Hampton Village
COMMUNITY ASSOCIATION

Monthly Board Meeting
Microsoft Teams
Wednesday, February 12th, 2025, 7:00 p.m.
MINUTES

ATTENDANCE:

Present Board Members (10):

- Courtney
- Barb, Chair
- Kristy, Minute Taker
- Jess
- Kirk
- Myra
- Erin
- Morgan
- Abby
- Krista

Absent Board Members (0):

Other Attendees (3):

- Jan Cunningham, Community Consultant
- Micah Panahon, Community Consultant
- Robert Caswell, HFMC Liaison

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:06 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: Abby	Seconded by: Myra	MOTION CARRIED

2. **Review & Adoption of Past Meeting Minutes**
   - The January 8th, 2025 Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were made.
   - As the January 8th, 2025 meeting did not have quorum, the minutes from both the January 8th, 2025 meeting and December 11th, 2024 meeting require approval.

Motion: To approve the December 11th, 2024 Board Meeting Minutes, as amended.		
Moved by: Myra	Seconded by: Kirk	MOTION CARRIED

Motion: To approve the January 8th, 2025 Board Meeting Minutes, as presented.		
Moved by: Kristy	Seconded by: Morgan	MOTION CARRIED

3. **Business Arising from the Minutes**
   - Evaluation forms from previous seasons were inaccessible. Kristy will follow up with Myra to ensure access for editing and distribution for the upcoming season.

ACTION ITEM: Kristy to connect with Myra to access evaluation forms.

4. **Correspondence**
   - Contact Email Monitoring: Barb has been monitoring the Contact email account. April Chiefcalf, MLA for our area, reached out to inquire about attending a future meeting to answer any questions. The board discussed the possibility of combining a regular board meeting with a community meeting to facilitate this. At this time, the board does not have specific questions, but we will follow up with April if that changes.
   - Media Request: CTV reached out requesting a news interview regarding recent rink thefts. Kirk already completed a radio interview, and no one expressed interest in doing additional media. Barb will respond to CTV to advise that no further comments will be provided.
   - Donation Request: Tommy Douglas Collegiate requested a donation for their graduation. The board discussed the need for a clearer process for handling donation requests. Jan noted that a donation policy had been previously discussed. It was agreed that a formal request from the school is preferred over a generic message. As many Hampton Village students attend Tommy Douglas Collegiate, the board supports the donation.
   - Tim Hortons Timbits Uniforms: An email was received regarding the order deadline for Timbits uniforms of May 30th. Kristy forwarded the email to Krista. Further discussion to follow.

Motion: To donate $500 to the Tommy Douglas Collegiate After Grad for 2025.		
Moved by: Barb	Seconded by: Courtney	MOTION CARRIED

ACTION ITEM: Barb to draft a letter to accompany the donation cheque to Tommy Douglas Collegiate.
ACTION ITEM: Add discussion of a formal donation policy to the March agenda.

5. **Executive Reports**

President, Vacant

Vice President, Courtney – Nothing to report.

Treasurer, Barb – Nothing to report.

Secretary, Kristy – Nothing to report.

6. **Coordinator Reports**

Communications Coordinator, Jess – Nothing to report.

Rink Coordinator, Kirk

- There was a theft at the rink in January. Kirk completed a media interview regarding the incident. The stolen sweeper will need to be replaced and should be discussed during the next fiscal year's budgeting process.
- A temporary deadbolt was installed following the theft. Kirk inquired about a permanent solution. Jan updated Micah, and the Facilities Department is managing the issue. A latch guard may be installed. Kirk also asked about additional keys; Jan confirmed that Lindsay currently has two more keys for the rink building.
- A dehumidifier was also stolen. The room is now overly humid, which will likely cause the doors to freeze shut. Kirk recommended that Facilities install a replacement dehumidifier.

ACTION ITEM: Barb and Kirk to discuss and include the cost of a replacement sweeper in the upcoming budget planning.

Allocations Coordinator, Myra

- Spring program bookings are being entered, with the booking window closing on February 23rd. Dates will be sent to all program coordinators. Online registration will open on Sunday, March 16th. Erin confirmed this timeline works for her, provided she receives the information by February 27th.
- There was a discussion regarding Adult Basketball and the availability of a large gym. Spring bookings may offer more flexibility due to the absence of indoor soccer, which typically uses the large gym spaces. Since the program wouldn't be considered a historical booking, it would need to be entered when the public booking window opens on March 10th.

Online Registration/Membership Coordinator, Erin

- Youth Soccer is set to open on Sunday, February 16th.
- Erin reminded program coordinators to update the "From" and "Reply to" fields when sending messages to participants to ensure responses are directed to the appropriate contact.

Adult Programs Coordinator, Morgan

- The Volleyball program did not run this season. The board discussed the possibility of replacing it with Badminton, noting that while registration was full last season, attendance was low. Barb noted a similar trend with Pickleball.
- Jan brought forward a discussion on launching an Adult Basketball program. Harvey expressed interest in leading it and noted it would likely be well attended and appreciated by the community. Thursday evenings would be his preferred time.

Child & Youth Programs Coordinator, Abby

- A volunteer email from the U of S was sent out today, and it is expected to bring in a few volunteers for coaching Youth Basketball. Jan suggested conducting phone interviews to determine the best candidates for the role. Volunteers will receive an honorarium.

ACTION ITEM: Abby to recruit a third person for coaching Youth Basketball.

