



Hampton Village

COMMUNITY ASSOCIATION

HVCA Monthly Meeting
Online, Microsoft Teams
 Wednesday, December 14th, 2022, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> • Clifton, Chair • Jess • Clara • Booker 	<ul style="list-style-type: none"> • Morgan • Barb • Cinthia, Minute Taker • Erin • Kristy
Absent Board Members (7):	<ul style="list-style-type: none"> • Wendel • Deb • Kim • Cathy 	<ul style="list-style-type: none"> • Krista • Myra • Hillary
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 7:10 p.m.

1. Review & Adoption of Agenda

- The Agenda was emailed to the board prior to the meeting.

Motion: To approve the Agenda as presented (or amended).		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The November 2022 Minutes were emailed to the board prior to the meeting.

Motion: To approve the Nov. 2022 Minutes, as presented (or amended).		
Moved by: Clifton	Seconded by: Booker	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.
- Remove Laurie's phone number from November minutes.

4. Correspondence

- None to report

5. Executive Reports

President, Clifton –

- Sorted out School WIFI password.
- Is now a signing authority on bank account and can see account balance.
- Spoke with Brent about HVCA email addresses.

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

Treasurer, Barb

- Report sent out before the meeting.

Secretary, Cathy

- Not present, informal behind the scenes work shared via email prior to meeting.

6. Coordinator Reports

Communications Coordinator, Jess

- Clara updated sign twice.
- Newsletter went out last week. 7 advertisers, invoices have been sent out.

Rink Coordinator, Booker

- Both nets are working. Pricing out new nets \$2000-2500. Looking at grants for April (our cost is 10%)
- Rink has been officially open for 10 days.
- St Lorenzo has asked to use the rink with rink warm up room
 - Booker will have to sign separate room use agreement with school
- Request is in for the lock box.
- Looking into bench options (grants).
- Clocks were discussed (magnets on the door).
- Brief discussion of hockey at public skating time: defer to January when more board members are present.

Online Registration/Membership Coordinator, Erin

- Getting smoother each time. Fewer bumps.

Allocations Coordinator, Kristy

- Our Programming Team met on Sunday, November 20th.
 - Program Evaluation Forms have been sent out.
- Criminal Record Check – we discussed this at our Programming Team Meeting. We plan to have this sorted out for the spring/summer, so the checks are done for the beginning of fall programming. We can remove this.

- The City approved our Community Association Awareness Grant application (\$200). The funds are being distributed now, in good faith, due to the city's year end.

Adult Programs Coordinator, Morgan

- No report. Fall programs went well.

Child & Youth Programs Coordinator, Hillary

- Report attached.
- Robert wonders if a girl's only basketball group would do well.

Daytime Programs Coordinator, Vacant -Nothing to Report

Kinder Soccer Coordinator, Vacant – Nothing to Report

Youth Soccer Coordinators, Krista & Myra – Not Present. No Report Sent.

7. Community Consultant Report

- Lockbox for rink shed requested. Has requested that facilities installs. Waiting on 3rd step of approval process.
- Rink Agreement is still pending.

8. Special Events

Nominate a Neighbour

- More nominations than pies. Did a random draw.
- Myra reported that all recipients are happy and excited. Her 9 year old daughter enjoyed doing it with her.

Rink Grand Re-Opening

- PIES will be sent out with December's meeting minutes.

9. Old Business

- Rink Building including board access
 - Jan has lock box request in
- Logo Contest – Kristy's grant was approved.
 - Just go with our current logo, contact, and Facebook information. Hold off on slogan
 - Hand out our business magnets instead of pamphlets or business cards.

10. New Business: None

NEXT MEETING:

- Monthly Board Meeting: January 11th, 2023 @ 7PM
 - In person, weather and school event schedule permitting.

ADJOURNMENT:

The meeting was adjourned at 8:13 p.m.

ACTION ITEMS:**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	All board members to sign up for 3-4 sessions. Reminder: Supervision is not required if the temperature is -25 or below with the windchill.	All Board Members	ASAP/January 4 th
2	Add 'Working with rather than against our shinny playing youth during Public Skating times' to January Agenda See possible ideas at the end of Rink Grand Re-Opening PIES	Cinthia	January 4, 2023 Move to February
3	Remove Laurie's phone number from November minutes	Cinthia/Cathy	January 4, 2023

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Connect with Kim Strand regarding student volunteers	Clifton	ASAP
2	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.	Clifton	ASAP
3	Assign email addresses	Clifton	ASAP
4	Purchase one new laptop computer not to exceed \$750.00.	Clifton	ASAP
5	Apply for one reconditioned laptop computer from ERA.	Clifton	ASAP
6	Prepare a post for Facebook inviting community members to submit potential HVCA slogans to vicepresident@saskhvca.com	Ongoing	ASAP
7	Create a fillable PDF/WORD PIES Evaluation form.	Jess	February

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Add Criminal Record Check/Vulnerable Sector Check Policy to December Agenda.	Cathy	COMPLETED/Remove Jan & Kristy are looking into it
2	Kristy to set up WI-Fi access now that email addresses who are to have access have been established.	Kristy	COMPLETED
3	Contact Brent regarding Community Association emails.	Clifton	COMPLETED
5	Review the ISC Financials statement.	Barb	COMPLETED
6	Provide Cinthia with "Minutes" template.	Cathy	COMPLETED
7	Take minutes for December and January meetings.	Cinthia	COMPLETED
8	Update room bookings to reflect changes to soccer booking	Kristy	COMPLETED
10	Touch base with Booker regarding Rink Grand Re-opening.	Cinthia	COMPLETED
13	Contact school principals to see if they would like to receive pies this year.	Cathy	COMPLETED
14	Contact Lori Caswell if interested in volunteering to make the pies.	Any board member	COMPLETED
15	Post the Nominate a Neighbour (to receive a pie) event on the Facebook page.	Cathy	COMPLETED
16	Create Family Skate supervision sign-up sheet.	Cathy – Jess	COMPLETED

REPORTS:**Child & Youth Report, (Hillary): PDF Attached**