



# Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting  
1055 Hampton Circle, Community Resource Centre  
Wednesday, June 12<sup>th</sup>, 2024, 7:00 p.m.

## MINUTES

### ATTENDANCE:

|                            |                                                                                                                                                   |                                                                                                          |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Present Board Members (9): | <ul style="list-style-type: none"><li>• Barb</li><li>• Clifton - chair</li><li>• Myra</li><li>• Krista</li><li>• Clara</li><li>• Morgan</li></ul> | <ul style="list-style-type: none"><li>• Cinthia – minute taker</li><li>• Kristy</li><li>• Jess</li></ul> |
| Absent Board Members (5):  | <ul style="list-style-type: none"><li>• Krista</li><li>• Erin</li><li>• Tanner</li></ul>                                                          | <ul style="list-style-type: none"><li>• Deb</li><li>• Kirk</li></ul>                                     |
| Other Attendees (2):       | <ul style="list-style-type: none"><li>• Robert Caswell, HFMC Liaison</li><li>• Jan Cunningham, Community Consultant</li></ul>                     |                                                                                                          |

QUORUM REACHED

### SUMMARY:

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

#### 1. Review & Adoption of Agenda

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

|                                |                    |                |
|--------------------------------|--------------------|----------------|
| Motion: To approve the Agenda. |                    |                |
| Moved by: Kristy               | Seconded by: Clara | MOTION CARRIED |

#### 2. Review & Adoption of Past Meeting Minutes

- The May 8, 2024, Monthly Board Meeting Minutes were emailed to the board prior to the meeting.

|                                                                                                 |                    |                |
|-------------------------------------------------------------------------------------------------|--------------------|----------------|
| Motion: To approve the May 8 <sup>th</sup> , 2024, Monthly Board Meeting Minutes, as presented. |                    |                |
| Moved by: Clifton                                                                               | Seconded by: Clara | MOTION CARRIED |

#### 3. Business Arising from the Minutes

- Reviewed and updated Action Items.

#### **4. Correspondence**

- None

#### **5. Executive Reports**

##### **President, Clifton**

- Connected with Barb, Got replacement cheque for Tommy Douglas High School (they misplaced it)
- Follow-up booked with St Lorenzo Principal, communication initiated with Ernest Lindner School

##### **Vice President, Vacant**

##### **Treasurer, Barb**

- Continue to perform secretary duties and monitor Contact email. Respond to email inquiries or forward to applicable Board Member for follow up.
- Still waiting on power bills to complete the rink grant and budget for next year.
- Financials for May 31<sup>st</sup> and Preliminary budget emailed last week.

##### **Secretary, Vacant –**

#### **6. Coordinator Reports**

##### **Communications Coordinator, Jess**

- Continue to update sign
- Most of the Newsletter payments have been received
- Going to reach out to Principals to get blurb's for the fall newsletter

##### **Rink Coordinator, Kirk**

- Not present, NTR
- Going to start working on getting new nets

##### **Online Registration/Membership Coordinator, Erin**

- Not present, NTR

*Action Item: Kristy to connect with Erin and Brent about where emails on distribution list comes from*

##### **Allocations Coordinator, Kristy**

- Program meeting
- Made dates for soccer and fall program registration
- Meeting with Myra to show her how to book program spots. Myra plans to transition to the role after AGM.

##### **Adult Programs Coordinator, Morgan**

- NTR

##### **Child & Youth Programs Coordinator, Vacant (Kristy covering)**

- Spring programs are ending. Final instructor payments being issued

- Dance instructor is moving out of the community. Waiting to see if she will continue to run teach dance here.
- Recruited new assistant basketball coach – Coaches are happy with the program
- New ‘not official’ coordinator in place

#### **Daytime Programs Coordinator, Vacant**

- NTR

#### **Kinder Soccer Coordinator, Megan**

- Not present, no report submitted

#### **Youth Soccer Coordinators, Krista & Myra**

- Need to move indoor soccer registration up and close early to allow time to sort out coaches before submitting payment to SYSL. Will not do rotating coaches this fall. No late registration fee this year.

