



Hampton Village

COMMUNITY ASSOCIATION

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

MINUTES

ATTENDANCE:

Present Board Members (10):	<ul style="list-style-type: none"> • Cinthia • Clara • Barb • Clifton • Jess • Windel 	<ul style="list-style-type: none"> • Cathy, Minute Taker • Kristy • Hillary • Morgan
Absent Board Members (6):	<ul style="list-style-type: none"> • Erin • Krista • Kamanashis 	<ul style="list-style-type: none"> • Myra • Kim • Booker
Other Attendees (2):	<ul style="list-style-type: none"> • Robert, HFMC Liaison • Kevin, Community Liaison 	

QUORUM REACHED

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.

Motion: To approve the Agenda as presented.

Moved by: Barb	Seconded by: Clara	MOTION CARRIED
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2. **Review & Adoption of Past Meeting Minutes**

Motion: To approve the minutes of the January 11,2023 Minutes.

Moved by: Clifton	Seconded by: Cinthia	MOTION CARRIED
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Motion: To approve the minutes of the February 8,2023 Minutes.

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

- Reviewed and updated Action Items.
- Kristy spoke with Brent regarding an orientation session to our new platform. The session is scheduled for Monday, March 20th at 7 p.m. Board members are to bring the device they use for hands on practice.

4. Correspondence

1. Received notice from Collabria Financial about our Affinity Credit Union Mastercard. Affinity is ending its partnership with Collabria. The current HVCA MasterCard will be replaced by a new Affinity Mastercard before April 21, 2023. More detailed information will follow in the coming weeks.
Barb recommends keeping a credit card in the event there is a need. There is no charge for HVCA to have this card.

5. Executive Reports

President, Clifton

- Clifton explained the ERA donation process and indicated the refurbished computer should arrive prior to our April Board meeting.

Vice President, Kim

- Absent. No report sent.

Treasurer, Barb

- Other than the correspondence from Collabria there was nothing of a financial nature to report at this meeting.

Secretary, Cathy

- Cathy was able to logon to the new laptop computer and sign into wifi at the school with guest access we were provided. Unable to access Microsoft programs as we do not have the software.
- Cathy will be away for the April 5th meeting. A minute taker will be required.

6. Coordinator Reports

Communications Coordinator, Jess

- Indicated the sign will need to be updated to advertise spring registration.
- First round of emails sent to advertisers regarding advertising in the Spring newsletter.
- Spring newsletter submission deadline is March 30th.

ACTION ITEM: Cathy to forward Mac Dawson's contact information to Jess.

Rink Coordinator, Booker

- Absent. No report sent.

Online Registration/Membership Coordinator, Erin

- Absent. No report sent.

Allocations Coordinator, Kristy

- All spring program space has been booked.
- Spring program registration opens March 19th at noon.
- Kinder soccer fields are booked.
- Kristy indicated a gym door at St. Lorenzo School had been damaged. It was determined that an HVCA group was not responsible.

Adult Programs Coordinator, Morgan

- All current programming is running smoothly.
- Contracts will be sent to Barb for instructor payments which are due shortly.
- Planning to offer juggling lessons in the fall.

Child & Youth Programs Coordinator, Hillary

- The Generation Pound program is a big success. Planning a family delivery for the spring session, opening the age of participation to include parents and grandparents of the children who participate.
- Has received good feedback regarding the assistant basketball coach.
- There has been a request to offer child and youth pickleball lessons. After some discussion, it was recommended Hillary direct the parent to the Westview Community Association as gym space is limited in Hampton Village and the Hampton Village School gym floors are too slippery to play Pickleball safely.

ACTION ITEM: Hillary to direct the parent to Westview Community Association where Pickleball can be scheduled and played safely.

Daytime Programs Coordinator, Vacant

- Cathy reported that a recent Thursday session of games had 15 participants – the most ever!

Kinder Soccer Coordinator, Vacant

- Report sent. See attached.

Youth Soccer Coordinators, Krista & Myra

- Coordinators were absent. Report sent. See attached.

7. Community Consultant Report

- Attached. Circulated with agenda. Highlights were reviewed during the meeting.
- Jan is currently back to work on a reduced schedule. Communications and emails should be copied to Kevin and Jan, so she is apprised of ongoing situations.
- Kevin advised holding off on grant applications until Jan is back full time.
- Jan is unable to attend the April HVCA Board meeting due to an AGM in another community.
- Recognizing Community Champions will start in April. This is in lieu of a Volunteer Appreciation event.
- Upcoming training sessions are:
May 30th President's Workshop. Location TBD
Future training for Indoor Coordinators.

