



Hampton Village

COMMUNITY ASSOCIATION

HVCA General Meeting
 Community Resource Room
 Wednesday, December 13, 2023, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (10):	<ul style="list-style-type: none"> • Cinthia, Minute Taker • Barb • Clifton • Jess • Clara 	<ul style="list-style-type: none"> • Lori • Myra • Krista • Tanner
Absent Board Members (6):	<ul style="list-style-type: none"> • Kamanashis • Erin • Kirk 	<ul style="list-style-type: none"> • Morgan • Kristy • Megan • Jan Cunningham
Other Attendees (1):	<ul style="list-style-type: none"> • Robert Caswell 	

QUORUM REACHED

SUMMARY:

1. **Call to Order** – The meeting was called to order at 7 p.m.
2. **Review & Adoption of Agenda**
 - The Agenda was emailed to the board prior to the meeting.

Motion: To approve the Agenda with additions.		
Moved by: Clifton	Seconded by: Kristy	MOTION CARRIED

3. **Review & Adoption of Past Meeting Minutes**

Motion: To approve the minutes of the November 8, 2023 meeting as presented.		
Moved by: Clifton	Seconded by: Cinthia	MOTION CARRIED

4. **Business Arising from the Minutes**
 - Reviewed and updated Action items

5. Correspondence

- Thank you card received from HFMC distributed during the meeting.
- Letter of Intent from Possibilities Recovery added to agenda.

6. Executive Reports

President, Clifton -No report

Vice President, Vacant, no report

Treasurer, Barb

- Looking after the Secretary duties for now. Willing to hand it over to another Board Member(s)
- Insurance invoice received late last week. Premium is \$2177.60. We have the option of shopping around for insurance now. Plan to check with Affinity (in the neighbourhood) and possible with The Cooperators in the new year to see if we can get a better rate for the same coverage.
- Review of Financial Report to November 30/23

Motion: To approve the financial statement as of November 30, 2023.

Moved by: Barb

Seconded by: Clifton

MOTION CARRIED

Secretary, Vacant

- Barb has been checking the secretary and contact emails. Preparing Agendas and prepping for the meeting. Thanks to Cinthia for taking and distributing the minutes.

7. Coordinator Reports

Communications Coordinator, Jess

- Newsletter came out. Has been posted and emailed to membership.
- Nice amount of advertises. All have been invoiced.

Rink Coordinator, Kirk, absent

- Report attached

Online Registration/Membership Coordinator, Erin

- Absent, no report

Allocations Coordinator, Kristy, absent

- Report attached
- Follow-up from coordinator meeting: Does Megan have access to Amilia admin yet – board believes so – member will reach out to Megan.

Adult Programs Coordinator, Morgan, absent

- No report submitted

Child & Youth Programs Coordinator, Vacant

- Vacant, Kristy covering
- Report attached
- Harvey requesting that we separate the boys from the girls, but there were only five girls registered in the fall. Megan was going to attend Youth Basketball one evening to see how everything is running and whether there is a need to separate genders. What was the outcome of this? – Unsure as Megan was not present to comment
- Kristy would like at least one other volunteer to help with basketball registration. Cinthia will help on Friday, January 12th @ 6:00 p.m.

Daytime Programs Coordinator, Vacant

- Cards and Games have 2 weeks left.
 - Had 23 registered for the season plus one or two guests.
 - Will have a wrap up luncheon on 21st.

Kinder Soccer Coordinator, Megan

- No report

Youth Soccer Coordinators, Krista & Myra

- No report
- Myra will be absent January and February

8. Community Consultant Report, Jan

- Report was emailed (both specific and general association report).

