



HVCA Annual General Meeting
 1055 Hampton Circle, Community Resource Centre
 Wednesday, October 11th, 2023, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (11):	<ul style="list-style-type: none"> • Clifton Bennett, Chair • Barb Down • Booker Kenny • Kristy Balone • Cinthia Hill-Bird - (Volunteer Minute Taker) 	<ul style="list-style-type: none"> • Myra Torriente • Jess Kettner • Clara Santha • Erin Chuey • Morgan Freeman • Megan Pearce
Absent Board Members (5):	<ul style="list-style-type: none"> • Windel Bucknor • Hillary Barker 	<ul style="list-style-type: none"> • Krista Eremondi • Kamanashis Deb • Kim Groff
Other Attendees (4):	<ul style="list-style-type: none"> • Jan Cunningham, Community Consultant • Robert Caswell, Hampton Free Methodist Church Liaison • Kirk Campbell • Tanner Perratt 	

SUMMARY:

The meeting was called to order at 7:00 p.m.

- Quorum: Clifton acknowledged that quorum was reached, and the meeting could proceed.
- Voting procedures were reviewed: attendees who are residents of Hampton Village and hold a valid HVCA membership are eligible to vote and be elected to the board.
- Reports were posted to the Hampton Village Community Association website 15 days prior to the AGM.
- Moving to paperless meetings where possible. Majority of reports were presented on one of 2 screens. Full copies of the Agenda, Last Year’s Minutes, Financials and Budgets are available on the website.

1. Review & Adoption of Agenda

- The Agenda was posted to our website prior to the meeting, and displayed on screen at the meeting.

Motion: To approve the Agenda as presented.		
Moved by: Clifton	Seconded by: Clara	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The October 12th, 2022 Annual General Meeting Minutes were posted to our website prior to the meeting and presented via PowerPoint at the meeting.

Motion: To approve the October 12 th , 2022 Annual General Meeting Minutes as presented.		
---	--	--

Moved by: Clifton	Seconded by: Myra	MOTION CARRIED
-------------------	-------------------	----------------

3. New Business

a. Presentations and Acknowledgements

- Clifton thanked all board members, and their families, for their contributions to the community.
- A donation of \$500 was made to the Hampton Free Methodist Church as a thank you for offering space to the HVCA for programming. Robert accepted the donation on behalf of the HFMC.
- Last fall, the HVCA donated \$1000 to both Ernest Lindner & St. Lorenzo Schools, and another \$2,000 was donated to both schools this fall. Ernest Lindner School is using the donation for school programming, reading program, and after school enrichment. St. Lorenzo School is putting the funds towards food security.

b. Resignations

- Clifton asked if there were any resignations for board positions that are not expiring this year – there were none.

4. Reports

a. Slideshow

- Board Reports: A PowerPoint of the Board Reports, with the exception of Treasurer, was played on loop during the entirety of the meeting. A Second PowerPoint of the agenda, last years minutes, financial statement and budget was played prior to the meeting.

b. Treasurer Report

- Barb presented the Financials. All documents were posted to the website prior to the meeting and projected during the meeting:
 - 2022-2023 Annual Financial Statement (Statement of Operations and Statement of Financial Position).
 - 2023-2024 Operating Budget

Motion: To approve the 2022-2023 Annual Financial Statement as presented.		
---	--	--

Moved by: Clifton	Seconded by: Kristy	MOTION CARRIED
-------------------	---------------------	----------------

Motion: To approve the 2023-2024 Operating Budget as presented.		
---	--	--

Moved by: Barb	Seconded by: Clara	MOTION CARRIED
----------------	--------------------	----------------

- Since the HVCA is a non-profit with yearly revenue less than \$250,000, a financial review can be completed in lieu of an audit if the motion is approved at an AGM.

Motion: To waive the requirement for an Annual Financial Audit in lieu of an Annual Financial Review (as per ISC rules for Non-profit Corporations with revenue less than \$250,000).		
Moved by: Clifton	Seconded by: Barb	MOTION CARRIED

Motion: To appoint Tara Quick, CPA, as the Financial Reviewer for the 2023-2024 Financial Statements.		
Moved by: Clifton	Seconded by: Cinthia	MOTION CARRIED

- The HVCA charges a membership fee of \$10/household which is consistent with other Community Associations throughout the city.

Motion: To approve maintaining the annual HVCA Membership Fee of \$10.		
Moved by: Clifton	Seconded by: Morgan	MOTION CARRIED

5. Election of Board Members

- Jan chaired the election portion of the meeting.
- Election procedures were reviewed: All positions that are open for election were projected on the whiteboard; there will only be a vote if there are two people putting their name forward for the same position; a balloted vote can be requested for any open position; you can nominate yourself or someone else for an open position; nominations were called three times before closed.

- a. The following board members were elected by acclamation for **2 year terms** for positions that retire in even years:

Online Registrations Coordinator	Erin Chuey (incumbent)
Rink Coordinator	Kirk Campbell
Youth Soccer Coordinator	Myra Toriente

- b. The following board members were elected by acclamation for **1 year terms** for positions that retire in odd years:

Member at Large #1	Tanner Perratt
--------------------	----------------

The following positions were left vacant:

Vice President	2 year term
Secretary	2 year term
Daytime Programs Coordinator	2 year term
Child/Youth Programs Coordinator	2 year term
Member at Large #2	2 year term
Member at Large #4	2 year term
Member at Large #6	2 year term

Elections were deemed closed. Clifton continued chairing the remainder of the meeting. Clifton thanked out going board members. A special thank you was given for Cathy Baerg for her commitment to the Board for the past 10+ years.

c. Approval to Change Signing Authority as per Elections

- In the Articles & Bylaws it states that signing authority shall be given to the President, Treasurer and up to two additional board members. Each cheque must be signed by either the Treasurer or President and one other authorized signatory.
- With the resignation of Cathy Baerg (Secretary), the signing authority will need to be changed.

Motion: To remove Cathy Baerg and add Erin Chuey as having signing authority on HVCA bank accounts.		
Moved by: Barb	Seconded by: Clifton	MOTION CARRIED

For clarity, the following board members will have signing authority on all HVCA bank accounts: Clifton, Barb, Erin, and Clara.

6. Open Discussion

A question was asked as to what time the Board Orientation will be on November 4th. It was decided to start at 9:30 and end with lunch.

7. Door Prize Draw

- The winner of the \$20 Tim’s gift card was Kirk Campbell.
- The winner of the \$20 Pink Skip gift card was Clifton Bennett

8. Next Meetings

- a. Board Orientation: Saturday, November 4th, 2023, at 9:30 a.m.to 12:30 (approximately) at Hampton Free Methodist Church.
- b. Board Meeting: November 8th, 2023, at 7 p.m., Community Resource Centre, 1055 Hampton Circle.
- c. AGM: Wednesday, October 9th, 2024. Time and location are TBD.

ADJOURNMENT:

The meeting was adjourned at 7:33 p.m.