#### **Possibilities Recovery Program Report**

- Nothing to report
- Clean up was successful

### **7. Community Consultant Report, Jan**

- Review of the NSS coming, watch for details
- See Jan’s report for more information on upcoming city events and deadlines

### **8. Special Events**

#### **Community Garage Sale**

- Went well, 100 addresses submitted
- Lots of food
- Use a Microsoft form with required fields next year

#### **SUM Theatre**

- Went well
- Handed out close to 200 treat bags

#### **Cinema Under the Stars**

- Basically everything is booked. Just choosing the movie.

#### **Pumpkins in the Park**

- NTR

### **9. Old Business**

#### **Rink Agreement**

- Ongoing, NTR

### Monthly Minders – May / June 2024

- Key items on the Monthly Minders for May:
  - Monthly Minders – June 2024
    - Programming check in Meeting (June) -Complete
    - Discuss/Plan AGM (date, succession planning, changes to bylaws, etc.) -In process
    - Programming Coordinators establish Fall 2024 Programs – in process
    - Leisure Guideline submission for Fall 2024 programs – complete
    - Evaluate Spring 2024 Programs – Will send out in July
    - Program Coordinator reports due for June Board Meeting – moved to SE mtg
    - Present Preliminary Budget for next year. -In process
    - Prepare for year end financials – in process
  - Monthly Minders - July and August
    - Treasurer to complete year end and deliver to Reviewer – In process
    - Fall Newsletter submission deadline & production
  - Monthly Minders – September 2024
    - Check- in Meeting with School Principals (President)
    - Finalize details for AGM and advertise
    - Leisure Guide submission deadline for Winter Programs
    - Establish Planning Committee for Pumpkins in the Park
    - Evaluate Spring 2024 Programs
    - Program Coordinator reports due for June Board Meeting
    - Present Preliminary Budget for next year.
    - Prepare for year end financials

### 10. New Business

- a. Codes of Conduct Document review – board approves
- b. Quotes for extending mesh wire at rink -delay approval till fall
- c. Preliminary Budget Review -final review in September
- d. Action Plan for AGM
  - a. Wednesday October 9, 2024 at 7PM

*Action Item: Brainstorm possible activity ideas to go with AGM, No political guests this year.*

- e. Board wind up June 21. Location TBD

### **NEXT MEETING:**

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, September 11, 2024, at 7:00 p.m.

### **ADJOURNMENT:**

The meeting was adjourned at 8:38 p.m.

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

|   | Action                                                                                          | Person Responsible | Status/Complete By |
|---|-------------------------------------------------------------------------------------------------|--------------------|--------------------|
| 1 | <i>Brainstorm possible activity ideas to go with AGM, No political guests this year.</i>        | everyone           | September 11, 2024 |
| 2 | <i>Kristy to connect with Erin and Brent about where emails on distribution list comes from</i> | Kristy             |                    |

**Carried over Action Items from Previous Meetings:**

|   | Action                                                                                                                                 | Person Responsible         | Status/Complete By                                        |
|---|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------|
| 1 | Share code of conduct with Jag once complete                                                                                           | Clifton                    | Ongoing                                                   |
| 2 | <i>Plan check in meeting with principals before the school year ends</i>                                                               | Clifton                    | Meeting on JN 21 with Maria, Waiting on response from ELS |
| 3 | Clifton, Barb, Krista and Jan to continue discussing bylaws. Asked specific questions about adding attendance (Krista to ask employer) | Clifton, Barb, Krista, Jan | Ongoing                                                   |

**Completed /Removed Action Items from Previous Meeting:**

|  | Action                                                                                     | Person Responsible           | Status/Complete By        |
|--|--------------------------------------------------------------------------------------------|------------------------------|---------------------------|
|  | Krista/Myra to submit an Indoor Youth Soccer report to the board in April.                 | Krista/Myra                  | Complete                  |
|  | Kristy to send Rink Volunteer List to Kirk.                                                | Kristy                       | Complete                  |
|  | <i>Send out doodle poll for paint night dates to board. Board to vote ASAP.</i>            | Morgan<br>Everyone           | Removed from Action items |
|  | <i>Add 'Code of Conduct' to June Agenda</i>                                                | Cinthia                      | Done                      |
|  | <i>Action Item: Advertise Child &amp; Youth Coordinator, Soccer Coordinator, Secretary</i> | Kristy, Cinthia can help too | Done                      |
|  | Work through Monthly Minders Document every month, until we have a Secretary.              | Everyone                     | Done                      |