand to see if one of her students would be willing to volunteer for this or other volunteer positions.

*ACTION ITEM:* Clifton to connect with Kim Strand regarding student volunteers.

**Rink Coordinators, Booker Absent. Report sent.**

- Received access to ODR storage area and mechanical/electrical room on October 29<sup>th</sup>.
- Snowblowers, sweeper and shovels placed in storage area.
- ODR is supposed to come with a hose on the reel. Hose placed in the storage area. Connection piece between hose and reel is missing. Hope to receive that this week so flooding can start.
- If the fitting is supplied by the end of this week, rink should be ready for skating in about 2 weeks. Target date is Dec.1<sup>st</sup> to open the rink for public skating.
- Think simple Grand reopening with bonfire and hot chocolate like Cinthia mentioned at planning meeting are a great idea. Possibly in early December, hopefully on a nice day, so we'll have to keep an eye on the weather.

*ACTION ITEM:* Cinthia to touch base with Booker regarding Rink Grand Re-opening.

**Allocations Coordinator, Kristy**

- Report is attached.
- Discussion about Community Awareness Grant. Kristy submitted the grant to Jan. If approved Kristy will order a customized table skirt. She wondered if anyone wanted to help with this project. Some suggestions were offered, such as not making the tablecloth white but using a format like the magnets made for the AGM.

- Question was raised as to whether HVCA has a slogan. Determined we should have a competition. Suggestions to be submitted to Kim. An online poll for voting will be prepared to determine best slogan. Prize to be awarded. Details not determined. Finalize at December meeting.

*ACTION ITEM:* Prepare a post for Facebook inviting community members to submit potential HVCA slogans to [vicepresident@saskhvca.com](mailto:vicepresident@saskhvca.com)

#### **Online Registration/Membership Coordinator, Erin**

- Not present. No report sent.

#### **Community Consultant Report, Jan**

- The Community Consultant Report was emailed prior to the meeting.
- Additional email was also sent to address other agenda items.

### **7. Special Events**

#### **Pumpkins in the Park**

- Pumpkins in Park (PIP) PIES evaluation has been uploaded to One Drive in PIP 2022 folder. Jess suggested a fillable pdf document for PIES evaluations be available on One Drive to make PIES reporting easier.  
Extra cups and napkins will be returned to Resource Room.  
Garbage cans in rough shape. Suggest purchasing new ones. Will wait till spring when they may be more readily available at a better price.

*ACTION ITEM:* Cathy to create a fillable PDF PIES Evaluation form.

#### **HFMC Pies Event first week of December**

- i. Clifton and Windel have offered to deliver pies to neighbourhood recipients.
- ii. Distribution date to be clarified.
- iii. Volunteer needed to advertise event on Facebook and collate those nominated to receive a pie. Share list of nominees with Clifton and Windel.
- iv. Contact schools to see if they would like to be involved again this year.
- v. Robert reported there is an opportunity for board members to help make the pies again this year. Contact Lori Caswell 306 221 8989 to volunteer.

*ACTION ITEM:* Cathy to contact school principals to see if they would like to be involved this year.

*ACTION ITEM:* Contact Lori Caswell 306 221 8989 if you would like to volunteer making the pies.

*ACTION ITEM:* Cathy to post the event on the Facebook page.

### **8. Old Business**

#### **Rink Building**

- Jan officially requested a key lock for the door so volunteers can get into the building. Jan indicated the plumbers would be installing the hose adapter and turning on the water on Thursday November 10<sup>th</sup>.

There is only one washroom. It is not connected to the warm-up area of the building. Access is from the west side, public side, of the building. It will not be operational this year. The question of which washrooms will be open in which season is yet to be determined.

**9. New Business**

**Rink Repairs Reimbursement**

- Booker and his group have finished the rink repairs. Barb suggested HVCA acknowledge their efforts with a gift card for a meal.

Motion: To approve the purchase of a \$200.00 gift card for the Canadian Brewhouse as a thanks to Booker and his team.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED

**Rink Agreement**

- Jan reported she is aware a draft Rink Agreement is currently being vetted. Once the vetting process is complete it will be sent to HVCA for comments before we sign it.

