



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, March 13th, 2024, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> • Clifton, Chair • Barb • Jess • Morgan • Megan 	<ul style="list-style-type: none"> • Krista • Myra • Clara • Kristy, Minute Taker
Absent Board Members (6):	<ul style="list-style-type: none"> • Erin • Kirk • Tanner 	<ul style="list-style-type: none"> • Lori • Deb • Cinthia
Other Attendees (2):	<ul style="list-style-type: none"> • Robert Caswell, HFMC Liaison • Jan Cunningham, Community Consultant 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:05 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

2. Review & Adoption of Past Meeting Minutes

- The February 7th, 2024, Monthly Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were made.

Motion: To approve the February 7 th , 2024, Monthly Board Meeting Minutes, as presented.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.
- Discussion about Monthly Minders: Due to the absence of a Secretary, it was noted that ongoing review of the Monthly Minders Document during board meetings is essential to ensure timely

completion of tasks. Volunteer recruitment ideas were discussed, including Jan's suggestion of holding special meetings with speakers and community-focused topics, similar to another Community Association group. Myra expressed potential interest in the Secretary position but did not make a commitment at this time.

- Rink Update from Jan: There was an ongoing discussion regarding the higher-than-expected electricity bills for the Rink Building. A plate was added to the garage door to create a better seal, and skirting was installed for when the door is open during rink flooding. A meeting involving the Facilities Department, 3Twenty (the builder), and Community Development concluded that further investigation, led by the Sustainability Department, is necessary. The Sustainability Department has performed a detailed analysis of the SaskPower bills and planned to visit the building today to figure out what is drawing power and determine the next steps. Concerns were raised about bill estimations, as our Smart Meter indicates "actual" usage, despite bills stating "estimate". This raised questions about the previously stolen meter and its potential impact on billing accuracy.

ACTION ITEM: Jan to provide an update from the Sustainability Department regarding electricity usage for the Rink Building.

4. Correspondence

- Barb continues to monitor the Contact email address.
- Clifton received a message regarding Spring Clean-up, but it was decided that we will not proceed with one this year as the city cleans most of the areas in our neighbourhood. Additionally, Clifton also received a message from the Saskatoon Council on Aging about a talent show and registration for an upcoming seminar on elder abuse.

5. Executive Reports

President, Clifton

- Volunteer Activity: Clifton found a company to host a Paint Night for the board, providing all supplies at \$30/person, including paint supplies. The event would be 2 hours, with an additional 45 minutes for setup and 30 minutes for cleanup. Venue options at the Hampton Free Methodist Church or the Community Resource Centre were considered, with alcohol availability dependent on venue policies. Using the Community Resource Centre would require a \$75 alcohol permit, and if scheduled on a Saturday, a rental fee would apply. Clifton will create a Microsoft Form or Doodle Poll to determine board availability, inquire about minimum attendance requirements from the company, and finalize the event date.
- Hybrid meeting: Clifton tested a Bluetooth speaker during the meeting to facilitate virtual attendance, successfully enabling clear audio for remote participants. He will search for a speaker in the \$200 range for HVCA's use in hybrid meetings.

ACTION ITEM: Clifton to create a Microsoft Form or Doodle Poll to determine board availability, inquire about minimum attendance requirements from the company, and finalize the event date.

ACTION ITEM: Clifton to find a Bluetooth speaker priced around \$200 for hybrid meetings.

Vice President, Vacant

Treasurer, Barb

- Statement of Operations, as at February 29th, 2024, were emailed to the board prior to the meeting. No questions arose.

Secretary, Vacant

6. Coordinator Reports

Communications Coordinator, Jess

- Jess reported that Clara updated the sign to advertise spring program registration.
- Emails were sent to advertisers for the upcoming Spring Newsletter, with most responses received and ads placed. The submission deadline for the Spring Newsletter is March 30th.
- Troy Davies will provide an update on the Hampton Village Business Park. A discussion ensued regarding bylaws and advertising during an election year. Our bylaws prohibit political advertising. However, it was agreed that Troy Davies, as our current City Councillor, can advertise as long as the content is informative and non-political.

Rink Coordinator, Kirk – Not present.

