



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, April 9th, 2025, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (6):	• Courtney, Chair • Barb • Kristy, Minute Taker	• Jess • Erin • Morgan
Absent Board Members (4):	• Kirk • Myra	• Abby • Krista
Other Attendees (3):	• Micah Panahon, Community Consultant • Robert Caswell, HFMC Liaison • Mac Dawson, Sum Theatre	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:11 p.m.

1. Review & Adoption of Agenda

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

Motion: To approve the Agenda, as presented.

Moved by: Erin

Seconded by: Morgan

MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The February 12th, 2025 Board Meeting Minutes and March 12th, 2025 Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were noted.

Motion: To approve the February 12th, 2025 Board Meeting Minutes, as presented.

Moved by: Morgan

Seconded by: Jess

MOTION CARRIED

Motion: To approve the March 12th, 2025 Board Meeting Minutes, as presented.

Moved by: Barb

Seconded by: Morgan

MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.

4. Correspondence

- Nothing to report

5. Executive Reports

President, Vacant

Vice President, Courtney – Nothing to report.

Treasurer, Barb

- The Statement of Operations, as at March 31, 2025, were emailed to the board prior to the meeting. No questions arose.

Motion: To approve the Statement of Operations, as at March 31, 2025, as presented.		
Moved by: Erin	Seconded by: Courtney	MOTION CARRIED

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications Coordinator, Jess

- The spring newsletter has been completed and distributed online; it will be emailed to members shortly.
- Jess will connect with Clara to obtain the letters for the sign. She will also connect with Barb to help budget for the fall newsletter.

Rink Coordinator, Kirk – Not present.

- The Rink Coordinator Report (attached) was emailed to the board prior to the meeting.
- Kirk currently has only two keys for the rink building. Micah will follow up with him regarding additional keys.

ACTION ITEM: Micah to provide extra rink building keys to Kirk.

Allocations Coordinator, Myra

Online Registration/Membership Coordinator, Erin

- Registration for spring programs went well. One adult registered for the children's Kickboxing program; Erin will look into how this occurred.

Adult Programs Coordinator, Morgan

- The Adult Badminton program will run during the spring season, with 13 participants currently registered. Jag will act as the program lead.
- The Yoga instructor, Tara, now has Morgan's school key.
- Morgan will remain on the board as a Member at Large following the conclusion of spring programs in June.

Child & Youth Programs Coordinator, Abby – Not present, no report submitted.

Daytime Programs Coordinator, Vacant

- SPL Storytime Dance Party: A question was raised regarding who is currently overseeing the SPL Storytime Dance Party. It is unclear if Cinthia, who is no longer on the board, is still responsible for the program. Going forward, the board needs to identify a contact from the HVCA to ensure the program continues to run.

ACTION ITEM: The board to assign a contact person to oversee the SPL Storytime Dance Party program to ensure its continuation.

Kinder Soccer Coordinator, Vacant

Youth Soccer Coordinators, Krista – Not present.

- The Youth Soccer Coordinator Report (attached) was emailed to the board prior to the meeting.

7. Community Consultant Report, Micah

- The Community Consultant Report was emailed to the board prior to the meeting and reviewed during the meeting.
- April is a busy month with several upcoming grant deadlines: The Youth Grant (Winter) follow up report is due on April 15th, and the Operating, Program, and Rink Improvement grants are due on April 30th.
- Micah will be unavailable from April 17th to May 13th, but there will be coverage from another Community Consultant while she is away. If possible, submit any grant information before she leaves. If not, it can wait until her return.
- Indoor Coordinator training is tentatively scheduled for Thursday, May 22nd. Further details will be provided.

8. Special Events

Sum Theatre

- Mac Dawson, Artistic Director for Sum Theatre, provided an update on their upcoming performance of “Breathe”, which features a dragon and a fish (breathing in two different ways – water and fire). The show will run at various locations from May 15th to June 27th, with the performance in Hampton Village taking place on Sunday, May 25th at 4:00 p.m. in Al Anderson Park. Portable toilets will be available on site.
- They received the HVCA donation cheque and thanked us for the support.
- A request for flyer volunteers was made. There will be 250 handbill flyers that will need to be distributed to the houses surrounding the park. The Production Assistant, Aiden, will be in contact with us. If we are unavailable to help distribute, they will handle it themselves.
- There was a short discussion about the public and catholic school divisions distributing the flyers to their students. SPS will distribute them, but GSCS will not.
- An advertisement for the event was included in our spring newsletter to help promote it.

