



# Hampton Village

COMMUNITY ASSOCIATION

HVCA Annual General Meeting  
1055 Hampton Circle, Community Resource Centre  
Wednesday, October 9<sup>th</sup>, 2024, 7:00 p.m.

## MINUTES

### ATTENDANCE:

|                            |                                                                                                                                                              |                                                                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Present Board Members (7): | <ul style="list-style-type: none"><li>• Clifton Bennett, Chair</li><li>• Barb Down</li><li>• Jess Kettner</li><li>• Erin Chuey</li></ul>                     | <ul style="list-style-type: none"><li>• Myra Torriente</li><li>• Cinthia Hill-Bird</li><li>• Kristy Balone, Minute Taker</li></ul> |
| Absent Board Members (7):  | <ul style="list-style-type: none"><li>• Kirk Campbell</li><li>• Morgan Freeman</li><li>• Megan Pearce</li><li>• Krista Eremondi</li></ul>                    | <ul style="list-style-type: none"><li>• Tanner Perratt</li><li>• Kamanashis Deb</li><li>• Clara Santha</li></ul>                   |
| Other Attendees (4):       | <ul style="list-style-type: none"><li>• Jan Cunningham, Community Consultant</li><li>• Seth Freeman</li><li>• Abby Huber</li><li>• Amanda De Silva</li></ul> |                                                                                                                                    |

### SUMMARY:

The meeting was called to order at 7:01 p.m.

- Quorum: Clifton acknowledged that quorum was reached, and the meeting could proceed.
- Voting procedures were reviewed: attendees who are residents of Hampton Village and hold a valid HVCA membership are eligible to vote and be elected to the board.

#### **1. Review & Adoption of Agenda**

- The Agenda was posted to our website prior to the meeting, and copies were distributed at the meeting.

Motion: To approve the Agenda, as presented.

Moved by: Clifton

Seconded by: Cinthia

MOTION CARRIED

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

- The October 11<sup>th</sup>, 2023, AGM Minutes were posted to our website prior to the meeting, and copies were distributed at the meeting.

Motion: To approve the October 11<sup>th</sup>, 2023, AGM Minutes, as presented.

Moved by: Clifton

Seconded by: Myra

MOTION CARRIED

### 3. New Business

#### a. Presentations and Acknowledgements

- Clifton thanked all board members, and their families, for their contributions to the community.
- After the AGM, donations will be made as follows: \$2,000 to Ernest Lindner School for their reading program, \$2,000 to St. Lorenzo School for food security, and \$500 to the Hampton Free Methodist Church as a thank you for offering space to the HVCA for programming.

#### b. Resignations

- Clifton asked if there were any resignations for board positions that are not expiring this year. No resignations were submitted.

### 4. Reports

#### a. Board Report

- A slideshow of the Board Report, with the exception of Treasurer, was played on loop during the entirety of the meeting. No questions arose.

#### b. Treasurer Report

- The following documents were posted to our website prior to the meeting, and copies were available at the meeting:
  - 2023-2024 Annual Financial Statement
  - 2024-2025 Operating Budget
- Since the HVCA is a non-profit with yearly revenue less than \$250,000, a financial review can be completed in lieu of an audit if the motion is approved at an AGM.
- The HVCA charges a membership fee of \$10/household.

|                                                                            |                   |                |
|----------------------------------------------------------------------------|-------------------|----------------|
| Motion: To approve the 2023-2024 Annual Financial Statement, as presented. |                   |                |
| Moved by: Erin                                                             | Seconded by: Jess | MOTION CARRIED |

|                                                                  |                      |                |
|------------------------------------------------------------------|----------------------|----------------|
| Motion: To approve the 2024-2025 Operating Budget, as presented. |                      |                |
| Moved by: Myra                                                   | Seconded by: Clifton | MOTION CARRIED |

|                                                                                     |                      |                |
|-------------------------------------------------------------------------------------|----------------------|----------------|
| Motion: To waive the Annual Financial Audit, in lieu of an Annual Financial Review. |                      |                |
| Moved by: Clifton                                                                   | Seconded by: Cinthia | MOTION CARRIED |

|                                                                                                       |                   |                |
|-------------------------------------------------------------------------------------------------------|-------------------|----------------|
| Motion: To appoint Tara Quick, CPA, as the Financial Reviewer for the 2024-2025 Financial Statements. |                   |                |
| Moved by: Clifton                                                                                     | Seconded by: Barb | MOTION CARRIED |

|                                                                                  |                   |                |
|----------------------------------------------------------------------------------|-------------------|----------------|
| Motion: To approve maintaining the annual HVCA Membership Fee of \$10/household. |                   |                |
| Moved by: Clifton                                                                | Seconded by: Seth | MOTION CARRIED |

### 5. Election of Board Members

- Jan chaired the election portion of the meeting.
- Election procedures were reviewed: The list of all positions that were open for election were available on our website; there will only be a vote if there are two people putting their name

forward for the same position; a balloted vote can be requested for any open position; you can nominate yourself or someone else for an open position.

- a. The following board members were elected by acclamation for **2 year terms** for positions that retire in even years:

|                            |                               |
|----------------------------|-------------------------------|
| Treasurer                  | Barb Down, the incumbent      |
| Communications Coordinator | Jess Kettner, the incumbent   |
| Allocations Coordinator    | Myra Torriente                |
| Adult Programs Coordinator | Morgan Freeman, the incumbent |

- b. The following board members were elected by acclamation for **1 year terms** for positions that retire in odd years:

|                                   |               |
|-----------------------------------|---------------|
| Secretary                         | Kristy Balone |
| Child & Youth Program Coordinator | Abby Huber    |

The following positions were left vacant:

|                             |             |
|-----------------------------|-------------|
| President                   | 2 year term |
| Vice President              | 1 year term |
| Daytime Program Coordinator | 1 year term |
| Kinder Soccer Coordinator   | 2 year term |
| Member at Large #1          | 2 year term |
| Member at Large #2          | 1 year term |
| Member at Large #3          | 2 year term |
| Member at Large #4          | 1 year term |
| Member at Large #5          | 2 year term |
| Member at Large #6          | 1 year term |
| Member at Large #7          | 2 year term |

Elections were deemed closed. Clifton continued to chair the remainder of the meeting.

**c. Approval to Change Signing Authority, as per Elections**

- The following board members were proposed to have signing authority on all HVCA bank accounts: Barb, Kristy, Jess, Erin. All cheques must have two signatures.

|                                                                                                                                                                                                |                      |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|
| Motion: To revoke signing authority for Clifton Bennet and Clara Santha on all HVCA bank accounts, and to grant signing authority to Kristy Balone and Jess Kettner on all HVCA bank accounts. |                      |                |
| Moved by: Barb                                                                                                                                                                                 | Seconded by: Clifton | MOTION CARRIED |

*Post-AGM Update: It was later noted that, per the HVCA Bylaws 8.02: Signing authority shall be given to the President, Treasurer and up to two additional Board Members named by the Board by resolution. As a result, a correction will be made at a future meeting to comply with the bylaws.*

**6. Open Discussion**

- No questions or discussion arose.

**7. Door Prize Draw**

- The winner of the \$200 Da India Curry House gift card was Amanda De Silva.

**8. Next Meetings**

- a. Board Meeting: November 13<sup>th</sup>, 2024, at 7:00 p.m., in the Community Resource Centre, 1055 Hampton Circle.
- b. AGM: Wednesday, October 8<sup>th</sup>, 2025. Time and location are TBD.

**ADJOURNMENT:**

The meeting was adjourned at 7:35 p.m.