- The Rink Coordinator Report (attached) was emailed to the board prior to the meeting and briefly reviewed during the meeting.
- Jan addressed several questions from Kirk's report:
 - Nets: Jan suggested applying for a grant to cover the cost of the nets. She will send the grant information to Kirk ASAP as many grants have a deadline of April 1st.
 - Warmup room key: Jan requested a push-button lock from the Facilities Department. If they don't approve this, the HVCA will need to use keys (one for Kirk, one rotating among board members for rink supervision).
 - Mechanical room access: The HVCA will not be given access to the mechanical room.
 - Mounting header boards and shelving: When Kirk, Jan and the Facilities Department met at the building, Kirk was given the green light to go ahead with installing these, so Jan will let him know that he can go ahead with doing this.
 - Agreement: There is still no agreement between the Facilities Department and Community Development.

ACTION ITEM: Jan to contact Kirk regarding the grant information for the cost of the nets and to inform him that he has been approved to install boards and shelving in the Rink Building.

Online Registration/Membership Coordinator, Erin – Not present.

- Barb reported for Erin: Online Registration will open on Sunday, March 17th at 12 p.m. All the information has been entered on Amilia and awaits verification by Coordinators. Any necessary changes should be communicated to Erin by March 16th.

Allocations Coordinator, Kristy

- Kristy reported: The Programming Team met on February 26th to evaluate winter programs and plan spring programs.
 - Evaluation of winter programs: Evaluation forms for Indoor Youth Soccer will be sent to Krista & Myra next week as soccer ends this upcoming Sunday. The remaining evaluation forms will be distributed to Program Coordinators as winter programs conclude. Once the feedback has been reviewed, Program Coordinators can evaluate and finalize their winter program reports. Kristy will share a template for these reports soon, with a deadline for submission at the April board meeting.
 - Planning spring programs: All spring bookings have been entered and approved. Advertising efforts for spring programs will be initiated in the coming days.

ACTION ITEM: Kristy to send evaluation forms and report template to Program Coordinators.

ACTION ITEM: Kristy to advertise spring programs.

Adult Programs Coordinator, Morgan

- Morgan reported that winter programs ran smoothly, with only a couple of cancellations due to illness and weather. This spring she plans to reintroduce a Spanish class, which we have offered in previous years. Additionally, Barb has organized Pickleball for this spring. Jan suggested reaching out to Confederation, Massey Place, and Westview, as they are considering a Pickleball tournament this spring, and we may want to participate. Jan will forward this information to Barb.

ACTION ITEM: Jan to send Pickleball tournament information to Barb.

ACTION ITEM: Morgan to submit an Adult Programs winter report to the board in April.

Child & Youth Programs Coordinator, Vacant

- Kristy reported that winter programs ran well, and she will submit a formal report to the board after reviewing the evaluation forms. Given the current vacancy in the Child & Youth Coordinator position, Kristy has been handling these duties. She has agreed to coordinate spring programs as well, as all instructors have confirmed their availability and preparations are already in progress.

ACTION ITEM: Kristy to submit a Child & Youth Programs winter report to the board in April.

Daytime Programs Coordinator, Vacant

- Barb reported that there have been between 12-16 participants attending Table Games & Coffee every week.

Kinder Soccer Coordinator, Megan

- Megan reported that she has been working on the checklist to prepare for the upcoming outdoor season. She will coordinate with Bryce from the Dundonald Community Association to obtain soccer equipment. All current jerseys in the Recycle Room are designated for Kinder Soccer, with only the pinnies being for Youth Soccer. Megan plans to order more jerseys from Tim Hortons, maximizing the allowable amount as they can only be ordered from them every 3

years. She will connect with Erin to learn how to use Amilia for parent communication and team creation. The coaching session is scheduled for April 25th from 6 – 7:30 p.m.

ACTION ITEM: Megan to obtain soccer equipment from the Dundonald Community Association, order jerseys from Tim Hortons, and connect with Erin to learn how to use Amilia.

Youth Soccer Coordinators, Krista & Myra

- Krista reported that registration for the upcoming outdoor season closes this Friday. Currently, there are enough registered players to form 9 teams, which is typical for the spring season.

ACTION ITEM: Krista/Myra to provide an Indoor Youth Soccer report to the board in April.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was briefly reviewed during the meeting. The city is organizing an Indoor Coordinator workshop in the spring. National Volunteer Week is approaching from April 16th – 22nd, prompting a suggestion to consider posting on the HVCA Facebook page to highlight volunteer roles.

8. Special Events

Community Garage Sale

- Kristy will handle the submissions for garage sale addresses again this year and create a map for distribution.

SUM Theatre

- It's uncertain whether Cinthia will be the contact for SUM Theatre, as she was not present at the meeting. Will discuss further at next meeting.