- Mac asked if we planned to have a concession or fundraiser at the event. We confirmed there would be none, but Mac wanted to ensure any sponsor-provided snacks wouldn't conflict with fundraising efforts.
- There was a discussion regarding ASL Interpretation for the hearing impaired. If we know of anyone in the community who could benefit from this service, we should connect them with Mac. Typically, two ASL interpreters are available per week. Audio description is also available, but it is limited to one per season and is generally requested by schools for visually impaired students. Micah asked why audio description isn't available at every show, but Mac explained that it is funded by a very specific grant, which is not available to them at this time. The Human Rights Commission has advocated for it, but the funding remains limited.
- Mac asked about the possibility of booking the gym in case of inclement weather. However, according to the joint-use agreement, the HVCA is not permitted to book the school for third-party events. Additionally, there would be a fee to book a caretaker for the weekend, and the booking would need to be made at least 7 days in advance.

Community Garage Sale

- Abby created a Microsoft Form for people to submit their addresses directly to her. Kristy sent Abby all relevant information from previous years.

9. Old Business

Review Board Calendar

- The Board Calendar was reviewed, and all action items have been addressed or completed.
- Planning for future events was discussed and will be added to the May agenda.

ACTION ITEM: Kristy to add "Event Planning for the Upcoming Year" to the May agenda.

10. New Business

Donation Policy

- Discussion on developing a donation policy was deferred to the next meeting. Barb will research whether other Community Associations have donation policies we can use as examples.

ACTION ITEM: Barb to research donation policies from other Community Associations.

ACTION ITEM: Kristy to add "Developing Donation Policy" to May agenda.

Volunteer Appreciation

- There will be an HVCA volunteer appreciation hosted at the Hampton Free Methodist Church for all board members and their families on Saturday, April 26th from 3:00 – 8:00 p.m.
- Barb and Morgan are coordinating the event and will share more details after the meeting.

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, May 14th, 2025, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:17 p.m.

ACTION ITEMS:**New Action Items Arising from Meeting:**

	Action	Person Responsible	Status/Complete By
1	Micah to provide extra rink building keys to Kirk.	Micah	ASAP
2	The board to assign a contact person to oversee the SPL Storytime Dance Party program to ensure its continuation.	Everyone	ASAP
3	Kristy to add the following to the May agenda: • Event Planning for the Upcoming Year • Developing Donation Policy	Kristy	ASAP
4	Barb to research donation policies from other Community Associations.	Barb	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	Micah to connect Erin with someone from the city to facilitate the exit interview process.	Micah	Ongoing
3	Submit grant application for additional basketball coach.	Abby	Ongoing
4	Jess to create an ad for recruiting a new Kinder Soccer Coordinator and Adult Programs Coordinator (to be shared with both schools and on Amilia).	Jess	ASAP
5	Jess to connect with Clara to get sign letters	Jess	Ongoing
6	Abby to submit follow up for the Winter Youth Grant	Abby	ASAP
7	Barb and Kirk to discuss and include the cost of a replacement sweeper in the upcoming budget planning.	Barb & Kirk	May

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to connect with Myra to access evaluation forms.	Kristy	Complete
2	Barb to draft a letter to accompany the donation cheque to Tommy Douglas Collegiate.	Barb	Complete
3	Add 'Donation Policy' to the March agenda.	Kristy	Complete
4	Abby to recruit a third person for coaching Youth Basketball.	Abby	Complete
5	Kristy to send the editable Community Garage Sale map to Abby.	Kristy	Complete

6	Kristy to connect with Myra regarding Program Evaluation Forms.	Kristy	Complete
7	Myra to submit permits for CUTS and PITP	Myra	Complete
8	Morgan to complete and share PIES on CUTS 2024	Morgan	Complete
9	Jess will email Kirk regarding questions about the rink.	Jess	Complete
10	Abby and Jess will investigate creating Survey for submitting Garage Sales to be included in the map.	Abby & Jess	Complete
11	Barb will email regarding volunteer appreciation ideas and scheduling.	Barb	Complete

REPORTS:

Rink Coordinator Report, Kirk

- Graffiti has shown up on the inside of rink. Who do we use for graffiti cleanup?
- Rink is down for the year as you can tell.
- This summer we need to figure out our keys and lock situation. Michaela please give us guidance.
- Should we budget for a new sweeper? They roughly cost about \$1400, however with tariffs who knows.
- Dundonald will be storing equipment in our warmup shack area. Also I think Krista wanted to store some soccer equipment in there. Again we will need to figure out lock access.

Youth Soccer Coordinator Report, Krista

- Outdoor registration and team submission went well. I have 3 under 5 teams 3 under 7 girls 3 u7 boys 1 u9 girls team and 2 u9 boys teams. About half of my teams secured volunteer coaches quickly which is amazing. Now I'm just pressuring the remaining teams to step up or else we will rotate.
- Indoor wrap up went well. All the equipment came back except for 1 as she is coaching outdoor.
- I haven't heard any news as to when our stuff needs to be out of the Dundonald shed. My last conversation with Bryce was he said we wouldn't worry about moving stuff until it is warm up. Kirk has said that we can use our shed. I think I might need a few vehicles to move stuff once we have a date because I really don't know what all needs to be moved.