**Family Skate time sign up sheet**

The start of Family skate time will be determined. Standard Skate times are Thursday evenings from 6 – 8 p.m. Saturdays and Sundays from 2-4 p.m. Board members are required to supervise family skate times 2 to 4 times per season. Community members are getting used to the family skate times and protocols.

Last year two HVCA board members were scheduled during Family Skate times to ensure no pucks or hockey sticks on the ice during these times.

If there are no skaters in attendance 45 minutes after the scheduled start of public skating the board member will leave.

No board member will be present if the temperature is below –25C with the wind chill factor. We can loan the learn to skate aids again.

Do we shovel when we are on duty for Family skating? Sometimes. It is a way to keep warm and it may be necessary. Some shovels are always left out so people using the rink often help.

*ACTION ITEM:* Cathy to create Family Skate supervision sign-up sheet.

**Criminal Record Check/Vulnerable Sector Check Policy**—deferred to December meeting

**Discussion regarding future of Hampton Village Fountain**—revisit in one year

**Purchase of new or reconditioned laptop computer**

The current laptop is running Windows 8. It does not seem to be able to support many of the functions the board would like to use it for. Jan sent information from ERA who offers reconditioned electronic devices for free to non-profit groups. Determined the board should have two newer computers. Board will apply to ERA for one reconditioned laptop and purchase one new laptop not to exceed \$750.00

Motion: Clifton to approve the purchase of a new laptop computer, not to exceed \$750.00		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

Motion: Clifton to apply to ERA for a reconditioned laptop computer.
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Moved by: Clifton	Seconded by: Clara	MOTION CARRIED
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*ACTION ITEM:* Clifton to purchase one new laptop computer not to exceed \$750.00.

*ACTION ITEM:* Clifton to apply for one reconditioned laptop computer from ERA.

**Election of Vice President**

Kim has volunteered to let his name stand for the position of Vice president. No other nominees came forward.

Motion: To acclaim Kim to the position of Vice president.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED

**NEXT BOARD MEETING:**

December 14<sup>th</sup> at 7:00 pm

In person. Weather permitting.

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Add Criminal Record Check/Vulnerable Sector Check Policy to December Agenda.	Cathy	November 30
2	Kristy to set up WI-Fi access now that email addresses who are to have access have been established.	Kristy	ASAP
3	Contact Brent regarding Community Association emails.	Clifton	ASAP
4	Clifton to set up a meeting to discuss the use of One Drive and Teams User licences and mailboxes. Clifton will notify board members when date is determined.		ASAP
5	Review the ISC Financials statement.	Barb	Completed November 13, 2022
6	Provide Cinthia with "Minutes" template.	Cathy	ASAP
7	Take minutes for December and January meetings.	Cinthia	December 14, 2022 & January 11, 2023
8	Update room bookings to reflect changes to soccer booking	Kristy	ASAP
9	Connect with Kim Strand regarding student volunteers	Clifton	ASAP
10	Touch base with Booker regarding Rink Grand Re-opening.	Cinthia	ASAP

11	Prepare a post for Facebook inviting community members to submit potential HVCA slogans to <a href="mailto:vicepresident@saskhvca.com">vicepresident@saskhvca.com</a>		ASAP
12	Create a fillable PDF PIES Evaluation form.	Cathy	February
13	Contact school principals to see if they would like to receive pies this year.	Cathy	ASAP
14	Contact Lori Caswell 306 221 8989 if interested in volunteering to make the pies.	Any board member	ASAP
15	Post the Nominate a Neighbour (to receive a pie) event on the Facebook page.	Cathy	ASAP
16	Create Family Skate supervision sign-up sheet.	Cathy	ASAP
17	Purchase one new laptop computer not to exceed \$750.00.	Clifton	ASAP
18	Apply for one reconditioned laptop computer from ERA.	Clifton	ASAP