Cinema Under the Stars

- Morgan will lead Cinema Under the Stars again this year, with the screen already booked. Cinthia will handle booking the port-a-potties. Regarding grant applications for the event, Barb and Morgan both indicated that they won't be applying for grants this year.

Pumpkins in the Park

- There was a discussion about whether to continue the event, given the decreased participation due to everyone having green bins now. We considered different options for restructuring the event, such as a pumpkin carving contest with prizes. Due to its low cost, we decided to continue the event this year. Jess will lead the event again this year.

9. Old Business

Rink Volunteer List

- There is an older spreadsheet on OneDrive containing a list of community members willing to assist with rink tasks like snow clearing and flooding. Kristy will send it to Kirk.

ACTION ITEM: Kristy to send Rink Volunteer List to Kirk.

Monthly Minders – March / April 2024

- Barb listed some of the key items on the Monthly Minders for March & April:
 - Program Coordinators to evaluate winter programs and provide a winter program report to the board for April.
 - Spring Newsletter is due.
 - Spring program information to be put on website.
 - Youth Grant winter follow-up report is due April 15th.
 - Rink Improvement Grants are due April 30th.

10. New Business

Rink Supervision Schedule

- Jess will manage the Rink Supervision schedule again this upcoming winter.

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, April 10th, 2024, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:43 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Work through Monthly Minders Document every month, until we have a Secretary.	Everyone	Every month
2	Rink Building: Jan to provide an update from the Sustainability Department regarding electricity usage.	Jan	Complete
3	Paint Night: Clifton to create a Microsoft Form or Doodle Poll to determine board availability, inquire about minimum attendance requirements from the company, and finalize the event date.	Clifton	Ongoing
4	Clifton to find a Bluetooth speaker priced around \$200 for hybrid meetings.	Clifton	ASAP
5	Jan to contact Kirk regarding the grant information for the cost of the nets and to inform him that he has been approved to install boards and shelving in the Rink Building.	Jan	Complete
6	Kristy to send evaluation forms and report template to Program Coordinators.	Kristy	Complete
7	Kristy to advertise spring programs.	Kristy	Complete
8	Jan to send Pickleball tournament information to Barb.	Jan	Complete
9	Morgan to submit an Adult Programs winter report to the board in April.	Morgan	ASAP
10	Kristy to submit a Child & Youth Programs winter report to the board in April.	Kristy	ASAP
11	Megan to obtain soccer equipment from the Dundonald Community Association, order jerseys from Tim Hortons, and connect with Erin to learn how to use Amilia.	Megan	ASAP
12	Krista/Myra to submit an Indoor Youth Soccer report to the board in April.	Krista/Myra	ASAP
13	Kristy to send Rink Volunteer List to Kirk.	Kristy	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Clifton, Barb, Krista and Jan to continue discussing bylaws.	Clifton, Barb, Krista, Jan	Ongoing
2	Add 'Obtain quotes for extending wire mesh at rink' to May 2024 Agenda.	Cinthia	May 2024
3	Prepare PIES for Cinema Under the Stars	Morgan	Complete

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Work through Monthly Minders Document at March Meeting.	Everyone	Done

2	Report on power issues before the upcoming rink season.	Jan	Done
3	Organize Paint Night	Clifton	Done – added to additional action items.
4	Investigate equipment needed to allow for hybrid meeting.	Clifton	Done
5	Megan to contact Erin regarding Amilia access/use.	Megan	Not done – added to additional action items.

REPORTS:

Rink Coordinator Report, Kirk

- Rink closed for season. It was a good run with lots of challenges, however we did it!
- Rink nets - we have received quotes from Al Andersons and pricing is higher than budgeted. Both nets are \$3,933 plus tax if we assemble ourselves which is netting it. \$4,683 if we want them completely assembled. I met a fella this season that would volunteer his time to string the nets and setup. He does this and said he would help out. Which would save us the difference in the two prices.
- Still unsure about warmup access?
- Still unsure of securing header boards for hooks to walls
- Still unsure about shelving in maintenance equipment room.
- Still unsure about locks on mech room doors.
- Do we shut lights off now to save power? However we can't because don't have access to mechanical room.
- The snow sweeper I donated from my work (Cameco) helped out greatly with snow cleaning this winter. My director asked about it and said it was very beneficial to us. Work was happy to donate to good use, and not having to put in auction items. Community use trumped getting barely anything at auction.