



# Hampton Village

COMMUNITY ASSOCIATION

HVCA Annual General Meeting  
 1055 Hampton Circle, Community Resource Centre  
 Wednesday, February 8, 2023, 7:00 p.m.

## MINUTES

### ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> <li>• Cinthia</li> <li>• Clara, Chair</li> <li>• Barb</li> <li>• Erin</li> <li>• Jess</li> </ul>	<ul style="list-style-type: none"> <li>• Cathy, Minute Taker</li> <li>• Kristy</li> <li>• Myra</li> </ul>
Absent Board Members (5):	<ul style="list-style-type: none"> <li>• Morgan</li> <li>• Clifton</li> <li>• Windel</li> <li>• Deb</li> </ul>	<ul style="list-style-type: none"> <li>• Hillary</li> <li>• Kim</li> <li>• Booker</li> <li>• Krista</li> <li>• Kevin, Community Liaison</li> </ul>
Other Attendees (2):	<ul style="list-style-type: none"> <li>• Robert, HFMC Liaison</li> </ul>	

**QUORUM NOT REACHED** Meeting minutes and other motions deferred for approval at March meeting.

### SUMMARY:

The meeting was called to order at 7:03 p.m.

**1. Review & Adoption of Agenda**

- The Agenda was emailed to the board prior to the meeting. It was followed as presented. No motions were made during this meeting as Quorum was not achieved.

**2. Review & Adoption of Past Meeting Minutes**

- The January 11, 2023, Minutes were emailed to the board prior to the meeting.

Motion deferred to March Meeting: To approve the minutes of the January 11, 2023 Minutes.

Moved by:	Seconded by:	MOTION CARRIED
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### 3. Business Arising from the Minutes

- Reviewed and updated Action Items.

### 4. Correspondence

- Emails discussed in Communications Coordinator update and special events

### 5. Executive Reports

#### **President, Clifton**

- Absent. Report attached. Board members wonder if we should proceed with request to receive a refurbished computer from ERA. Cathy to put this item on the March agenda for further discussion when Clifton returns.

*ACTION ITEM: Cathy to add discussion regarding requirements to receive refurbished computer from ERA to March agenda.*

#### **Vice President, Vacant**

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#### **Treasurer, Barb**

- Financial Report Circulated with agenda. Barb reviewed the report with board members who were present.

#### **Secretary, Cathy**

- Cathy indicated she is struggling with Microsoft access and navigating the platform. Other board members indicated they are also having issues. Board members felt it was important to prioritize an orientation to the programs to ensure ease of use. Kristy offered to contact Brent to see if he could set up an orientation session.

*ACTION ITEM: Kristy to contact Brent to see if he can arrange an orientation session to the Microsoft platform we are now using.*

### 6. Coordinator Reports

#### **Communications Coordinator, Jess**

- Clara changed the sign to advertise soccer registration.
- Jess received request from SARCAN to advertise in our Spring newsletter and on our Facebook page. The Faithfull Avenue SARCAN location is moving to 3803 Kochar Avenue at the beginning of April.

#### **Rink Coordinator, Booker**

- Not present. No report sent.

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

- Registration went smoothly.
- Erin will be on holidays. Barb will monitor the registration account during that time.
- Provide Erin with program information as soon as possible.

**Allocations Coordinator, Kristy**

- School bookings for spring program offerings open February 13 – 26
- Discussed impact of after school Karate program. Games program will begin 15 minutes earlier to ensure there is less potential for overlap of the two programs.
- Kristy attended a recent volunteer training presentation on how to be more inclusive. She indicated this would start with representation on our board. She will make a copy of the presentation available for board members to view.
- Kristy approached EL school regarding BBQ during Garage sale weekend.
- Discussed meeting date change from April 12 to April 5 as the school will be closed at our regular meeting date. Kristy will ensure all board meeting dates are booked.

*ACTION ITEM: Kristy to ensure all HVCA Board meeting dates are booked.*

**Adult Programs Coordinator, Morgan**

- Absent. No report sent.

**Child & Youth Programs Coordinator, Hillary**

- Absent. Report is attached.

**Daytime Programs Coordinator, Vacant**

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**Kinder Soccer Coordinator, Vacant**

- 3 teams @ 6 p.m.; 2 teams at 6:45 p.m.
- Myra schedules the coaches.

**Youth Soccer Coordinators, Krista & Myra**

- Lots of registrations.
- Myra cannot commit to two full years in this position.

**7. Community Consultant Report**

- Attached. Circulated with agenda. Highlights were reviewed during the meeting.