8. Special Events

- Cinema Under the Stars

Al Anderson Park booked. Vehicles in park are also booked, but not approved.
 Discussion regarding need for porta potties at Cinema under the Stars. Board is hopeful we will have access to restroom at the rink by that time.
 Kristy to ask St. Lorenzo Parent Council if they would like to run the concession stand at Cinema Under the Stars.

ACTION ITEM: Kristy to ask St. Lorenzo Parent Council if they would like to run the concession stand at Cinema Under the Stars.

- SUM Theatre
Received invoice for donation to June 16th presentation. Cheque has been prepared and will be sent.
- Garage Sale
Ernest Lindner School will do the BBQ on June 3rd.

9. Old Business

Rink Building
 Booker has indicated he would like to use the grant we received for benches outside the rink warm up area. He is also planning to apply for a rink improvement grant.

8. New Business

- Accept Min's resignation from MAL position.

Motion: To approve resignation as submitted by email in November 2022.		
Moved by: Clifton	Seconded by: Morgan	MOTION CARRIED

ACTION ITEM: Cathy to revise information on HVCA ISC information on their website.

- Rink Supervision discussed during review of action items.
- Cybersecurity
 Clifton is passionate about this topic as it is part of his professional responsibilities. Recently, emails came to various board members indicating Clifton was the sender. The board was reminded to consider the following upon receipt of emails.
 Does the sender indicate urgency?
 Does the content seem vague or unusual?
 Check the email address of the sender.
 Clifton has prepared and will circulate a cybersecurity presentation for board members to review at their convenience.

ACTION ITEM: Clifton to email cybersecurity presentation to all board members.

- Antivirus
 Clifton purchased an antivirus for the new laptop. This license is available for unlimited users. All board members are welcome to request antivirus access for the computer they use for HVCA business.

ACTION ITEM: board members to contact Clifton for access to antivirus if needed.

- Microsoft License
 The new laptop does not have a Microsoft license. Clifton has priced various purchase options.

Basic License provides access to all programs through the Cloud. Standard license costs \$3.88/month for non-profit organizations. This license is installed on the laptop for use through the app. Using the software through the app is easier. Premium license costs \$7.00/month and provides additional security which we do not require since we have antivirus protection.

Clifton recommends the standard license version for HVCA. He will speak to Brent to have HVCA registered on Microsoft and investigate creation of M.A.L. emails.

ACTION ITEM: Clifton will speak to Brent regarding the Microsoft License and the creation of M.A.L. emails.

NEXT MEETING:

- Monthly Board Meeting: Wednesday, April 5, 2023, 7 p.m. This meeting is scheduled one week earlier due to school closure on April 12th. Jan is unable to attend as this is Dundonald’s AGM.

ADJOURNMENT:

The meeting was adjourned at 8:28 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	<i>Hillary to direct the parent to Westview Community Association where Pickleball can be scheduled and played safely.</i>	Hillary	
2	<i>Kristy to ask St. Lorenzo Parent Council if they would like to run the concession stand at Cinema Under the Stars.</i>	Kristy	
3	<i>Cathy to forward Mac Dawson’s contact information to Jess.</i>	Cathy	Complete
4	<i>Cathy to revise information on HVCA ICS information.</i>	Cathy	ASAP
5	<i>Clifton to email cybersecurity presentation to all board members.</i>	Clifton	ASAP
6	<i>Board members to contact Clifton for access to antivirus if needed.</i>	Board members	
7	<i>Clifton will speak to Brent regarding the Microsoft License and the creation of M.A.L. emails.</i>	Clifton	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Kristy to order table skirt.	Kristy	complete
2	Cynthia will send minutes on to Krista and Myra so they can prepare something for Kim for upcoming programs.	Cynthia	complete

REPORTS:

Youth Soccer Report as of March 6,2023

Total Registrations:

U5 7
U7G 12
U7B 11
U9G 5
U9B 15

Volunteers from Ms. Kim Strand's U of S Business Students:

There were six expressions of interest. As of March 6th, only four have returned their information sheet. Three are interested in both youth soccer and kinder soccer, while one is only interested in youth soccer.

Kinder Soccer

Last class is scheduled for March 30th. No issues with parents rotating on coaching duties.

Outdoor Kinder Soccer will be offered and open for registration and the same time as other Spring programming. Registration for Kinder soccer will be open longer than other spring programs being offered.