



Hampton Village

COMMUNITY ASSOCIATION

HVCA General Meeting
 1055 Hampton Circle, Community Resource Centre
 Wednesday, September 13, 2023, 7:00 p.m.

MINUTES

ATTENDANCE: (14)

| | | |
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| Present Board Members (10): | <ul style="list-style-type: none"> • Cinthia, Minute Taker • Barb • Clifton • Jesse • Clara • Kristy | <ul style="list-style-type: none"> • Morgan • Myra • Krista • Erin |
| Absent Board Members (6): | <ul style="list-style-type: none"> • Cathy • Kamanashis • Hillary • Windel | <ul style="list-style-type: none"> • Kim • Booker |
| Other Attendees (4): | <ul style="list-style-type: none"> • Robert, HFMC Liaison • Jan, Community Liaison • Megan, Pearce • Pastor Seth Freeman, HFMC | |

QUORUM REACHED Yes

SUMMARY:

The meeting was called to order at 7:04 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 amended. | | |
| Moved by: Clifton | Seconded by: Morgan | MOTION CARRIED Yes |

2. Review & Adoption of Past Meeting Minutes

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| Motion: To approve the minutes of the June 14, 2023 meeting as amended. | | |
| Moved by: Clifton | Seconded by: Barb | MOTION CARRIED Yes |

3. Business Arising from the Minutes

- Reviewed and updated Action Items. Jan reported that the request to extend the chain link fencing at the rink was denied; the Community Association is responsible. Will refer to Booker to get input and quotes. Barb to contact Booker.

4. Correspondence

Clifton received a complaint about volleyball in the rink. A resident family had wanted to play but were told to leave. The group granted access will be told to allow other families to play next season. If they do not agree, they will be asked to take their net down each time they use the rink.

5. Executive Reports

President, Clifton

- Need to re-allocate the secretary’s duties until a new secretary can be found.

Vice President, Kim

- Absent. No report sent.

Treasurer, Barb

- Review of Financial Report for the year ended June 30, 2023.

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| Motion: To approve the financial statement for the fiscal year ended June 30, 2023 | | |
| Moved by: Barb | Seconded by: Myra | MOTION CARRIED Yes |

- Review of budget for fiscal year 2023-2024 to be approved at AGM.

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| Motion: To approve the budget for the fiscal year ending June 30, 2024 | | |
| Moved by: Morgan | Seconded by: Krista | MOTION CARRIED Yes |

Secretary, Cathy

- Cathy has resigned due to health issues. Barb met with Cathy and Jan to begin the transition to a new secretary. Clifton, Jess and Barb met to discuss how to proceed. The secretary role is one of the most important on the board and needs to be filled. Duties will be shared by the entire board until such time that a new secretary is found.
- Barb has been checking the secretary and contact emails.

6. Coordinator Reports

Communications Coordinator, Jess

- Newsletter went out successfully.
- Some board members reported not receiving one.

Rink Coordinator, Booker

- Absent, no report

Online Registration/Membership Coordinator, Erin

- Registration went well.
- Slowing discovering some glitches.
 - Don't need an email to register
 - Parents manipulating birthdates. Erin will flag coordinators when this happens. May put message in rules regarding proof of age must be shown at first class.

Allocations Coordinator, Kristy

- Board agreed that Kristy could post 'anonymous' reviews from past season as long as the review doesn't identify a participant. Will add a checkbox to terms and conditions.

Adult Programs Coordinator, Morgan

- Added a 2nd yoga class.

Child & Youth Programs Coordinator, Hillary

- Report attached.
- Lots of admin for supervisors. Barb/Erin to send registration info to Robert who will attempt an attendance record.
- Jan to get ratio of supervisors/participants from the summer program to ensure we fall within the guidelines.

Daytime Programs Coordinator, Vacant

- Barb sent list of participants to Karate instructor in Cathy's absence.
- Daytime programs has 21 people registered. Require some new games and possibly some kitchen items (possibly a new coffee urn as the current one has been fixed but may not work for the season). Will be spending up to \$150 to acquire games and necessary kitchen items.

