



# Hampton Village

COMMUNITY ASSOCIATION

HVCA General Meeting  
 Community Resource Room  
 Wednesday, January 10, 2024, 7:00 p.m.

## MINUTES

### ATTENDANCE:

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

### QUORUM REACHED

### SUMMARY:

1. **Call to Order** – The meeting was called to order at \_\_ 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: | Seconded by: | MOTION CARRIED |
|-----------|--------------|----------------|

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

**Motion: To approve the minutes of the December 13, 2023 meeting as presented.**

|           |              |                |
|-----------|--------------|----------------|
| Moved by: | Seconded by: | MOTION CARRIED |
|-----------|--------------|----------------|

**4. Business Arising from the Minutes**

- Reviewed and updated Action items

**5. Correspondence**

- 

**6. Executive Reports**

**President, Clifton -**

**Vice President, Vacant, no report**

**Treasurer, Barb**

- Looking after the Secretary duties for now. Willing to hand it over to another Board Member(s)

**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 last month and Jess covering this month.

**7. Coordinator Reports**

**Communications Coordinator, Jess**

- X

**Rink Coordinator, KirkR**

**Online Registration/Membership Coordinator, Erin**

- X

**Allocations Coordinator, Kristy**

- X

**Adult Programs Coordinator, Morgan, absent**

- N

**Child & Youth Programs Coordinator, Vacant**

- Vacant, Kristy covering

**Daytime Programs Coordinator, Vacant**

- Cards and Games had a windup on the last Thursday before Christmas.
- Had 23 registered for the season plus one or two guests.

**Kinder Soccer Coordinator, Megan**

- N

**Youth Soccer Coordinators, Krista & Myra**

- N

**8. Community Consultant Report, Jan**

- R

**9. Special Events**

- **Cinema Under the Stars for 2024**
- **Others?**

**10. Old Business**

- Rink Agreement / access
  - S
- Rink Supervision Schedule
  - Dates need to be filled
- **Possibilities Recovery Request / Discussion**
  -

**11. New Business**

- a. D
  - N
  - N
- b. S

**12. Next Meeting:**

- Monthly Board Meeting: Wednesday, February 7, 2024, 7 p.m.

**ADJOURNMENT:**

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

**ACTION ITEMS:**

**New Action Items Arising from Meeting:**

|   | <b>Action</b>  | <b>Person Responsible</b> | <b>Status/Complete By</b> |
|---|--|---------------------------|---------------------------|
| 1 | Clifton/Barb/Krista/Jan to meet regarding bylaws.<br>Clifton to coordinate<br>-Jan has sent out email, need to have further conversations<br>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>  | Cinthia                   |                           |
| 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 are 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:**

|   | <b>Action</b>   | <b>Person Responsible</b> | <b>Status/Complete By</b> |
|---|---|---------------------------|---------------------------|
| 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:**

|   | <b>Action</b>  | <b>Person Responsible</b> | <b>Status/Complete By</b> |
|---|--|---------------------------|---------------------------|
| 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<br>Lockbox done<br>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 15<sup>th</sup>.
- 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 12<sup>th</sup> @ 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.