



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, May 14th, 2025, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (7):

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

Absent Board Members (3):

- Courtney
- Kirk
- Krista

Other Attendees (0):

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:05 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: Erin	Seconded by: Morgan	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The April 9th, 2025 Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were noted.

Motion: To approve the April 9 th , 2025 Board Meeting Minutes, as presented.		
Moved by: Jess	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 – Not present, no report submitted.

Treasurer, Barb – Nothing to report.

Secretary, Kristy

- Kristy was able to connect with the previous Kinder Soccer Coordinator regarding an outstanding administrative issue.
- The school key list has been updated.
- Articles & Bylaws: Any proposed changes should be submitted ahead of the September meeting. Any changes will be voted on in September by the Board, and brought to the membership at the AGM. Please send any suggested edits in advance.
- Secretary Position: Kristy's term ends at the AGM in October, and she will not be seeking re-election. She will continue preparations for the AGM, but will step down afterward.
- Board Roles & Responsibilities: Everyone is asked to review their role descriptions as outlined in the Articles & Bylaws ahead of the September meeting. Myra will circulate individual role descriptions for review and edits.

ACTION ITEM: All Board members to submit proposed changes to the Articles & Bylaws before the September Board Meeting.

ACTION ITEM: Myra to circulate position descriptions to all Board members.

ACTION ITEM: All Board members to review and update their own role descriptions.

6. Coordinator Reports

Communications Coordinator, Jess – Nothing to report.

Rink Coordinator, Kirk – Not present.

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

Allocations Coordinator, Myra

- The program report for winter has been submitted to the City.
- Myra has compiled all relevant program information from Coordinators and Amilia into a spreadsheet. Since Myra doesn't have Amilia access, Erin will add.

ACTION ITEM: Erin to provide Allocations Coordinator access to Amilia.

Online Registration/Membership Coordinator, Erin

- Amilia Update: A change was made to how memberships appear. Users now need to select who is included in the membership household. While it caused some confusion, it only requires checking a box.

Adult Programs Coordinator, Morgan

- Badminton Update: Participation has been low, with a maximum of five players. Another session may be offered in the fall.
- A question was raised about allowing youth to join, but after discussion about age limits and supervision, it was decided not to open badminton to kids to avoid burdening the coach.
- Badminton is currently set for ages 18+, while Pickleball is 16+. The program will only open if a committed coach is available.

Child & Youth Programs Coordinator, Abby

- Spring programs are running smoothly.
- Kickboxing classes were combined due to low registration (three participants in each original time slot).

Daytime Programs Coordinator, Vacant

- Barb reported that Cards, Games & Coffee is going well, with 12-16 attendees weekly, attracting people from beyond Hampton Village.

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.
- Due to black mold in the Dundonald storage shed, all soccer equipment (including jerseys, bibs, and soccer bags) was lost, resulting in a replacement cost of \$1,171.98.

Motion: To ratify the purchase of up to \$1,200 for replacement soccer equipment.		
Moved by: Barb	Seconded by: Kristy	MOTION CARRIED

7. Community Consultant Report, Micah / Jan

- With Micah away, Jan served as interim Community Consultant and submitted the May report.
- The Community Consultant Report was emailed to the board prior to the meeting and reviewed during the meeting.
- Key Dates:
 - Indoor Coordinator Workshop: May 22nd.
 - SPRA “Get Moving” grant application for outdoor summer programming due May 28th.
 - Youth Grant application for Fall 2025 due June 30th.
 - Booking window for school rentals to open mid-June (date TBA).
- Discussion: Jan had mentioned a potential grant for Youth Basketball to Micah before leaving. Micah was to follow up with Abby but hasn’t provided details yet. There is a \$750 seasonal shortfall for basketball, and Abby will check with Micah to see if she’s heard back from Jan.

ACTION ITEM: Micah to follow up with Jan to obtain details about the Youth Basketball grant and communicate the information to Abby so she can proceed with the application.

8. Special Events

Sum Theatre

- The show will be on Sunday, May 25th in Al Anderson Park.
- Jess collected flyers to distribute to nearby residents explaining the event noise. Posters for local businesses were also obtained. Abby will collect the posters from Jess ASAP and begin posting them this weekend.

Community Garage Sale

- The event will be on Saturday, June 7th. Jess has been promoting the event via the website, Facebook, and Instagram.
- The registration form was user-friendly. To date, 27 people have registered.
- It is unclear if the Hampton Free Methodist Church will hold activities in their parking lot again this year.

