



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, November 13th, 2024, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (7):	• Barb, Chair • Jess • Kirk • Morgan	• Abby • Krista • Kristy, Minute Taker
Absent Board Members (2):	• Myra	• Erin
Other Attendees (1):	• Robert Caswell, HFMC Liaison	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:06 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: Morgan	Seconded by: Jess	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The September 11th, 2024 Monthly Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were made.

Motion: To approve the September 11 th , 2024, Monthly Board Meeting Minutes, as presented.		
Moved by: Abby	Seconded by: Jess	MOTION CARRIED

- The October 9th, 2024, AGM Minutes were emailed to the board prior to the meeting. No corrections were made.

Motion: To approve the October 9 th , 2024, AGM Minutes, as presented.		
Moved by: Kristy	Seconded by: Barb	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.

4. Correspondence

- Barb received a message from Cote Campbell (SIMFC) confirming continued rink week maintenance for summer 2025.

5. Executive Reports

President, Vacant

Vice President, Vacant

Treasurer, Barb

- Statement of Operations, as at October 31, 2024, were emailed to the board prior to the meeting, and reviewed during the meeting. No questions arose.

Secretary, Kristy

- The Secretary Report (attached) was emailed to the board prior to the meeting.
- It was decided that the programming calendar and meetings will be combined with our regular monthly board meetings.
- Morgan confirmed with the evening caretaker that the front door will be unlocked before programs begin, then the inside door will be locked after programs start.
- Abby received School Key #3, Fob #744.

Motion: To revoke signing authority for Kristy Balone on all HVCA bank accounts to comply with the bylaws, and maintain signing authority for the Treasurer, Barb Down, and two other board members; Erin Chuey, and Jess Kettner.

Moved by: Kristy

Seconded by: Morgan

MOTION CARRIED

6. Coordinator Reports

Communications Coordinator, Jess

- Jess reported that Clara will continue to update the sign until the end of the month.
- The newsletter deadline is November 30th. Using Canva this time instead of Publisher.
- Will follow up with a realtor who submitted a full-page article to request a smaller, more neighbourhood-focused advertisement, rather than Canada-wide statistics.

Rink Coordinator, Kirk

- Kirk reported that the damaged benches have been repaired. The repair involved contributions from 3-4 groups who either donated materials or provided them at a discounted rate. The board discussed reimbursing the material costs, deferring the decision to the next meeting once Kirk provides the total expenses. Additionally, the board plans to allocate a set amount (to be

determined) as a thank-you gift for the repair team, allowing them to celebrate as they wish (e.g., pizza).

- The nets have been installed and will be strung over the weekend. Preparations for winter are underway, with all snowblower oils changed and ready for use, pending colder weather to begin flooding.
- The bathroom remains closed due to vandalism, and the warm-up room is currently being used for storage. Without a finalized Lease Agreement with the City, it was decided that the warm-up room will not be available during Family Skating this winter.

ACTION ITEM: Kirk to calculate the total for the bench repair for reimbursement.

ACTION ITEM: Kristy to follow-up with Jan regarding the Joint-Use Agreement.

ACTION ITEM: Kristy to add "Rink Bench Repair Reimbursement" to December Agenda.

Allocations Coordinator, Myra – Not present, no report submitted.

Online Registration/Membership Coordinator, Erin – Not present.

- It was decided that online registration for Winter Programs will open on Sunday, December 8th.

Adult Programs Coordinator, Morgan

- Morgan reported that only 5 people were registered for one of her programs in the fall, but she thinks more people were actually attending the program. In the winter, she will ensure the instructors all have class lists so only the people who are registered are participating in the program.

Child & Youth Programs Coordinator, Abby

- Abby has been all set up for the Child & Youth Coordinator position. Barb asked how the honorariums for Youth Basketball will be distributed, Abby will check with Harvey to ask how the honorarium should be split up between Robert and Harvey's new helper.
- Abby received an email from Little Yogi's Academy regarding running a Yoga and Mindfulness Program for children. She will get more information and let us know if it's something we could potentially run in the spring.

ACTION ITEM: Abby to let Barb know how to split the Youth Basketball honorarium.

Daytime Programs Coordinator, Vacant

- Barb reported that there have been between 10-15 people attending Table Games & Coffee. They will play a holiday lunch for the last program date in December.

Kinder Soccer Coordinator, Vacant

Youth Soccer Coordinators, Krista

- Krista reported that there are currently 5 teams running for the indoor season: one U5, one U7, one U9 Girls, and two U9 Boys. Contributing factors for lower registration numbers: the SYSI fees keep increasing, and registrations also need to be submitted to SYSI by early September.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was briefly reviewed during the meeting.

8. Special Events

Cinema Under the Stars

- The invoice for the porta-potties has been paid. PIES report to follow.

Pumpkins in the Park

- The invoice for the compost bin has not been received yet. PIES report to follow.

