



Hampton Village

COMMUNITY ASSOCIATION

HVCA Annual General Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, January 11th, 2023, 7:00 p.m.

MINUTES

ATTENDANCE:

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

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:09 p.m.

1. Review & Adoption of Agenda

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

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

2. Review & Adoption of Past Meeting Minutes

- The December Minutes were emailed to the board prior to the meeting.

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| Motion: To approve the December 14 th , 2022, Minutes, as presented (or amended). | | |
| Moved by: Morgan | Seconded by: Barb | MOTION CARRIED |

3. Business Arising from the Minutes

- Reviewed and updated Action Items.

Action Item: Kristy to order table skirt.

4. Correspondence

- None to report

5. Executive Reports

President, Clifton –

- Laptop has been bought I managed to get a \$800 laptop for \$550 on Boxing Day.
- Contacted ERA, needs our non-for-profit ID and some other articles for the community association before we can apply for a device. Standard Devices are FREE and Advanced Devices are \$100 fee. The standard Device is similar to that OLD laptop we currently can't use.
- Spoke with Kim Strand, Student Volunteer training is starting Feb 10th.
 - Kim would like us to tell her exactly what we need so that she can prepare a document to present to the students and have them apply. She currently has 150 students and is hoping for 200 by the end of this month. she will then take them through an orientation activity first week in February so if she can get what we need before then she can prepare and have whatever we need available and see how many students are interested. This opportunity would likely cater best to Spring outdoor Kindersoccer or youth soccer based on the dates of the orientation.
 - Kim was asking if we have a deadline by which we need volunteers as well.
 - kim.s@usask.ca
- the antivirus I am currently trying to procure there is a good deal on a \$129 for \$24 for a year.
 - this allows for unlimited devices.
 - all board members can use it on personal devices if they are using that device for board business.
- I spoke with Kim; he is handling health issues and is preparing for surgery in early February.

Motion: Purchase a refurbished laptop from Electronic Recycling Program (ERA) for a \$100 donation and \$25 for the antivirus software.

Moved by: Morgan

Seconded by: Erin

MOTION CARRIED

Action Item: Cinthia will send minutes on to Krista and Myra so they can prepare something for Kim for upcoming programs.

Vice President, Kim

- Not present, no report submitted.

Treasurer, Barb

- Nothing to report.

Secretary, Cathy

- Not present, no report submitted.

6. Coordinator Reports

Communications Coordinator, Jess

- Nothing to report.

Rink Coordinator, Booker

- Rink is running well. Blowing snow and flooding as required now.
- Breakdown with the sweeper – Booker and Chad will work on repair, may be some minor costs for parts.
- The new snow blower works much better than the old one, but the old one is still useful for clearing around the rink building.
- Red light was flashing on spray park building. Chad checked heat and water in the building (our keys work for both buildings) and everything looked OK. We assume the flashing red light is an alarm for low temp but not sure.

Online Registration/Membership Coordinator, Erin

- Nothing to report.
- Away for 3 weeks (Feb 28-March 17), Barb will cover system as needed. Erin will check email.

Allocations Coordinator, Kristy

- Winter programs have started. Kevin has been given a schedule with what rooms to unlock when.

Adult Programs Coordinator, Morgan

- Nothing to Report

Action Item: Morgan to send Card making picture to Kristy for advertising.

Child & Youth Programs Coordinator, Hillary

- A second Basketball coach has been sourced and will start with Harvey January 13th, 2023.

Action item: Kristy to put out a post to advertise programs with room (children's and kindersoccer)

Daytime Programs Coordinator, Vacant

- Nothing to report.

Kinder Soccer Coordinator, Vacant

- Touch base to see if Myra needs coaches.
- Soccer Balls have been dropped off at school.
- Barb will check into the Tim's gift card that didn't work.

Youth Soccer Coordinators, Krista & Myra

- Registration for Spring Outdoor opens February 1st, 2023, closes March 13, starts May

Action item: Kristy will post ad for Outdoor Soccer

7. Community Consultant Report

- See Jan's report and email.
- Park enhancement grant refund is approved and coming.

8. Special Events

- **Garage Sale:** Kristy will contact public school to see if they are interested in running BBQ this year.
- **Cinema Under the Stars (Morgan):**
 - Armed with Harmony needs date confirmed. Board is good to continue with September 9th, 2023.
 - Will send request to Barb for deposit.

9. Old Business

- Rink is still ongoing.

10. New Business

- Jan’s medical leave: Would like to send her a care package and card to ease her recovery.

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| Motion: Cinthia will spend up to \$75 on a care package for Jan and family | | |
| Moved by: Barb | Seconded by: Jess | MOTION CARRIED |

Action item: Erin to send e-card link to Cinthia.

Action item: Cinthia to purchase gift for Jan.

- April 12th Board Meeting date conflicts with Easter Break: Board has decided to move meeting to Wednesday April 5th.

Action item: Kristy to update booking.

NEXT MEETING:

- Monthly Board Meeting: February 8th, 2023

ADJOURNMENT:

The meeting was adjourned at 8:03 p.m.

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

| | Action | Person Responsible | Status/Complete By |
|---|---|--------------------|---------------------------------|
| 1 | Kristy to order table skirt | Kristy | February 10, 2023 |
| | Myra and Krista will use information in Clifton's report to connect with Kim Strand about upcoming volunteer needs in Soccer and KinderSoccer. Kim's students have orientation on Feb 1, 2023 so information must be in ASAP to allow Kim to put things together. | Myra/Krista | ASAP |
| 2 | Morgan to send Card Making Class ad to Kristy for advertising | Morgan | ASAP |
| 3 | Kristy to advertise Winter Programs that still have space. | Kristy | ASAP |
| 4 | Kristy to advertise Outdoor Soccer Registration | Kristy | ASAP |
| 5 | Morgan will confirm CUTS Booking date. Barb will send deposit when needed | Morgan/Barb | Ongoing |
| 6 | Kristy to contact ELS regarding garage sale BBQ | Kristy | February 7 th , 2023 |
| 7 | Erin to send e-card link to Cinthia | Erin | ASAP |
| 8 | Cinthia to purchase gift for Jan | Cinthia | January 20 th , 2023 |
| 9 | Kristy to update school booking for April's board meeting | Kristy | February 7 th , 2023 |

Carried over Action Items from Previous Meetings:

| | 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 | Still a number of empty shifts. Quite a few in January. ASAP |
| 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 | Move to February |
| 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 | Ongoing |
| 4 | Assign email addresses | Clifton | Ongoing |
| 5 | Apply for one reconditioned laptop computer from ERA. | Clifton | In Process |

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|---|---|------|---------------------------|
| 6 | Prepare a post for Facebook inviting community members to submit potential HVCA slogans to vicepresident@saskhvca.com | Kim | Delay for a couple months |
| 7 | Create a fillable PDF/WORD PIES Evaluation form. | Jess | Ongoing |

Completed /Removed Action Items from Previous Meeting:

| | Action | Person Responsible | Status/Complete By |
|---|--|--------------------|--------------------|
| 1 | Remove Laurie's phone number from November minutes. | Cinthia/Cathy | Complete |
| 2 | Connect with Kim Strand regarding student volunteers. | Clifton | Complete |
| 3 | Purchase one new laptop computer not to exceed \$750.00. | Clifton | Complete |