Daytime Programs Coordinator, Vacant

- Cards, Games & Coffee: Barb attends regularly and noted that the program is consistently well attended, with a dedicated group of regular participants.
- SPL Storytime Dance Party: There was a question regarding who is currently maintaining the program. It is unclear if Cinthia is still responsible as she is no longer on the board.

Kinder Soccer Coordinator, Vacant

- Discussion on connecting with the previous Kinder Soccer Coordinator regarding an outstanding administrative matter. Efforts will continue to reach out before taking further steps.

Youth Soccer Coordinators, Krista

- Online registration will be open from February 16th to March 10th, with the season running from May to June. Krista will notify Barb when the cheque to SYSI is due.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was reviewed during the meeting.
- The Volunteer Training Committee will be sending a survey to gather input from volunteers on preferred training topics. Training will include both position-specific and general interest sessions.
- A survey will also be distributed regarding the Leisure Guide and its distribution.
- To help ensure effective board operations, Jan suggested we set aside time periodically to review governance items such as the format of the minutes, level of detail in financial statements, and whether bylaws need revision.
- A complaint was received from the school division regarding HVCA rentals. Jan and Micah are involved and working directly with their supervisor to implement improvements. The Youth Basketball program is important to the community and will continue. Jan emphasized the importance of documenting any issues, such as locked doors, issues with staff, moving forward.
- This was Jan's final meeting as the HVCA Community Consultant. Micah will be stepping into the role moving forward. While the full hand-off has not yet been completed, Jan will continue transitioning responsibilities to Micah over the coming weeks to ensure she is fully up to speed on unfinished business (e.g., the rink building) and the history and operations of the group. The board thanked Jan for her many years of dedicated service and support to the HVCA.

8. Special Events

Sum Theatre

- As there was no quorum at the last meeting, the board formally approved the decision made in January to proceed with a $600 donation to SUM Theatre for Theatre in the Park 2025.

Motion: To donate $600 to SUM Theatre for Theatre in the Park 2025.		
Moved by: Morgan	Seconded by: Myra	MOTION CARRIED

Community Garage Sale

- Kristy will not be leading the event this year, but Abby has agreed to coordinate. Kristy will share the formattable map file with Abby.

ACTION ITEM: Kristy to send the editable Community Garage Sale map to Abby.

9. **Old Business**

Review Board Calendar

- The Board Calendar was reviewed, and all action items have been addressed or completed.

Rink Schedule

- There are still a few shifts open that will need to be filled. Board members are encouraged to review the schedule and sign up where available.

Gift Cards for Rink Benches

- The board ratified the decision to spend $350 for gift cards as a token of appreciation for the volunteers who worked on the rink.

Motion: To ratify the decision to spend $350 on gift cards for the rink volunteers.		
Moved by: Barb	Seconded by: Kristy	MOTION CARRIED

10. **New Business**

Kinder Soccer Program

- Since we do not have a coordinator, there was a discussion about how to move forward with the program. Myra has agreed to help coordinate the program by doing the field bookings and team scheduling, but she will need additional help with finding coaches and arranging equipment. Since parent volunteer coaches have not been effective in the past, it was suggested that we connect with the U of S students to see if any would be willing to coach.
- Jan inquired about the avenues and channels already explored to find a new coordinator. She suggested connecting with the schools to advertise on Edsby, and Barb will check with the school staff regarding the format required. Jess will assist with creating the advertisement. Erin also suggested sending a message through Amilia.
- Uniforms: There are some at the school, but a review is needed to determine how many are required. The previous coordinator encountered issues, so no jerseys were ordered last year.

ACTION ITEM: Jess to create an ad for recruiting a new Kinder Soccer Coordinator (to be shared with both schools and on Amilia).

HVCA Case Study

- Seth Freeman from the Hampton Free Methodist Church conducted a case study for his course on non-profit leadership and chose to conduct a case study of the HVCA. Barb and Kristy met with him in the fall to discuss the study and answer any questions he had. The case study was sent out to all board members for review.

- The case study includes a few recommendations for the board. If there are any questions or further discussion needed, board members are encouraged to reach out to Seth directly.

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, March 12th, 2025, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:26 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to connect with Myra to access evaluation forms.	Kristy	ASAP
2	Barb to draft a letter to accompany the donation cheque to Tommy Douglas Collegiate.	Barb	ASAP
3	Add 'Donation Policy' to the March agenda.	Kristy	March
4	Barb and Kirk to discuss and include the cost of a replacement sweeper in the upcoming budget planning.	Barb & Kirk	May
5	Abby to recruit a third person for coaching Youth Basketball.	Abby	ASAP
6	Kristy to send the editable Community Garage Sale map to Abby.	Kristy	ASAP
7	Jess to create an ad for recruiting a new Kinder Soccer Coordinator (to be shared with both schools and on Amilia).	Jess	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Board members to continue attempting to connect with the previous Kinder Soccer Coordinator.	Everyone	Ongoing
2	Kristy to connect with Myra regarding Program Evaluation Forms.	Kristy	Ongoing
3	Micah to connect Erin with someone from the city to facilitate the exit interview process.	Micah	Ongoing
4	Myra to submit permits for CUTS and PITP	Myra	Ongoing
5	Submit grant application for additional basketball coach.	Abby	Ongoing
6	Morgan to complete and share PIES on CUTS 2024	Morgan	Ongoing

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy & Jan to provide orientation for Courtney.	Kristy	Complete
2	Kirk to calculate the total for the bench repair for reimbursement.	Kirk	Complete
3	Sask Lotteries grant.	Morgan	Not done, removing.
4	Jess to post to Facebook regarding STOPS	Jess	Complete
5	Myra to submit stats for programs to Jan	Myra	Complete