9. Special Events

- **Pumpkins in the Park** - PIES has been uploaded to MS365
- **HFMC Pies Week**

10. Old Business

- Rink Agreement / access
 - See Jan's report/emails
- Rink Repairs
 - See Kirk's report
- Rink Power Issue Update
 - See Kirk and Jan's reports/emails
- Rink Supervision Schedule
 - January 7th and 18th need to be filled

11. New Business

- a. **Possibilities Recovery Request / Discussion** (attached)

- Need: one day a week for after school program (two age groups would run one after the other)
 - Board in in favour of having Possibilities use our space
- b. Secretary Duties: Clifton and Barb to meet in early January**

12. Next Meeting:

- Monthly Board Meeting: Wednesday, January 10, 2024, 7 p.m.
- Cinthia will be absent – Jess has agreed to take minutes

ADJOURNMENT:

The meeting was adjourned at 8:36 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Clifton/Barb/Krista/Jan to meet regarding bylaws. Clifton to coordinate -Jan has sent out email, need to have further conversations Clifton to send questions to Krista to follow up with Solicitor	Clifton	
2	<i>Add 'Obtain quotes for extending wire mesh at rink' to May 2024 Agenda. -Kirk with board assistance as necessary</i>	Cintha	
3	<i>Ensure Jan has up to date contact information so Lori can be included in email blasts from her</i>	Cinthia	
4	<i>Board members at to think of possible board outing. Share possibilities at January meeting</i>	All board members	
5	<i>Board Member to reach out to Megan regarding Amilia access/use</i>		
6	<i>Outcome of Megan's visit to basketball? Do we need to separate genders?</i>		
7	<i>Add Spring Board Outing under New Business to January's agenda</i>		

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	<i>Follow up with city re power issues before upcoming rink season. Received response from city but nothing concrete.</i>	Jan, Barb, Kirk	Ongoing
2	<i>Prepare PIES for CUTS</i>	Morgan	ASAP

Complete:

	Action	Person Responsible	Status/Complete By
1	Submit youth grant application to Jan	Kristy	Complete
2	Fall 2023 youth grant summary report		Complete
3	Share rink supervision schedule with board. Please note if in SharePoint you must click the board logo to see all the files otherwise it often opens on attachments/general folders that are empty.	Jess	Complete
4	Add Morgan to shared mailbox	Clifton	Complete
5	Email board to formally set expectations of meeting attendance (e.g., it is assumed you will attend unless you send regrets in a timely manner). No one board member should have to be bugging board members to ensure we have quorum.	Clifton	Complete
6	Complete PIES for Pumpkins in the Park	Jess	Completed
7	<i>Provide ratio of participants to leaders to ensure we fall within guidelines for drop in basketball.</i>	Jan	Complete Robert will follow-up with Harvey (20 at 6, more at 7:30)
8	<i>Have city carpenter install shelves and lockbox at Rink before winter season.</i>	Jan, Kirk	Complete Lockbox done Shelve (been given specs)

Rink Report – Kirk – December 2023

1. Met with Jan and carpenters from the City last month on Nov 20th.
 - a. Carpenter has installed the lock box. We don't have a key in it yet, as we are just confirming that no one tries to knock it off. This was installed just within past couple weeks.
 - b. Carpenters are exploring about installing some backing header boards in warm up area. This will allow us to install hooks so people can hang coats/hats/etc.
 - c. Carpenters are exploring about installing backing in equipment area. This will allow us to hang hooks to hang our shovels and such.
 - d. I am looking at getting a good heavy duty shelving unit for equipment area so we can store items on it. I have some possibly at work that I can donate and setup.
 - e. The maintenance supervisor who met with us that day, mentioned that possibly we can get some used hockey nets from one of the city's facilities. He said they are in excellent condition and can be donated if needed. Jan was going to check on this idea.
2. The past few nights we have been flooding the rink.... However, yesterday's rain (how crazy is it raining in December) didn't help. I will be going there this weekend and doing some flooding. All is weather dependant. We would just like to get some layer of ice down.
3. Wednesday night Booker and myself went to my work and we picked up the "new to us" snow sweeper. It is in the equipment storage area ready to go. This unit is quite larger and more commercial than the one we currently have. It will be good for years to come.

