



# Hampton Village

COMMUNITY ASSOCIATION

HVCA Annual General Meeting  
 1055 Hampton Circle, Community Resource Centre  
 Wednesday, May 10, 2023, 7:00 p.m.

## MINUTES

### ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> <li>• Barb</li> <li>• Clifton</li> <li>• Jess</li> <li>• Clara, Minute Taker</li> </ul>	<ul style="list-style-type: none"> <li>• Erin</li> <li>• Morgan</li> <li>• Myra</li> <li>• Krista</li> <li>• Windel</li> </ul>
Absent Board Members (7):	<ul style="list-style-type: none"> <li>• Kamanashis</li> <li>• Cinthia</li> <li>• Hillary</li> <li>• Kristy</li> </ul>	<ul style="list-style-type: none"> <li>• Kim</li> <li>• Booker</li> <li>• Cathy</li> </ul>
Other Attendees (2):	<ul style="list-style-type: none"> <li>• Robert, HFMC Liaison</li> <li>• Jan, Community Liaison</li> </ul>	

### 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 amended.		
Moved by: Clifton	Seconded by: Morgan	MOTION CARRIED yes

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

Motion: To approve the minutes of the April 5, 2023.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED yes

#### 3. **Business Arising from the Minutes**

- Reviewed and updated Action Items.

**4. Correspondence**

- None.

**5. Executive Reports**

**President, Clifton**

- Waiting on the computer from ERA

**Vice President, Kim**

- Absent. No report sent.

**Treasurer, Barb**

- Financial report circulated prior to the meeting.
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Motion: To approve the Financials to April 30, 2023.		
Moved by: Barb	Seconded by: Clifton	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.*

- Barb was co presenter at the Treasurer’s workshop.
- Also attended the Insurance Information workshop for Community Associations.
- Arranged for the weeds in the rink to be cut biweekly at a cost of \$30.00 each time.
- Barb will begin 2023 2024 budget preparations. All coordinators to submit their estimated costs to her. She also asked that any potential new ideas HVCA may be involved in be sent to her so she can include these costs.
- Barb asked if cost is a barrier for kids to participate in soccer. Myra and Krista indicated they had received no complaints as to the cost to deliver this program.

**Secretary, Cathy**

- Health concerns may affect ability to fulfill duties.
- Meeting with school principals to be arranged.

*ACTION ITEM: Cathy to arrange annual meetings with principals at both schools.*

**6. Coordinator Reports**

**Communications Coordinator, Jess**

- Spring newsletter posted online.
- Sign changed to advertise Garage Sale on June 3<sup>rd</sup> will follow with advertisement for Sum Theatre.
- Annual Sign license was renewed.

**Rink Coordinator, Booker**

- Absent. No report sent.

**Online Registration/Membership Coordinator, Erin**

- Nothing to report.

**Allocations Coordinator, Kristy**

- Absent. Indicated she had nothing to report.

**Adult Programs Coordinator, Morgan**

- No report.

**Child & Youth Programs Coordinator, Hillary**

- Absent. No report sent.
- Jan indicated she and Hillary were working together on some items. Hillary will update next month.

**Daytime Programs Coordinator, Vacant**

- No report.

**Kinder Soccer Coordinator, Vacant**

- Myra reports the program is running smoothly.
- Myra advised parents a volunteer is needed if they wish to have this program in the fall.

**Youth Soccer Coordinators, Krista & Myra**

- Kim forwarded information that coaches are canceling. Parents advised they need to coach on a rotational basis.

**7. Community Consultant Report**

- Report was emailed.
- Indoor Coordinator workshop coming
- Jan will send an email to the board regarding our bank balance, ideas for our sign.
- It is volunteer appreciation season. Jan brought treats and drew for the \$20.00 gift card prizes for volunteers for April and May. Morgan was the April winner and Krista was the May winner.

**8. Special Events**

- Cinema Under the Stars
  - Possibly have a bouncy castle.
- SUM Theatre
  - We will need volunteers to deliver flyers to nearby residents of Al Anderson Park the week prior to the event. Clifton and Windel volunteered to distribute them.
  - Do we want to distribute a small treat bag to all attendees as Westview did last year? If yes, need a motion to spend up to \$200.00 for supplies.

