



Hampton Village

COMMUNITY ASSOCIATION

HVCA General Meeting
Online via Microsoft Teams
 Wednesday, November 8, 2023, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (12):	<ul style="list-style-type: none"> • Cinthia, Minute Taker • Barb • Clifton • Jess • Clara • Kristy 	<ul style="list-style-type: none"> • Morgan • Myra • Erin • Kirk • Megan • Krista
Absent Board Members (3):	<ul style="list-style-type: none"> • Kamanashis • Tanner • Jan, Community Liaison 	<ul style="list-style-type: none"> •
Other Attendees (1):	<ul style="list-style-type: none"> • Lori Kardynal 	

QUORUM REACHED

SUMMARY:

1. **Call to Order** – The meeting was called to order at 7:02 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: Cinthia	Seconded by: Clifton	MOTION CARRIED
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3. **Review & Adoption of Past Meeting Minutes**

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

Moved by: Clifton	Seconded by: Kirk	MOTION CARRIED
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Motion: To approve the minutes of the October 11, 2023 AGM as presented.

Moved by: Clifton	Seconded by: Myra	MOTION CARRIED
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4. Business Arising from the Minutes

- Reviewed and updated Action items

5. Correspondence

- none

6. Executive Reports

President, Clifton

- Nothing to 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)
- Completed Insurance paperwork for contract year 2023 to 2024. Invoice to be received later in November.
- Review of Financial Report to October 31/23

Motion: To approve the financial statement as of October 31, 2023.

Moved by: Barb	Seconded by: Clifton	MOTION CARRIED
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Secretary, Cathy

- Barb has been checking the secretary and contact emails. Preparing Agendas and Minutes.

7. Coordinator Reports

Communications Coordinator, Jess

- Initial emails have gone out for winter newsletter advertisers.
- Sign has been updated.

Rink Coordinator, Kirk

- Nothing to report, waiting for colder weather. Everything ready to go.
- Sourced a donation for a new snow brush from his company

Online Registration/Membership Coordinator, Erin

- Nothing to report

Allocations Coordinator, Kristy

- Will be entering the winter school bookings this weekend
- Sunday 7PM, Online Program coordinator meeting

Adult Programs Coordinator, Morgan

- Nothing to report

Child & Youth Programs Coordinator, Hillary

- Vacant, nothing to report

Daytime Programs Coordinator, Vacant

- Vacant, No report.

Kinder Soccer Coordinator, Megan

- Fall kindersoccer is complete, season went well

Youth Soccer Coordinators, Krista & Myra

- Nothing to report

8. Community Consultant Report, Jan

- Report was emailed.

9. Special Events

- **Pumpkins in the Park – PIES?**
 - **Jess will upload once complete**
- **HFMC Pies Week**
 - Morgan will touch base with Robert and get back to us.
 - December 4-9. Pastor Seth sent out an email.
 - Association would like pies to go to people in need or sold to support the church's community efforts.

10. Old Business

- Rink Agreement / access
 - Rec Unit Agreement – Jan has not received a copy of the Rec Unit Agreement that she can share with the HVCA. She has flagged this with management internally.
 - Rec Unit Access / Warm-up Room – Kirk has given Jan his availability to meet with the City's Facilities Dept's Carpenter; the Carpenter will install the Key Lock Box the HVCA purchased, and they will discuss / plan the hooks, shelves, etc. for the Warm-up Room. Hopefully, the Carpenter will have time to do the installations and/or at least help with them.
- Chain-link fence extension/reversion
 - Pushed to spring 2024
- Bylaws revision
 - Jan can share her availability to meet to work on this
 - Important to have a method to help people move on who have not been communicating in a meaningful way with the board or attending meetings
 - a. Volunteers: Clifton, Krista, Barb
 - b. Clifton to get meeting options from Jan (share with Krista)
- Rink Power Issue / Update

- No update shared at tonight’s meeting since Lisa Thibodeau’s response to our letter in September.

