



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, June 11th, 2025, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (7):

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

Absent Board Members (3):

- Kirk
- Erin
- Krista

Other Attendees (2):

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

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:04 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: Morgan

Seconded by: Myra

MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The May 14th, 2025 Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were noted.

Motion: To approve the May 14th, 2025 Board Meeting Minutes, as presented.

Moved by: Morgan

Seconded by: Myra

MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.
- Youth Basketball Grant: Jan was to provide Micah with grant details to share with Abby, but did not. This item is removed from Action Items.
- Rink Building Keys: Kirk currently has two keys; two more are needed to rotate among rink supervisors. Micah will follow-up with Facilities.

- SPL Storytime Dance Party: Previous board member Cinthia was the contact for the rest of the school year. Morgan has agreed to take on this role starting next school year.

4. Correspondence

- Saskatoon Ex Parade: Invitation received for all Community Associations to participate in the downtown parade on Wednesday, July 30th. The decision was made to not participate.
- Library of Things Membership: Proposal from the Library Coordinator for a \$125/year membership offering access to special equipment (e.g., button-maker, projector) not available to the public. It was decided that we are not interested.

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. We are on track to meet the budget by the end of the fiscal year (June 30), with a projected loss of approximately \$9,300.
- The 2025-2026 Preliminary Operating Budget was reviewed.
 - We are budgeting for a loss of \$15,500 this year.
 - We have approximately \$60,000. The accountant recommends maintaining a bank balance of \$20,000-\$30,000.
 - Barb is comfortable continuing to operate at a deficit in order to keep programming costs low for the community.
 - Discussion about increasing soccer registration fees due to ongoing SYSI fee increases.
 - Barb will continue working on the budget over the summer. It will be presented to the Board at the September Board Meeting, followed by presentation to the membership for approval at the AGM in October.
- Fiscal Year-End Preparation: Kristy will send all meeting minutes to Barb, who will forward them to the accountant preparing the Financial Review for the 2024-2025 fiscal year.

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

ACTION ITEM: Kristy to share all meeting minutes with Barb.

Secretary, Kristy – Nothing to report

6. Coordinator Reports

Communications Coordinator, Jess

- Community Sign: Permit has been received. The sign will be updated soon to advertise current and upcoming Board vacancies.

- Fall Newsletter Printing Quote: Received a quote from the printer. There are now 2670 addresses in Hampton Village, an increase of 94 addresses. Estimated cost is \$1,875 for a 12-page newsletter, which is a slight increase from last year.
- Fall Newsletter Planning: Jess will email the school principals this month to request any fall content. Reminders will also go out to previous advertisers in July. Newsletter submissions are due by July 15.

Rink Coordinator, Kirk – Not present, no report submitted.

Allocations Coordinator, Myra

- Fall Program Planning: The booking window is open from June 16-29. Myra is working with Coordinators to finalize all fall programs.

Online Registration/Membership Coordinator, Erin – Not present, no report submitted.

Adult Programs Coordinator, Morgan

- Morgan has arranged for Tammy to instruct Bootcamp and Kickboxing in the fall, with classes scheduled for Mondays at 5:45 p.m. at the HFMC, due to ongoing issues with the school facility. She is proposing a relocation to the church, which is available on Mondays. Morgan will share final details (dates and times) with Abby and Myra.

Child & Youth Programs Coordinator, Abby

- Badminton (12+) will proceed this fall.
- Brad requested if Karate classes can continue over the summer. Abby will let him know that he is welcome to offer the class independently.

Daytime Programs Coordinator, Vacant

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

- Fall Youth Grant: Due June 30. Abby will submit the application.
- Annual Grants: Due June 30. All required information has been submitted by Barb to Micah.
- CA Awareness Campaign Grant: Due June 15. Offers a one-time grant of \$150 for promotional materials. It was decided that we won't apply for this.
- Rock Your Roots: Friday, June 20, in recognition of National Indigenous Peoples Day.
- Cosmo Civic Centre has been designated as an evacuation area. The Community Development offices remain in the same location.