**Completed/ Removed Action Items Arising from Previous Meeting:**

	Action	Person Responsible	Status/Complete By
1	Add the following to November Agenda: <ul style="list-style-type: none"> <li>• Discussion regarding future of Hampton Village Fountain.</li> <li>• Rink Agreement.</li> <li>• Criminal Record Check / Vulnerable Sector Check Policy'</li> </ul>	Cathy	Revisit fountain discussion November 2023. Complete Defer to December meeting
2	Kristy to forward the programming email with other Community Associations to Morgan	Kristy	Complete
3	Hillary to ensure there is proper supervision for Youth Basketball.	Hillary	Complete
4	Recruit a new Kinder Soccer Coordinator	Everyone	Ongoing
5	Cathy to send PIES example to Morgan for Cinema Under the Stars.	Cathy	Complete
6	Morgan and jess to connect regarding Special Event Permit Application for Pumpkins in the Park	Morgan/Jess	Complete
7	Clifton to contact Kim to clarify whether he is resigning from the board.	Clifton	Complete
8	Kristy to contact HFMC to ask if we can use their facility for our Board Orientation on November 5th	Kristy	Complete
9	Kristy to investigate setting up an agreement with the school to access WI-FI.	Kristy	Complete

**Carried over Action Items from Previous Meetings:**

	Action	Person Responsible	Status/Complete By
1	Booker to investigate moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	Ongoing
2.	Jan to meet with Booker to tour the new rink building.	Jan	

## **Allocations Coordinator Report, Kristy - November 2022**

### **1. School Bookings**

- The school booking window for January-March is now open. I will have all the bookings entered by Thursday, November 10<sup>th</sup>, and will share the schedule with the Programming Team.
- When possible, there will be an extra week booked so we can offer a make-up class in case of cancellations throughout the season.
- Jan notified me that another CA has entered bookings at our school – which they are not allowed to do until the general booking window opens. This happened in June as well.
- In 2021, the school board decided to only allow rentals to 9 p.m., so the caretakers would have more time to clean/sanitize. However, they are once again allowing rentals to 10 p.m.

### **2. Programming Meeting**

- I sent out a few available dates to our Programming Team.
- We will evaluate Fall 2022 Programs, and plan for Winter 2023 Programs.

### **3. Kinder Soccer**

- I contacted Kathleen to make arrangements for picking up her school key, gear, etc. We will meet after the season ends on November 17<sup>th</sup>.
- Myra will run Kinder Soccer in the winter; however, we will need to recruit a new Coordinator if we want to offer the program in the spring (usually outdoor).

### **4. School**

- The caretaker spoke to the Friday morning playgroup about cleaning the tables when they are done. Their belongings have also been moved out of our office and the door will remain locked, other than for Table Games & Coffee on Thursday afternoons.
- I contacted St. Lorenzo School about gaining access to the school Wi-Fi. Jan said GSCS doesn't require an agreement, we just need to ask the Office Admin. Hopefully, we can get this in place for the December Board Meeting.
- A St. Lorenzo School staff member has requested to use the Community Resource Room on Saturday, December 3<sup>rd</sup> for a baby shower. We have approved the request; however, asked that the room be left in the same condition it was found in (tables wiped, chairs stacked, etc.).

### **5. CA Awareness Grant**

- I submitted the application to Jan. If we are approved, I will look into ordering a table skirt. Before I order, is anyone interested in helping me design it?

## **Adult Program Coordinator Report, Morgan – November 2022**



**Fall 2022 Yoga:**

- 20 people registered(max)
- Instructor was \$550 • Class cost \$60
- There have been 3 cancelled days so far, one due to a sewer back up only hours before class and two due to being sick. All days, if they have not already been, will be made up with a zoom class

**Boot camp:**

- 9 people registered
- Instructor was \$650
- Class cost \$60, I will be raising it to \$65 for the next season. • If the max people don't register for this this next season, I will try some other type of exercise class. • Instructor was sick one day so we booked the space for an extra day.

**Floor Hockey**

- 11 people registered
- Instructor volunteered his hours. I will purchase a \$50 Tim's card for him.
- Class cost \$30 • This "class" is self-led and requires little to no direction.

**Spanish**

- 5 people registered, there was some mild mix ups otherwise this class would have been cancelled. • Instructor cost \$450
- Class cost \$65
- Spanish will break for the winter

**Volleyball**

- 25 people registered(max)
- Instructor is more supervision and will receive a \$200 bursary
- Class cost was \$30
- This "class" is self-led and requires little to no direction.

**Card Making Class(ongoing)**

- 7 people have registered so far
- Instructor is \$25 per person
- Class cost \$25