



Hampton Village

COMMUNITY ASSOCIATION

HVCA Annual General Meeting
 1055 Hampton Circle, Community Resource Centre
 Wednesday, April 5, 2023, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> • Cinthia • Barb • Clifton • Jess 	<ul style="list-style-type: none"> • Clara, Minute Taker • Kristy • Morgan • Myra • Krista
Absent Board Members (6):	<ul style="list-style-type: none"> • Cathy • Kamanashis • Windel • Erin 	<ul style="list-style-type: none"> • Kim • Booker • Jan, Community Liaison
Other Attendees (1):	<ul style="list-style-type: none"> • Robert, HFMC Liaison 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:07 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: Krista	Seconded by: Myra	MOTION CARRIED yes

2. Review & Adoption of Past Meeting Minutes

Motion: To approve the minutes of the March 8, 2023, Minutes with three corrections.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED yes

3. Business Arising from the Minutes

- Reviewed and updated Action Items.
- Clifton spoke to Brent about licences for additional email addresses. There are 10 email addresses available for use by HVCA Board members. Any Board member who requires one should contact Clifton.

ACTION ITEM: Any Board member who requires a saskhvca email address should contact Clifton.

4. Correspondence

- None.

5. Executive Reports

President, Clifton

- Microsoft licences for additional email addresses have been sorted.
- Cyber security information email was distributed to all board members.
- ERA will not proceed with processing our request for a laptop until payment is received. The cheque has been sent.

Vice President, Kim

- Absent. No report sent.

Treasurer, Barb

- Financial report circulated prior to the meeting.

Motion: To approve the Financials to March 31, 2023.		
Moved by: Barb	Seconded by: Kristy	MOTION CARRIED yes

- Board members were reminded to forward any program payments to her for member reimbursement as per our Bylaws.

ACTION ITEM: Any Board member who is eligible for a program reimbursement as per our Bylaws should forward their reimbursement request to Barb asap.

Secretary, Cathy

- Absent.
- Completed action items as listed.
- Email report of graffiti and broken glass at the rink was investigated on March 27 between 3 and 4 p.m. along with a city parks person. No graffiti or broken glass was found. Completed general garbage cleanup. It is unclear if we were at the correct location. Attempts to get more information did not reveal any further details.

6. Coordinator Reports

Communications Coordinator, Jess

- Spring newsletter is almost ready to go.
- Discussion about possibly moving the spring newsletter deadline to the end of February to facilitate advertising for Spring programming.
- Also discussed including an opening letter from the HVCA President or other board member.

Rink Coordinator, Booker

- Absent. No report sent.

Online Registration/Membership Coordinator, Erin

- Absent. No report sent.

Allocations Coordinator, Kristy

- No report.

Adult Programs Coordinator, Morgan

- No report.

Child & Youth Programs Coordinator, Hillary

- Absent. Report sent and included below.
- Currently Dance class has only 4 registrations. The instructor will not run the class with so few participants registered. Hillary has emailed previous participants to remind them of the new season.

Daytime Programs Coordinator, Vacant

- No report.

Kinder Soccer Coordinator, Vacant

- 3 teams running
- No interest for a person to fill this position in the fall.

Youth Soccer Coordinators, Krista & Myra

- Is being offered outdoors. There are 10 teams. 1 U5, 3 U7B, 2 U7G, 3 U9B, 1 U9G

7. Community Consultant Report

- Grant application deadlines are coming due.
- Board members training courses and workshops are upcoming.

4. Special Events

- Cinema Under the Stars
 - Possibly have a bouncy castle prior to the movie.
- SUM Theatre
 - Nothing to report.
- Garage Sale
 - Still to be determined if HFMC will participate as they did in 2022 by offering space for those without a garage or driveway to sell their wares in the HFMC parking lot.

9. Old Business**Rink Building**

- Still waiting for rink agreement.

8. New Business

- Plan for revisions to HVCA Bylaws
 - Items to be reviewed for revisions include:
 - Expectations for board members and grounds for removal from the board.
 - Working group of Clifton, Cathy, Barb, and Jan to meet to prepare draft revisions to HVCA Bylaws for discussion at the next board meeting.

ACTION ITEM: Clifton, Cathy, Barb, and Jan to meet to prepare draft revisions to HVCA Bylaws for discussion at the May 10 board meeting.

- Volunteer appreciation event in June?
 - Possibly a meal before the June meeting. If board members have any other suggestions, they should forward their ideas to Cathy.

ACTION ITEM: Volunteer appreciation event ideas should be sent to Cathy.

- Date for Microsoft Office Training is Monday, April 17, 2023, at 7 p.m. in Community Resource Room. Let Kristy know if you are attending. Bring your own device.

NEXT MEETING:

- Monthly Board Meeting: Wednesday, May 10, 2023, 7 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:26 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	<i>Any Board member who requires a saskhvca email address should contact Clifton.</i>	All Board Members	
2	<i>Any Board member who is eligible for a program reimbursement as per our Bylaws should forward their reimbursement request to Barb asap</i>	All Board Members	
3	<i>Clifton, Cathy, Barb, and Jan to meet to prepare draft revisions to HVCA Bylaws for discussion at the May 10 board meeting.</i>	Clifton, Cathy, Barb, and Jan	By May 10th
4	<i>Volunteer appreciation event ideas should be sent to Cathy.</i>	All Board Members	

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
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1	<i>Hillary to direct the parent to Westview Community Association where Pickleball can be scheduled and played safely.</i>	Hillary	ongoing
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	Complete
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	Complete
5	<i>Clifton to email cybersecurity presentation to all board members.</i>	Clifton	Complete
6	<i>Board members to contact Clifton for access to antivirus if needed.</i>	Board members	ongoing
7	<i>Clifton will speak to Brent regarding the Microsoft License and the creation of M.A.L. emails.</i>	Clifton	Complete