



Hampton Village

COMMUNITY ASSOCIATION

Monthly Board Meeting
1055 Hampton Circle, Community Resource Centre
Wednesday, December 11th, 2024, 7:00 p.m.

MINUTES

ATTENDANCE:

Present Board Members (6):	• Morgan, Chair • Jess • Myra	• Erin • Abby • Kristy, Minute Taker
Absent Board Members (3):	• Barb • Kirk	• Krista
Other Attendees (3):	• Jan Cunningham, Community Consultant • Robert Caswell, HFMC Liaison • Courtney Saliken, Community Member	

QUORUM REACHED

SUMMARY:

The meeting was called to order at 7:01 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: Abby	Seconded by: Myra	MOTION CARRIED

2. Review & Adoption of Past Meeting Minutes

- The November 13th, 2024 Monthly Board Meeting Minutes were emailed to the board prior to the meeting. No corrections were made.

Motion: To approve the November 13 th , 2024, Monthly Board Meeting Minutes, as presented.		
Moved by: Myra	Seconded by: Jess	MOTION CARRIED

3. Business Arising from the Minutes

- Reviewed and updated Action Items.

4. Correspondence

- A community member inquired about ski trails for this winter. Jan submitted the application on our behalf, ensuring we will have trails. The grooming cost will be a cost-recovery expense from the city.

Motion: To approve the grooming cost for ski trails at the agreed-upon cost-recovery rate from the city.		
Moved by: Erin	Seconded by: Myra	MOTION CARRIED

5. Executive Reports

President, Vacant

Vice President, Vacant

Treasurer, Barb – Not present, no report submitted.

Secretary, Kristy

- Prior to the meeting, Courtney Saliken reached out asking about vacant board positions. He was provided with a list of openings and expressed interest in the Vice President role.

Motion: To nominate Courtney Saliken for Vice President, effective immediately.		
Moved by: Kristy	Seconded by: Erin	MOTION CARRIED

ACTION ITEM: Kristy & Jan to provide orientation for Courtney.

6. Coordinator Reports

Communications Coordinator, Jess

- Jess reported that the Winter Newsletter was prepared and distributed, with additional advertisers this time.
- She will meet with Clara to retrieve the sign supplies (letters).

Rink Coordinator, Kirk

 – Not present.

- The Rink Coordinator Report (attached) was emailed to the board prior to the meeting and briefly reviewed during the meeting.
- Rink Keys: Jan addressed a question from Kirk's report, confirming we will not be approved for another lock box. We are approved for two extra keys, so we will now have four – two for the rink crew and two for the skating supervisors. Jan suggested rotating only one key to avoid it getting lost.

Allocations Coordinator, Myra

- All the winter bookings have been entered.
- Myra will submit all of the Special Event Permits Applications for the upcoming year. The date for Cinema Under the Stars will be September 6th, and Pumpkins in the Park will be November 1st.
- Evaluation Forms: Kristy will forward all of the Evaluation Forms to the program coordinators for fall program evaluations.

ACTION ITEM: Kristy to send Evaluation Forms to all program coordinators so fall programs can be evaluated.

Online Registration/Membership Coordinator, Erin

- Erin reported that online registration for Winter Programs opened on December 8th. While registration numbers have been low, there were no technical glitches this time.

Adult Programs Coordinator, Morgan

- Morgan reported that she is running the same programs as in the fall.

Child & