



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, May 8th, 2024, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (9):	<ul style="list-style-type: none"> • Barb • Morgan • Lori • Jess • Kristy 	<ul style="list-style-type: none"> • Clara, chair • Cinthia, Minute taker • Megan • Myra
Absent Board Members (5):	<ul style="list-style-type: none"> • Clifton • Krista • Erin 	<ul style="list-style-type: none"> • Deb • Myra • Kirk • Tanner
Other Attendees (3):	<ul style="list-style-type: none"> • Robert Caswell, HFMC Liaison • Regrets, Jan Cunningham, Community Consultant 	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:07 p.m.

1. Review & Adoption of Agenda

- The Agenda was emailed to the board prior to the meeting.

Motion: To approve the Agenda.		
Moved by: Myra	Seconded by: Lori	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The April 11, 2024, Monthly Board Meeting Minutes were emailed to the board prior to the meeting.

Motion: To approve the April 11 th , 2024, Monthly Board Meeting Minutes, as presented.		
Moved by: Jess	Seconded by: Barb	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.

4. Correspondence

- Barb continues to monitor the Contact email address. Majority are inquiries about programs.

5. Executive Reports

President, Clifton

- See report

Action Item: Morgan to send out doodle poll for paint night dates to board. Board to vote ASAP.

Action Item: Add 'Code of Conduct' to June Agenda

Vice President, Vacant

Treasurer, Barb

- Arranged for weeds to be maintained by SIMFC for the summer at a cost of \$30 biweekly or \$15/biweekly (gas money) if no cut required
- Continue to perform secretary duties and monitor Contact email. Respond to email inquiries or forward to applicable Board Member for follow up.
- Applied for Annual Grant, Programming Grant and Cost as a Barrier Grant in April. Waiting on power bills to complete the rink grant.
- Started working on the budget. Waiting on information from some coordinators.
- Bylaw 3.14 payments processed. Let Barb know if you qualified for a payment but did not receive a cheque.
- Ordered anti-virus software for new laptop.
- Statement of Operations as at April 30, 2024, were emailed to the board prior to the meeting.

Motion: To approve the April 30, 2024, Statement of Operations, as presented.		
Moved by: Kristy	Seconded by: Clara	MOTION CARRIED

Secretary, Vacant – see Barb's report

6. Coordinator Reports

Communications Coordinator, Jess

- Sign permit has been renewed, fee has increased
- Changing the sign twice in the next few weeks (SUM Theatre, Garage Sale)

Rink Coordinator, Kirk , Absent

- Budget submitted
- Grant will be submitted when we have utility bills

Online Registration/Membership Coordinator, Erin

- Absent, nothing to report

Allocations Coordinator, Kristy

- Nothing to report

Adult Programs Coordinator, Morgan

- Nothing to report

Child & Youth Programs Coordinator, Vacant

- Spring programs started
- Kristy cannot continue with coordinator duties come this fall
 - Need to advertise. If coordinator is not found programs will not run.

Action Item: Advertise Child & Youth Coordinator, Soccer Coordinator, Secretary

Daytime Programs Coordinator, Vacant

- Nothing to report

Kinder Soccer Coordinator, Megan

- Getting parents organized to start season tomorrow

Youth Soccer Coordinators, Krista & Myra

- Going smoothly so far.
- 4/12 teams with no coaches in place
- Jerseys are late coming
- Need to advertise for soccer coordinator, Krista currently does equipment and answers soccer method questions. May need someone to cover Myra's duties.

Possibilities Recovery Program Report

- Nothing to report
- Resident comments that her child enjoys the program
- Rescheduling the clean up due to snow

7. Community Consultant Report, Jan

- Report is not out yet
- Nothing to report on rink yet. City will pay max on rink grant this year

8. Special Events**Community Garage Sale**

- Nothing to report
- BBQ at the church as well as other activities

SUM Theatre

- Waiting for flyers
- Need to make treat bags

Cinema Under the Stars

- Everything is moving along
- Kristy will submit park permit, ask for smaller garbage cans this year

Pumpkins in the Park

- Kristy to submit park permit

9. Old Business

Rink Agreement

- Ongong, Nothing to report

Monthly Minders – May / June 2024

- Key items on the Monthly Minders for May:
 - Check in Meeting with School Principals – Clifton
 - Rink Grants due May 15 – Barb/Kirk
 - Leisure Guideline submission for Fall 2024 programs
 - Initial Preparations for next years budget - All
- Key items on Monthly Minders for June: Add to June Meeting
 - Programming check in Meeting - Kristy and Coordinators
 - Discuss/Plan AGM - Clifton
 - Programming Coordinators establish Fall 2024 Programs
 - Allocations enter school bookings during booking window - Kristy
 - Leisure Guideline submission for Fall 2024 programs
 - Evaluate Spring 2024 Programs – Likely report at September meeting, Questionnaire to families in July
- Move below to September Meeting
 - Program Coordinator reports due for June Board Meeting
 - Present Preliminary Budget for next year – Barb
 - Prepare for year end financials - Barb

10. New Business

- Quotes for extending mesh wire at rink – Action item for Kirk
- Approval to purchase new hockey nets – Kirk has a contact to help string the nets

Motion: To purchase 2 nets for \$4500 dollars		
Moved by: Barb	Seconded by: Cinthia	MOTION CARRIED

