



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, March 12th, 2025, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (6):	• Morgan • Jess, Minute Taker • Barb • Myra	• Abby, Chair • Krista
Absent Board Members (4):	• Kirk • Courtney	• Erin • Kristy
Other Attendees (2):	• Micah Panahon, Community Consultant • Robert Caswell, HFMC Liaison	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:05 p.m.

1. Review & Adoption of Agenda

- Add discussion of Volunteer Appreciation

2. Review & Adoption of Past Meeting Minutes

- Minutes not available from February Meeting

3. Business Arising from the Minutes

- N/A

4. Correspondence

- Nothing to report. Any emails sent to contact email are forwarded to the appropriate people (e.g. Request to post to Facebook)

5. Executive Reports

President, Vacant

Vice President, None

Treasurer, Barb – Financials emails, no questions. On target for budgeted loss expected.

Secretary, Kristy, None

6. Coordinator Reports

Communications Coordinator, Jess

- Newsletter deadline is March 30th.
- Will connect with Clair to get Sign letters etc.
- School willing to post on Edsby – will require poster for volunteers to send to schools.

ACTION ITEM: Create poster for volunteer request for open board positions.

Rink Coordinator, Kirk – Not present

- Email sent attached.
- Discussed if Rink will be closing due to the warmer weather. Community consultant requested email notification if rink is closing.
- Discussed if lights will need to be turned off for the off season but unsure how these are controlled.

ACTION ITEM: Jess will email Kirk regarding the discussed questions of the closing down of the rink, the rink lights.

Allocations Coordinator, Myra

- Booking will be done.
- Program report will be coming soon (due March 30th)

Online Registration/Membership Coordinator, Erin, None-not present

Adult Programs Coordinator, Morgan

- Volleyball in the last session did not run due to lack of registrations
- Will replace Volleyball with Badminton

Child & Youth Programs Coordinator, Abby

- Has someone lines up for Basketball in the Spring – will have the additional cost of the 3rd person.
- Basketball will not be starting until May

Daytime Programs Coordinator, Vacant

Kinder Soccer Coordinator, Vacant

- There was an email sent regarding jerseys – Barb found 3-4 boxes of Jerseys in the equipment room at the school when cleaning.

Youth Soccer Coordinators, Krista

- Teams are in process of being organized, about half of the teams have coaches lined up.
- Bags are in the Dundonald's shed which was broken into. We will need to move the bags to somewhere else.
- U9 girls registration will close as we already have 9 registered.

ACTION ITEM: Jess will include question about possibility of storing the soccer gear in out warmup room shed along with the other questions for the rink coordinator.

7. Community Consultant Report, Micah

- Report sent today.
- Winter Youth Grant – Follow up Report due April 15th

ACTION ITEM: Abby to submit follow up for the Winter Youth Grant

8. Special Events

a) Sum Theatre

- No updates received yet.

9. Old Business

Review Board Calendar

- Abby will do the map for the Garage Sale
- Discussed advertising for the Garage Sale and look into creating a form to include the required information instead of just emailing. - Survey Monkey, Microsoft Forms

ACTION ITEM: Abby and Jess will investigate creating Survey for submitting Garage Sales to be included in the map.

10. New Business

- Morgan will be stepping away from the board and will assist in trying to find a replacement.
- Update from Robert
 - Church is sponsoring a Sanctuary Course which discusses key mental health programs
 - Spring Craft Show will be April 12th 10-3 PM
 - Inquired if there is more the church can be doing to help the community association.
- Volunteer Appreciation
 - Discussed possibility of a games night or dinner.
 - Think of things we would be interest in doing for this.
 - Send ideas to Barb

ACTION ITEM: Jess will create poster to advertise the position for Morgan to share.

ACTION ITEM: Barb will email regarding volunteer appreciation ideas and scheduling.

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, April 9th, 2025, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:11 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Jess to connect with Clara to get Sign letters	Jess	ASAP
2	Create posters to send to school for Edsby post	Jess	ASAP
3	Jess will email Kirk regarding questions about the rink.	Jess	ASAP
4	Abby and Jess will investigate creating Survey for submitting Garage Sales to be included in the map.	Abby and Jess	ASAP
5	Abby to submit follow up for the Winter Youth Grant	Abby	Due by April 15th
6	Jess will create a poster to advertise Adult Coordinator position.	Jess	ASAP
7	Barb will email regarding volunteer appreciation ideas and scheduling.	Barb	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Kristy & Jan to provide orientation for Courtney.	Kristy	ASAP
2	Kristy to send Evaluation Forms to all program coordinators so fall programs can be evaluated.	Kristy	ASAP
3	Board members to continue attempting to connect with the previous Kinder Soccer Coordinator.	Everyone	ASAP

4	Jan to connect someone from the city with Erin to facilitate the exit interview process.	Jan	ASAP
5	Myra to submit stats for programs to Jan	Myra	ASAP
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

REPORTS:

Rink Coordinator Report, Kirk

- It's been hanging on by a thread and not good. We try best we can. Also don't have any solutions to the rink keying situation / locks. Basically we have only one key now with the dead-bolt. I might send out message that it's not currently being looked after due above temperatures. Been a rough year for rink!