11. New Business

- Nominate Krista Eremondi to shared Youth Soccer Coordinator position

Motion: To Nominate Krista to a shared Youth Soccer Coordinator position		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

- Children’s Programming planning due to vacancy of Youth Coordinator position
 - Kristy has all of the instructor contacts
 - Hillary is supposed to forward contracts to Barb/Kristy
 - **Kristy is willing to cover the position for WINTER only. If a coordinator is not found there will be no spring programming. Efforts must be made in the meantime to secure a coordinator.**
- Youth Grant applications
 - Winter 2024 Grant Application due November 15th
 - Kristy will submit a grant application to Jan, Barb will send last years if she can find a copy. Loop Jan in as needed.
 - Fall 2023 grant follow-up due December 15th
 - If Hillary is not able to do this report, Jan can do the report with a little information from Robert & Barb.
- Rink Supervision Schedule
 - Jess to send out link to sign up for skating supervision. All board members to sign up for 3-4 shifts
- Cross Country Ski Trails
 - Morgan motions to spend up to \$1500 on XC ski trail grooming in our parks.

Motion: To spend up to \$1500 on XC ski trail grooming in the 2023/2024 ski season		
Moved by: Morgan	Seconded by: Kristy	MOTION CARRIED

- February meeting currently conflicts with Valentines Day.

Motion: To move February 14th board meeting to February 7th, 2024		
Moved by: Clifton	Seconded by: Megan	MOTION CARRIED

- Splitting secretary duties
 - Cinthia is willing to take minutes and email out.
 - Morgan can monitor emails: reply and/or forward to appropriate person.
 - Clifton to add Morgan to shared mailbox

- Clifton: to email board members to set expectation that you need to send regrets in a timely manner. This will ensure quorum without Barb or secretary having to hunt people down.
- Cinthia will send approved meeting minutes to Jess for posting on website
- Barb will continue to submit ISC changes
- **Role/Duty that still needs to be filled:**
 - **Board member to call for agenda items (2 weeks prior to meeting), Make agenda (send out week prior to meeting)**
- Potential new board member
 - Barb nominates Lori Kardynal to a member at large position.

Motion: To nominate Lori Kardynal to Member at Large #2.		
Moved by: Barb	Seconded by: Clifton	MOTION CARRIED

12. NEXT MEETING:

- Monthly Board Meeting: Wednesday, December 13, 2023 7 p.m.

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	Submit youth grant application to Jan	Kristy	Complete by Nov 15
2	Fall 2023 youth grant summary report		Due Dec 15
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	
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	
6	Clifton/Barb/Krista/Jan to meet regarding bylaws. Clifton to coordinate	Clifton	
7	Complete PIES for Pumpkins in the Park	Jess	

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	<i>Provide ratio of participants to leaders to ensure we fall within guidelines for drop in basketball.</i>	Jan	

2	<i>Have city carpenter install shelves and lockbox at Rink before winter season.</i>	Jan, Kirk	
3	<i>Follow up with city re power issues before upcoming rink season. Received response from city but nothing concrete.</i>	Jan, Barb, Kirk	
4	<i>Obtain quotes for extending wire mesh at rink.</i>	Kirk with support of board as required	
5	<i>Obtain wording for bylaw changes</i>	Krista	
6	<i>Prepare PIES for CUTS</i>	Morgan	

Complete:

	Action	Person Responsible	Status/Complete By
	<i>Send list of available Soccer coaches to Soccer Coordinators</i>	Jan	complete
	<i>Pumpkins in Park –contact Loraas (bin) and 7-11 (Hot chocolate)</i>	Jess	Complete
	<i>Send Youth Basketball registration info to Robert</i>	Barb	complete
	<i>Purchase thank you gift for Cathy</i>	Cinthia	complete
	<i>Send last years AGM PowerPoint to Clifton</i>	Kristy	complete
	<i>Arrange meetings with school principals and deliver donation cheques at same time.</i>	Clifton	Complete
	<i>Plan and lead board orientation for November 4th</i>	Morgan, Krista, Clifton	Complete
	<i>Email AGM Prep list discussed at Sept meeting to board members</i>	Barb	Complete