- Recruitment ideas to fill vacant positions
 - Sign, Facebook, Ameilia e-blast,
- Donations for 2024 / 2025
 - 500 to church, 2000 to each school, SUM theatre -\$600, \$1000 for misc donations
- Board Member resignation
 - Lori is moving out of the community and has to resign

Motion: To accept Lori’s resignation effective today		
Moved by: Barb	Seconded by: Myra	MOTION CARRIED

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, June 12, 2024, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 7:55 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	<i>Send out doodle poll for paint night dates to board. Board to vote ASAP.</i>	Morgan Everyone	
2	<i>Add 'Code of Conduct' to June Agenda</i>	Cinthia	
3	<i>Action Item: Advertise Child & Youth Coordinator, Soccer Coordinator, Secretary</i>	Kristy, Cinthia can help too	
4	Work through Monthly Minders Document every month, until we have a Secretary.	Everyone	

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
3	Share code of conduct with Jag once complete	Clifton	Ongoing
4	<i>Plan check in meeting with principals before the school year ends</i>	Clifton	Ongoing
5	Krista/Myra to submit an Indoor Youth Soccer report to the board in April.	Krista/Myra	Ongoing -use template on sharepoint
6	Kristy to send Rink Volunteer List to Kirk.	Kristy	Ongoing
7	Clifton, Barb, Krista and Jan to continue discussing bylaws.	Clifton, Barb, Krista, Jan	Ongoing

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	<i>Add winter city yxe micro grant to August Monthly Minder</i>	Who has access to edit this document? Are we all able to?	Complete
2	Respond to Melanie's email about Tommy Douglas After Grad donation	Clifton	Complete
3	Clifton to find a Bluetooth speaker priced around \$200 for hybrid meetings.	Clifton	Complete
4	Morgan to submit an Adult Programs winter report to the board in April.	Morgan	Complete, on sharepoint
5	Kristy to submit a Child & Youth Programs winter report to the board in April.	Kristy	Complete, on sharepoint

6	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	Complete
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PRESIDENT'S REPORT – May 6th, 2024

Hello team, unfortunately I am unable to make it to this meeting due to a work conflict, so here is my report:

Saskatoon Paint-Along

I have contacted another Painting Event company called Saskatoon Paint-Along, I have done a session with them in the past virtually and Josie and it was very good, and it was fun. This company is slightly cheaper than the other option as well at \$45 per person and a minimum of 8 persons is required so roughly \$360 starting. This is a 2hr session and all paint supplies would be provided with set up 30mins ahead of time. Josie is also super flexible and able to do Friday nights as well at 7pm. There is a \$100 deposit required and Josie currently has availability for the May 31st, June 7th and June 14th if those dates work best for the board, Josie is also extremely flexible with time as well. I know based on the first response a Friday night seemed to make more sense for persons and we would have more options of places we can host. Please let me know if any of those dates work or if there are other options so I can send out another survey.

Hybrid Meetings Audio device:

I have purchased the device and got it on at a discount price of \$165.76 brand new, it will be delivered to me this week.

Volleyball in the Rink

I have given Jag's group the go ahead to use the Rink, however, I also have a draft Code of Conduct Document that I would like the board to review and vote on so we can have that communicated to their group. It will be emailed for the board to review as well.

Donation – Tommy Douglas After Grad Committee

The cheque for \$500 has been delivered to the Tommy Douglas After Grad Committee. They were extremely thankful to the HVCA for the generosity.

Interested person for Vice President – I have not received any additional communication from this individual, did they show up at the last meeting?

PS. Please can we get help with the Secretary duties for Barb?

Thank you all for the awesome work you continue to do! 😊



HVCA- Community Public Play Areas Code of Conduct

Welcome to our Hampton Village community's public play areas! We strive to create a safe and enjoyable environment for everyone. To ensure a positive experience for all users, we kindly ask that you adhere to the following code of conduct:

1. **Respect for Others**

- Treat all individuals with kindness, respect, and consideration.
- Use inclusive language and behavior, making everyone feel welcome and valued.

2. **Safety First**

- Always prioritize safety.
- Use equipment properly and supervise children to prevent accidents.
- Report any damaged equipment or hazards immediately to the management.

3. **Cleanliness**

- Help keep the play areas clean and litter-free.
- Dispose of trash in designated bins and recycle when possible.
- Avoid bringing glass containers or hazardous materials into the play areas.

4. **Noise Consideration**

- Be mindful of noise levels, especially during early mornings, late evenings, and nap times.
- Use headphones when listening to music or watching videos.

5. **Pet Policy**

- Pets are generally not allowed in the play areas for safety and hygiene reasons.
- Please adhere to all community pet policies outside of designated pet areas.

6. **Supervision**

- Children must be accompanied by a responsible adult while using the play areas.
- Parents and guardians are responsible for their children's behavior and safety.

7. **Responsible Play**

- Play safely and avoid rough or aggressive behavior that could harm others.
- Respect the boundaries of others using the play areas.

8. Reporting Concerns

- Report any concerns, incidents, or maintenance issues related to the play areas to the community management promptly.

9. Compliance with Rules

- Failure to comply with these rules may result in temporary or permanent suspension of play area privileges.

By following these guidelines, we can all contribute to a positive and enjoyable experience for everyone in our community's public play areas. Thank you for your cooperation!