



Hampton Village

COMMUNITY ASSOCIATION

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

MINUTES

ATTENDANCE:

Present Board Members (11):	<ul style="list-style-type: none"> • Cinthia, Minute Taker • Barb • Clifton • Clara • Tanner • Lori 	<ul style="list-style-type: none"> • Erin • Megan • Morgan • Kirk • Krista
Absent Board Members (4):	<ul style="list-style-type: none"> • Kamanashis • Kristy 	<ul style="list-style-type: none"> • Myra • Jan Cunningham • Jess
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 7:06 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: Lori	MOTION CARRIED

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

Motion: To approve the minutes of the January 10, 2024 meeting as presented.		
Moved by: Tanner	Seconded by: Clara	MOTION CARRIED

4. **Business Arising from the Minutes**

- Reviewed action items

5. Correspondence

- Correspondence for BBQ in the park for Ward 4 election candidate

6. Executive Reports

President, Clifton - NTR

Vice President, Vacant, no report

Treasurer, Barb

- NTR, financials will be sent later

Secretary, Vacant

- Still searching for a secretary

7. Coordinator Reports

Communications Coordinator, Jess

- Getting ready to start spring newsletter

Rink Coordinator, Kirk

- Motion to approve spending \$ 237 on maintenance equipment and \$250 on benches.

Moved by: Barb	Seconded by: Clifton	MOTION CARRIED
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- Key access: keypad lock, new lockbox – Need to figure out a solution
- Our key currently access warm up room and bathroom but not mechanical room (where the rink lights and power box is). Would like access to the mechanical room for rink coordinator to thaw snow blower and alter/reset light schedule as needed

Online Registration/Membership Coordinator, Erin

- Need to set Spring Registration date: Erin needs info by March 12 to open Registration at Noon Sunday March 17.
- Youth Soccer registration Opens Feb 18 at noon.

Allocations Coordinator, Kristy

- Absent, no report

Adult Programs Coordinator, Morgan, absent

- Absent, No report

Child & Youth Programs Coordinator, Vacant

- Vacant, Kristy covering – No Report

Daytime Programs Coordinator, Vacant

- Communicated with new community librarian about program

Kinder Soccer Coordinator, Megan

- NTR

Youth Soccer Coordinators, Krista & Myra

- NTR

8. Community Consultant Report, Jan

- See email
- Booking window upcoming

9. Special Events

- **Cinema Under the Stars for 2024**
 - Morgan Absent
 - Cinthia will book porta potties

10. Old Business

- Rink Supervision Schedule
 - Everything is now full till mid March – Thank you Board members

11. New Business

a. Monthly Minders Document (re-visit in March)

Teams: Lead, team members

Rink Supervision Schedule: Jess (Lead),

Annual Garage Sale and BBQ: (Saturday June 1st)

- Ask Kristy for a breakdown of duties

SUM Theatre: Cinthia

CUTS (September 7, 2024) : Morgan (lead), Permit, Porta Potties, Volunteers for day of.
Team for park clean up. Bouncy Castles

- What does Morgan need?

Action Item: Continue to work through Monthly Minders Document at March's meeting

b. Volunteer List for Rink Cleaning

- Poster for volunteers -call for volunteers and sent cell numbers to Kirk
- Cinthia to put a post up on FB

c. Team Building Event – Settled on Sip and Paint – Clifton to Organize

- Escape rooms
- Wine & Paint (Tanner will send Clifton contact) -Final two weeks of April (ideally Saturday)
- WDM – guided tour

- Trivia night
- Prairie Sun Brewery
- LB Distilleries

d. Hybrid Meeting Option

- Clifton to explore options in the \$200 budget range

12. Next Meeting:

- Monthly Board Meeting: Wednesday, March 13, 2024, 7 p.m.
- Erin will be absent

ADJOURNMENT:

The meeting was adjourned at 8:20 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Continue to work through Monthly Minders Document at March's meeting	All Board Members	
2	Organize Sip & Paint (ideally final two weeks of April)	Clifton	

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Investigate equipment needed to allow for hybrid meeting and report to board before purchasing	Clifton	Ongoing -budget approved
2	Megan to reach out to Erin regarding Amilia access/use	Megan	Ongoing, complete ASAP
3	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	Ongoing
4	Add 'Obtain quotes for extending wire mesh at rink' to May 2024 Agenda. -Kirk with board assistance as necessary	Cinthia	Deferred to May 2024
5	Follow up with city re power issues before upcoming rink season. Received response from the city but nothing concrete.	Jan. Barb, Kirk	Ongoing
6	Prepare PIES for CUTS	Morgan	ASAP/Ongoing

Completed Action Items

	Action	Person Responsible	Status/Complete By
1	Add Spring Board Outing and Testing Hybrid Meeting equipment under New Business to February's agenda	Secretary	Complete
2	Board members are to think of possible board outing. Share possibilities at January meeting		Complete

Rink Report/ Rink Incidents

Feb 2, 2024: Walk around and check building for damage/doors/lights/etc, and found the following:

- west door was unlocked, last weekend had a community hot chocolate event. Not sure however wonder if door wasn't locked after use?
 - Community Consultant has checked with weekend event and they state they locked the doors. Were doors left unlocked after locks were changed?
- Washroom door unlocked. Our key used to not work on this door after last fall vandalism. City must have changed lock set as now our key works, however door was unlocked at time of check.
- Washroom - toilet paper wads ("spitballs") were on wall, mirror is gone, and adjacent wall to sink has scuff marks. See pictures attached.
- Mechanical room - our keys don't work on door now. I think City switched lock sets from washroom to mechanical room? We will NEED access to mechanical room as rink timer and lights, hot water and wash area for us in rink maintenance, main water shut off. This area should be accessible to us in case water needed to shut off in emergency situations.
- Kirk filed a police report and concerns were discussed at Feb 7 meeting.