Kinder Soccer Coordinator, Vacant

- 17 registrations. Cancelled later time as only one child registered. Child will be placed in earlier time slot.
- No coaches so parents will rotate coaching. Jan will check to see if she has a volunteer.

Youth Soccer Coordinators, Krista & Myra

- 64 registered. Need coaches. Jan to send list of potential volunteers.
- Teams: 3 U7B, 1 U7G, 3 U9B, 1U9G (8 teams)

7. Community Consultant Report, Jan

- Report was emailed.
- There are currently some staffing issues.
- Winter City YXE grant available, due Sept 22/23. \$500 to \$2000, apply online

8. Special Events

- **Garage Sale** – Nothing to report

- **Cinema Under the Stars**
 - Good attendance 300 to 500, possibly more.
 - Bouncy Castles were good even with power issues.
 - Late line locate day of event caused the most stress.
- **SUM Theatre** – Nothing to report
- **Pumpkins in the Park**
 - Wednesday, November 1, Jess to organize
 - Kristy applied for the Park Permit
 - Need to contact Loraas and 7-11

9. Old Business

- **Rink Building**
 - update on rink agreement. Still do not have this.
 - A letter was sent to the city regarding our concerns about the high cost of power for the winter 2022/2023 season. The letter outlined:
 - the R Value of the new building supposedly exceeded energy efficiency requirements
 - Thermostat in the warm up room was 25 degrees when we held our Rink opening and we could not decrease the temperature
 - Questioned whether the meter was a Smart Power Meter that reads and relays accurate power consumption back to Sask Power and why the power bills we received only showed estimates.
 - Concern over having to leave the garage door open while flooding whereas our old building had a water hookup on the outside
 - A response was received from Lisa Thibodeau indicating the city will be investigating other ways and systems to monitor and manage the temperature setting and have a solution in place before the upcoming rink season. They will also ensure SaskPower is given actual meter readings at the start and end of each season to allow for accurate utility charges. They will look at ways to modify the garage door to minimize the amount of heat escaping while flooding.
 - Lock box – A lock box was purchased and will be installed by the city carpenter when the shelves are installed. Booker will work with the carpenter to have the lockbox and shelving installed before winter.
 - Fencing- Jan requested extra fencing for the rink to protect the rink building from potential puck damage. Request was denied so HVCA will consider funding the fencing.
- **Revisions to Bylaws**
 - Barb, Clifton, and Jan are working on revisions. They are waiting on clarifications from the City Solicitor as to appropriate wording. It is too late to make bylaw changes for this year's AGM.
 - As an FYI, Bylaw changes can be made at a monthly meeting and ratified at an AGM. Changed to Articles are to be approved at an AGM only.

- Invitation to have a booth at St. Lorenzo School on Meet the Family Night. Tuesday, September 19 starting at 5:30 p.m. The HVCA has notified the principal that we will not be able to attend this year.

10. New Business

- a. Date for board orientation November 4, 2023 from 10 - 1, Kristy to book HFMC. Morgan, Krista and Clifton to plan the event.
 - Determine topics
 - People to lead each discussion
 - Possibly include a team building activity

- b. Accept resignation of Cathy Baerg

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| Motion: To accept the Cathy’s resignation as of August 30, 2023 | | |
| Moved by: Clifton | Seconded by: Morgan | MOTION CARRIED Yes |

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| Motion: Cinthia to spend up to \$100 on a gift for Cathy . | | |
| Moved by: Cinthia | Seconded by: Clifton | MOTION CARRIED Yes |

- c. AGM Planning (see Division of Secretary duties spreadsheet attached))

- d. Arrange Fall check-in meetings with school principals

Clifton to arrange meeting with Principals and deliver donation cheques at same time.