9. New Business

Supervised Family Skating Schedule

- Jess to create a shift sign-up sheet, noting that each board member will need to cover additional shifts due to fewer board members. Protocols were discussed, including enforcing the “no sticks or pucks on the ice” rule and cancelling supervision if temperatures drop below -25 with the windchill or if no family skaters arrive within the first 45 minutes.

ACTION ITEM: Jess to create and distribute the Supervised Family Skating Schedule.

NEXT MEETING:

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

ADJOURNMENT:

The meeting was adjourned at 8:10 p.m.

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

	Action	Person Responsible	Status/Complete By
1	Kirk to calculate the total for the bench repair for reimbursement.	Kirk	ASAP
2	Kristy to follow-up with Jan regarding the Joint-Use Agreement.	Kristy	ASAP
3	Kristy to add "Rink Bench Repair Reimbursement" to December Agenda.	Kristy	ASAP
4	Jess to create and distribute the Supervised Family Skating Schedule.	Jess	ASAP
5	Abby to let Barb know how to split the Youth Basketball honorarium.	Abby	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	As winter gets closer (post AGM) Post to Facebook, School Newsletter, HVCA Fall Newsletter to call for rink volunteers that can help Kirk with the rink in the evenings between 8PM and 10 PM.	Kristy/Cinthia - FB, Jess - Newsletter	ASAP
2	Morgan to complete and share PIES on CUTS 2024	Morgan	ASAP

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Clifton to follow up with interested community members	Clifton	Removed
2	Share code of conduct with Jag once complete	Clifton	Removed
3	Clifton, Barb, Krista and Jan to continue discussing bylaws. Asked specific questions about adding attendance (Krista to ask employer)	Clifton, Barb, Krista, Jan	Removed

REPORTS:

Secretary Report, Kristy

Post-AGM Update

- Board Roles: Currently, we are without a President and Vice President. We need to decide how to chair meetings moving forward. We could rotate chairing responsibilities among members. I am willing to chair if no one else volunteers, but it may be challenging to also take minutes simultaneously.
- President's Email: I have set up the President's email as a shared mailbox that both Barb and I monitor, along with the contact mailbox.
- Call for Volunteers: We need a community member to step into the President role. If anyone knows of someone who may be interested, please encourage them to attend a meeting or reach out to us. What we are doing now is not sustainable, and we need a leader.
- Signing Authority: There was a mistake made with the motion to change signing authority that was made at the AGM. According to Bylaw 8.02, only the President, Treasurer, and up to two additional board members may have signing authority. We will need to make this motion at our November board meeting to correct it: "To revoke signing authority for Kristy Balone on all HVCA bank accounts to comply with the bylaws, and maintain signing authority for the Treasurer, Barb Down, and two other board members; Erin Chuey, and Jess Kettner."

Programming Team

- With my departure from the Allocations Coordinator role, we need to decide if someone will lead the Programming Team or if we should combine programming discussions with our regular board meetings.

2024-2025 Board Calendar

- Created a unified calendar combining board and Programming Team tasks; this will serve as our single calendar if we choose to integrate both. Please review and let me know if there are any corrections or additions.

ISC Annual Return

- Submitted our ISC Annual Return and Financial Statement. I will need to be reimbursed \$20 for this (receipt emailed to Treasurer).

Meeting with School Principals

- Presented \$2,000 donation cheques to Todd Berg (Ernest Lindner) and Maria Monteiro (St. Lorenzo); both expressed gratitude.
- Todd: Funds will support the reading program. Maria: Funds will contribute to food security (snacks for students).
- Discussed contact points for the association in the absence of a President and VP; they can reach out to Barb or myself.
- Advertising: Both principals are open to promoting association events as long as they pertain to children's activities and are not too frequent.
- Facility concerns: Maria addressed issues with unclean rooms and confirmed the evening caretaker's phone line is now functional.

Security Issue at School

- Incident reported on November 8th involving unauthorized individuals in the building; a Thursday night group assisted in resolving the issue.
- As a result, the Community Entrance will now remain locked, with the caretaker unlocking it briefly before programs start.
- Concern: Locked doors may inconvenience participants during cold months. I suggested keeping the exterior unlocked but received no compromise from the caretaker.
- Action: Communicate this change to program participants and ensure the evening caretaker's contact information is accessible.

Kinder Soccer Coordinator

- We have been unable to reach the previous Kinder Soccer Coordinator, despite multiple attempts (emails, calls, texts).
- School Key: She currently holds a school key that needs to be returned. We can send a letter to her home address requesting the return of the key. What should be our follow-up plan if there is no response to the letter?

School Keys

- As we are not holding a Volunteer Orientation this year, we need to account for all school keys, and determine who should have keys for this year.
- Current keyholders (please confirm):

Key #	Board Member	FOB #	Board Member
1	Barb Down	742	Barb Down
2	Kristy Balone	743	Kristy Balone
3	Kristy Balone (give to Abby?)	744	Kristy Balone (give to Abby?)
4	Morgan Freeman		
5	Megan Pearce		