ACTION ITEM: Abby to submit the Fall Youth Grant application by June 30th.

8. Special Events

Sum Theatre

- Event took place on Sunday, May 25th.
- There was some confusion with flyers stating “Join us this Sunday,” even though they were distributed well in advance.
- Attempts to post promotional posters were unsuccessful, as local businesses declined due to policy restrictions.
- HVCA received a shout-out during the performance.
- Attendance was decent, lower than in previous years but still a good turnout, with many attendees coming across the event while passing through the park.
- The play and music were both very well received.

Community Garage Sale

- Event took place on Saturday, June 7th.
- Abby used Google Maps to create the address map, and it worked well.
- There were almost 90 addresses on the map.

Cinema Under the Stars

- Event is scheduled for Saturday, September 6th.
- Morgan is reviewing a list of movie options and will select her top five; the group will then choose the final movie.
- Barb has booked and paid for the porta-potties.
- Myra submitted the park permit application.

9. Old Business

Review Board Calendar

- The Board Calendar was reviewed, and all action items have been addressed or completed.
- Spring Program Evaluations: Myra will send out evaluation forms for all spring programs.
- Leisure Guide: The fall submission will be a generic blurb; full program details aren’t required.
- Calendar Updates:
 - Youth Grant (Fall): Update the due date to June 30th.
 - Fiscal Year-End Preparation: Update wording to: “Prepare for 2024-2025 Financial Review”.
 - Remove “Provide program schedule to school caretaker”, as this is no longer necessary.

ACTION ITEM: Kristy to update the 2025-2025 Board Calendar.

10. New Business

AGM Discussion

- The AGM will be held on Wednesday, October 8th at 7:00 p.m.
- Attendance Strategies: Ideas were discussed (e.g., ordering pizza, inviting Troy Davies, etc.), but no decisions were made.

- Reporting Format: The group agreed to continue using the same PowerPoint format as in previous years.
- Succession Planning: Board members with expiring terms are asked to consider whether they will continue in their roles and to confirm their intentions by the September meeting. Kristy will follow up via email with members who were not present to request their responses.

NEXT MEETINGS:

- Board Meeting: Wednesday, September 10th, 2025, at 7:00 p.m., in the Community Resource Centre, 1055 Hampton Circle.
- AGM: Wednesday, October 8th, 2025, at 7:00 p.m., in the Community Resource Centre, 1055 Hampton Circle.

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	Kristy to share all meeting minutes with Barb.	Kristy	ASAP
2	Abby to submit the Fall Youth Grant application.	Abby	June 30 th
3	Kristy to update the 2025-2025 Board Calendar.	Kristy	ASAP

Carried over Action Items from Previous Meetings:

	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	All Board members to review and update their own role descriptions.	Everyone	September
3	Kristy to post the latest meeting minutes to the website.	Kristy	ASAP
4	Kristy to connect Courtney and Micah with school principals to schedule June check-in meetings.	Kristy	ASAP
5	Micah to connect Erin with someone from the city to facilitate the exit interview process.	Micah	Ongoing
6	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
7	Micah to provide extra rink building keys to Kirk.	Micah	Ongoing

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Myra to circulate position descriptions to all Board members.	Myra	Complete
2	Erin to provide Allocations Coordinator access to Amilia.	Erin	Complete
3	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	Not complete – Removed
4	The board to assign a contact person to oversee the SPL Storytime Dance Party program to ensure its continuation.	Everyone	Complete

REPORTS:

Youth Soccer Coordinator Report, Krista

- Season is almost over.
- Indoor registration will probably be sometime in August. I haven't seen anything come out from sysi regarding dates for indoor soccer. So I can not give exact dates.
- No new updates regarding the Dundonald shed and our equipment either.