9. Old Business

Review Board Calendar

- The Board Calendar was reviewed, and all action items have been addressed or completed.
- Check-in Meeting with School Principals: Kristy will connect Courtney and Micah with both school principals to arrange a check-in meeting in June. Kristy previously met the principals last fall to deliver donation cheques, at which time the Board lacked a President and Vice President. Now that Courtney serves as Vice President, he will be involved. Note that there may be staff changes next year: St. Lorenzo School has a new principal incoming, and the Ernest Lindner School principal position is yet to be announced.
- Donations: Over the past year, each school received \$2,000; Hampton Free Methodist Church received \$500; Sum Theatre received \$600; and \$500 was allocated for Tommy Douglas grad donations. It was agreed that going forward, grad donation requests will no longer be supported.
- Governance: The most recent minutes posted on the website are from May 2024. Kristy will post the latest minutes as soon as possible.

ACTION ITEM: Kristy to post the latest meeting minutes to the website.

ACTION ITEM: Kristy to connect Courtney and Micah with school principals to schedule June check-in meetings.

10. New Business

Event Planning for the Upcoming Year

- A discussion was held to confirm event plans for the upcoming year to assist Barb, the Treasurer, in finalizing the June budget. It was agreed to continue with the same events as we have held in previous years: Theatre in the Park, Community Garage Sale, Cinema Under the Stars, Pumpkins in the Park.

Donation Policy

- Discussion on the donation policy has been deferred to a future meeting. In the meantime, donations for the upcoming year have been budgeted as previously outlined.

Gift Card for Caretaker

- This year, a thank you gift card will be purchased for the evening caretaker at St. Lorenzo School, as the Catholic School Division manages our rentals.

Motion: To approve the purchase of a \$50 gift card for the evening caretaker.		
Moved by: Erin	Seconded by: Jess	MOTION CARRIED

Rink Sweeper

- The rink sweeper was stolen during a recent break in, so this will need to be replaced.

Motion: To approve the purchase of a new rink sweeper, up to \$2,000.		
Moved by: Myra	Seconded by: Abby	MOTION CARRIED

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, June 11th, 2025, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:36 p.m.

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	All Board members to submit proposed changes to the Articles & Bylaws before the September Board Meeting.	Everyone	September
2	Myra to circulate position descriptions to all Board members.	Myra	ASAP
3	All Board members to review and update their own role descriptions.	Everyone	September
4	Erin to provide Allocations Coordinator access to Amilia.	Erin	ASAP
5	Micah to follow up with Jan to obtain details about the Youth Basketball grant and communicate the information to Abby so she can proceed with the application.	Micah	ASAP
6	Kristy to post the latest meeting minutes to the website.	Kristy	ASAP
7	Kristy to connect Courtney and Micah with school principals to schedule June check-in meetings.	Kristy	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Micah to connect Erin with someone from the city to facilitate the exit interview process.	Micah	Ongoing
2			
3	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	Ongoing
4	Micah to provide extra rink building keys to Kirk.	Micah	Ongoing
5	The board to assign a contact person to oversee the SPL Storytime Dance Party program to ensure its continuation.	Everyone	Ongoing

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to add the following to the May agenda: • Event Planning for the Upcoming Year • Developing Donation Policy	Kristy	Complete
2	Barb to research donation policies from other Community Associations.	Barb	Complete
3	Board members to continue attempting to connect with the previous Kinder Soccer Coordinator.	Everyone	Complete
4	Jess to connect with Clara to get sign letters	Jess	Complete
5	Abby to submit follow up for the Winter Youth Grant	Abby	Complete

6	Barb and Kirk to discuss and include the cost of a replacement sweeper in the upcoming budget planning.	Barb & Kirk	Complete
7	Submit grant application for additional basketball coach.	Abby	Removing, waiting for direction from Jan & Micah

REPORTS:

Rink Coordinator Report, Kirk

- The rink is as it is for now, and will be working on removing that graffiti hopefully this weekend or next week.
- One thing I mentioned to Barb in budget review, should we look for another sweeper as ours was stolen last year? I can shop around although roughly about ~\$1500 for new, although with Tariffs not sure now as most are Chinese made. Unless we want a better US brand might be more although. Let me know.
- Michaela - I can meet you to discuss rink keys one day if needed. Or you can please call me.

Youth Soccer Coordinator Report, Krista

- We have 3 coed u5 teams, 3 U7 girls teams, 3 u7 boys teams, 2 u9 boys teams, 1 u9 girls for a total of 12 teams this outdoor season. I ended up finding enough coaches for all of my teams. Outdoor ends June 30.
- Regarding storage, currently my garage is enough but once all the equipment is returned, I will need somewhere to store it. There are approx 15 ball bags/equipment bags, i have two boxes of balls, two boxes of jerseys, piles of flags, and nets. Is there enough storage in our rink shed for all of this? we can also discuss it at next meeting.