- e. Pastor Seth attended the meeting
 - Thank you to the Community Association and provided an update on the church’s involvement in the community.
 - HFMC is planning a one act play at the end of October.

- f. Bylaw discussion
 - Waiting on wording from city solicitor. Too late to present bylaw changes at this year’s AGM.
 - Krista offered to obtain wording from her employer.

- g. Meet the Family night at St. Lorenzo

This has been cancelled for this year with the resignation of the secretary.
- h. Kinder Soccer Coordinator

Megan Pearce was introduced to the Board.

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| Motion: To appoint Megan as the KinderSoccer Co-ordinator effective September 13, 2023. | | |
| Moved by: Barb | Seconded by: Jess | MOTION CARRIED Yes |

NEXT MEETING:

- Annual General Meeting: October 11, 2023, 7:00 p.m.
- Monthly Board Meeting: November 8, 2023, 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 9 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

| | Action | Person Responsible | Status/Complete By |
|----|--|---------------------------|---------------------------|
| 1 | <i>Send list of available Soccer coaches to Soccer Co-ordinators</i> | Jan | |
| 2 | <i>Have city carpenter install shelves and lockbox at Rink before winter season.</i> | Jan, Booker | |
| 3 | <i>Pumpkins in Park –contact Loraas (bin) and 7-11 (Hot chocolate)</i> | Jess | |
| 4 | <i>Followup with city re power issues before upcoming rink season</i> | Jan, Barb, Booker | |
| 5 | <i>Obtain quotes for extending wire mesh at rink</i> | Booker | |
| 6 | <i>Obtain working for bylaw changes</i> | Krista | |
| 7 | <i>Send Youth Basketball registration info to Robert</i> | Barb | Sept 14/23 |
| 8 | <i>Purchase thank you gift for Cathy</i> | Cinthia | |
| 9 | <i>Send last years AGM powerpoint to Clifton</i> | Kristy | |
| 10 | <i>Clifton to arrange meetings with school principals and deliver donation cheques at same time.</i> | Clifton | |
| 11 | <i>Plan and lead board orientation for November 4th</i> | Morgan, Krista, Clifton | |

Carried over Action Items from Previous Meetings:

| | Action | Person Responsible | Status/Complete By |
|---|---|---------------------------|--|
| 1 | <i>Any Board member who requires a saskhvca email address should contact Clifton</i> | All Board Members | Ongoing |
| 2 | <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, Barb, and Jan | Update provided May 10 th . Ongoing item. |
| 3 | <i>Jan requested extra fencing for the rink to protect the rink building from potential puck damage; CA responsibility, Booker to get input</i> | Booker | |
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| | | | |

REPORTS Sept 13/23)

Child/Youth Co-ordinator

- Angela McCaw resigned as cheer coach in August, a new coach has not been sourced as of yet.
- Can we add a blurb in our social media about us looking for a new Cheer coach? The program is popular and there were a lot of disappointed kids this season.
- Family Generation POUND had zero registrants this season so the class is not running
- Both preschool dance classes and the 5-7 dance class are full
- Basketball continues to be popular with minimal registration but a large drop in rate.
- Harvey Dalanon (basketball head coach) requested HVCA come up with a plan for registration as it takes too much of his class time to do roll call for participants that are not officially registered. In my opinion, Harvey and Romelito are not compensated enough to handle the administrative tasks that go with this program. A plan needs to be put in place for the Winter season. My suggestion is if Robert is still involved in the program, he take over the administrative duty of ensuring we have information on all the participants and ensuring they "sign in" each session. If he's not available, I'd suggest checking with Jan to see if she's aware of anyone who may need volunteer hours (?)
- the meeting with a potential new Child & Youth Coordinator was postponed. I've personally not been successful at finding a replacement.
- no issues with locked doors so far this season
- I attended the first dance class and the kids were excited to see Laura again
- a massive thank you to everyone who has helped me manage this position in the last few months! I appreciate you so much and am incredibly grateful ❤️

Xxx