Motion: To allow Cathy to spend up to \$200.00 for supplies to create treat bags with HVCA promotional materials to be distributed for free at Sum Theatre.		
Moved by: Myra	Seconded by: Krista	MOTION CARRIED yes

- Garage Sale  
Is advertised on Facebook, our sign and in the newsletter.  
HFMC will participate as they did last year.

**9. Old Business**

Rink Building

- There is no update on rink agreement.

**10. New Business**

- Krista suggested HVCA could sponsor a school class attending the Children’s Festival. The approximate cost would be \$500.00. Unfortunately, we did not have enough information to move forward with this suggestion.
- Recruitment ideas for new Kindersoccer and Child Program Coordinator  
Place ad on Facebook  
Include information in treat bag that will be distributed at Sum Theatre presentation. Hillary has emailed all current parents indicating the need for this position to be filled.
- Outdoor Volleyball in Rink during the summer  
Clifton has received email inquiring about outdoor volleyball in the rink area. This group has played in the rink area in previous years. An email discussion among Clifton, Booker and others determined there would be no harm done if they played again this year. Jan advised Clifton should inform the players that they play at their own risk and should make every effort to play responsibly.

Motion: To approve use of the rink for outdoor volleyball.		
Moved by: Clifton	Seconded by: Morgan	MOTION CARRIED: yes

*ACTION ITEM: Clifton will notify the volleyball group they can play in the rink and advise them that that they do so at their own risk.*

- Update regarding revisions to Bylaws  
Barb, Clifton, and Jan are working on revisions. They are waiting on clarifications from the City Solicitor as to appropriate wording.
- Year-end volunteer appreciation event  
We will have a meal of lasagna and Caesar salad prior to our June meeting. Therefore, we will gather at 6:30 to eat before our meeting.  
Cost per person is \$15.00 each and will be covered by the board.  
Dessert and beverage will also be provided.

*ACTION ITEM: Barb to order and pick up lasagna Caesar salad on June 14. Cathy will arrange dessert.*

- New hockey nets

Nets are in very rough shape and should be replaced. Costs is \$1500.00 to \$2500.00 each.

- Web Hosting  
Our current web hosting 10-year contract expires in June 2023. Brent investigated options. The cost to renew for another 10 years is \$714.00 USD. The cost was higher for shorter terms.

**ACTION ITEM:** *Barb to inform Brent to move forward with renewal at this rate.*

- Contact Email  
This email was unmonitored since October 2022. It was set up as a shared mailbox with no license and is only available for review on desktop or laptop, not phones. Responding to emails was not possible due to setup format.  
Clifton set up this email address with a license enabling Cathy to sort through the emails and respond or forward as needed.  
New Distribution lists have been created.  
Discussion as to who should monitor this account followed. A suggestion was perhaps this could fall under the responsibilities of the Vice President.

**NEXT MEETING:**

- Monthly Board Meeting: Wednesday, June 14, 2023, 6:30 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 8:45 p.m.

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

	<b>Action</b>	<b>Person Responsible</b>	<b>Status/Complete By</b>
1	<i>Cathy to arrange annual meetings with principals at both schools.</i>	Cathy	Complete
2	<i>Clifton will notify the volleyball group they can play in the rink and advise them that that they do so at their own risk.</i>	Clifton	Complete
3	<i>Barb to inform Brent to move forward with renewal at this rate.</i>	Barb	Complete
4	<i>Barb to order and pick up lasagna Caesar salad on June 14. Cathy will arrange dessert</i>	Barb and Cathy	Complete

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

	<b>Action</b>	<b>Person Responsible</b>	<b>Status/Complete By</b>
1	<i>Any Board member who requires a saskhvca email address should contact Clifton</i>	All Board Members	Ongoing

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	Complete
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	Update provided May 10 <sup>th</sup> . Ongoing item.
4	<i>Volunteer appreciation event ideas should be sent to Cathy.</i>	All Board Members	Complete. See minutes.
5	<i>Board members to contact Clifton for access to antivirus if needed.</i>	Board members	Ongoing