**8. Special Events**

- Cinema Under the Stars: Date is September 9<sup>th</sup>. Deposit for screen has been made.
- SUM Theatre: Tentative date for presentation in HV is June 16, 7pm Al Anderson Park. The board did not feel it was necessary for a Sum Theatre representative to attend the March meeting. Barb confirmed HVCA has budgeted \$600.00 for a donation to SUM Theatre. Board members expressed no concerns with the discussion topics raised by SUM Theatre in their email. One concern, regarding the conflict with soccer that Sum Theatre experienced last season was discussed.
- HVCA Board will arrange volunteers to distribute flyers to advertise SUM Theatre production in HV.

*ACTION ITEM: Cathy to contact SUM Theatre to inform them there is no need for a SUM Theatre representative to attend our March meeting.*

**9. Old Business**

- **Rink Building**

Discussed the need to ensure there is **NO** hockey during the public skate times. This will ensure consistency for all.

There are still some spaces needing to be filled for supervised skating. Please sign up if you have not already done so.

Clocks/ Magnets are part of future planning for the rink.

Key Box has not yet been received. HVCA does not have access to the warmup room during public skating hours.

**9. New Business**

- Accept Min’s resignation from MAL position.

Motion deferred to March meeting: To approve resignation as submitted by email in November 2022.

Moved by:	Seconded by:	MOTION CARRIED
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- Discuss gift fund: Determined we would continue with our current process.

**NEXT MEETING:**

- Monthly Board Meeting: Wednesday, March 8, 2023, 7 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 8:27 p.m.

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Kristy to ensure all HVCA Board meeting dates are booked.	Kristy	complete
2	Cathy to contact SUM Theatre to inform them there is no need for a SUM Theatre representative to attend our March meeting.	Cathy	complete
3	Cathy to add discussion regarding requirements to receive refurbished computer from ERA to March agenda.	Cathy	complete

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

	Action	Person Responsible	Status/Complete By
1	Kristy to order table skirt.	Kristy	complete

2	Cinthia will send minutes on to Krista and Myra so they can prepare something for Kim for upcoming programs.	Cinthia	complete
3	Morgan to send Card making picture to Kristy for advertising.	Morgan	complete
4	Kristy to put out a post to advertise Winter programs that still have space available. (children's and kindersoccer)	Kristy	complete
5	Kristy will post ad for Outdoor Soccer.	Kristy	complete
6	Morgan to confirm CUTS Booking date. Barb will send deposit when needed.	Morgan/ Barb	complete
6	Kristy will contact ELS regarding Garage Sale BBQ.	Kristy	complete
7	Erin to send e-card link to Cinthia	Erin	complete
8	Cinthia to purchase gift for Jan	Cinthia	complete
9	Kristy to update school booking for April board meeting, now scheduled for April 5 <sup>th</sup> due to school closure for Easter Break	Kristy	complete

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

	<b>Action</b>	<b>Person Responsible</b>	<b>Status/Complete By</b>
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	complete
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	Cathy	Add to November 2023 Agenda
3	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	Complete.
4	Assign email addresses	Clifton	Ongoing
5	Apply for one reconditioned laptop computer from ERA.	Clifton	Complete
6	Prepare a post for Facebook inviting community members to submit potential HVCA slogans to <a href="mailto:vicepresident@saskhvca.com">vicepresident@saskhvca.com</a>	Kim	Add to June agenda for September contest.
7	Create a fillable PDF/WORD PIES Evaluation form.	Jess	Complete

## **REPORTS:**

### **President's Report, Clifton**

Clifton is away. Report submitted.

HVCA's online request for a donation of computer equipment has been received.

Our request has been approved and is now on our pending waitlist. Date for donation is currently unknown. ERA anticipates new requests will be filled or partially filled within the next few months.

HVCA will need to provide ERA with the following information to our request sooner.

- Provide ERA with a video stating the name of your organization, what you requested and how the donation will benefit your organization, stating the impact it will have.
- Post about ERA on your organization's social media and tag ERA to redeem one device.
- Include ERA in your company's newsletter to redeem one device.
- Include ERA's logo and link on your website to redeem one device.

The ERA hope that if people hear directly from the charitable organizations who are in need, that it will encourage more businesses and individuals to give ERA their unwanted electronics so that we can refurbish the devices and help more charities.

### **Child & Youth Programs Report, Hillary**

Generation POUND is incredibly well received, and parents have even joined their kids in the fun. This is a wonderful addition to our programming. Our assistant coach for Basketball has been a massive help to Harvey and I've heard the participants are happy.

Family commitments prevent me from volunteering for supervised skating shifts and I am sincerely sorry for not upholding my part in that! I am sending my regrets for the meeting today with hope that come March my life will have settled, and I will be more available.

My term with HVCA comes to an end this Spring and I have elected not to renew in the Child & Youth Coordinator position. I have been putting feelers out to see if a successor can be in place for the Fall.