4. Hockey nets - I checked with Al Andersons and they quoted me about \$2000 per net. However if we can get some good used ones from a city rink that would be a huge savings. Jan to confirm if we can get some.
5. We should look at what kind of benches for inside the warmup shack. We could build some or purchase some as other community rinks have done. I can and will check out some ideas.

Allocations Coordinator / Child & Youth Coordinator Report, December 2023
Submitted by: Kristy Balone

Allocations Coordinator Report:

- Entered all the school bookings for winter programs. They updated the booking system; however, it is harder to navigate and none of the suggested improvements were implemented.
- Updated the *School Keys* document on OneDrive to reflect who currently holds a school key.
- Submitted winter programs ad for HVCA Newsletter and updated website.
- Will submit the winter schedule to the school caretaker to ensure doors are unlocked for our programs.
- There have been complaints about the lack of cleanliness in the Community Resource Centre (floors and tables dirty, chairs not stacked properly). I contacted the caretaker, and he was going to put another broom in this room for us, so at least the Karate/Self-Defence and Dance instructors can sweep before their programs. If there are any further complaints, we will need to escalate this until the issue improves. I will also update the signage above the chairs for January.
- Distributed evaluation forms to participants and instructors for the fall programs that have ended. Morgan and I will distribute the rest sometime this week as most programs are ending this (other than Table Games, which I will send out separately).
- Sent out *Fall 2023 Program Report* and *Program Stats & Financials Report* to Program Coordinators. Morgan, Kristy, and Megan to fill these out and submit to the board for reporting at the January Board Meeting.
- Held the Programming Team Meeting to evaluate fall programs and plan for winter programs. Follow-up from this meeting: Does Megan have access to Amilia admin yet?
- Karate/Self-Defence:
 - Brad requested that we change the time of this program to a later time slot in the winter (4:15-5 p.m., rather than 2-3 p.m.), with the hope that more people will register. He is still running Karate for Ernest Lindner students from 3-4:15 p.m. on Tuesdays and Thursdays. His daughter is also running the Dance program afterschool for students on Mondays and Wednesdays in the Community Resource Room.

Child & Youth Coordinator Report:

- Submitted the Youth Grant Application for winter. Received confirmation from Jan that we have been approved for \$500. Will work with Jan to complete the Youth Grant Follow-up Report for the fall, which is due on December 15th.
- Worked with Barb to ensure C&Y instructors have been paid for fall programs.
- Will work on completing the C&Y instructor contracts for the winter programs next week.
- Dance:

- Laura is happy to continue running the program again in the winter. We consistently receive positive feedback in the evaluation forms for her classes. After discussing with Barb, we decided to increase the cost of dance by \$5 and will increase the instructor's payment for winter.
- Youth Basketball:
 - Harvey is also happy to continue running the program in the winter. He currently only has Robert helping him for the fall but will be looking for another helper for winter. His payment will also be increased for winter.
 - Requesting that we separate the boys from the girls, but there were only five girls registered in the fall. Megan was going to attend Youth Basketball one evening to see how everything is running and whether there is a need to separate genders. What was the outcome of this?
 - Requesting the purchase of new basketballs. Barb approved for Harvey to spend up to \$200 for new basketballs, but we also need the board's approval.
 - Since registration has been an ongoing issue for this program, we will need to have paper registrations on the first night of the program in the winter. I would like at least one other volunteer to help me with this. Please let me know if you are available to help on Friday, January 12th @ 6:00 p.m.
- Kickboxing:
 - Morgan set this up for us. The instructor is our current Bootcamp instructor and approached Morgan about running a no-contact Kickboxing program for 7-13 year olds.
 - There was a discussion about whether to offer a new program given that we don't have a Child & Youth Program Coordinator right now, but we decided to try it for this winter as this fills a demand for that age group.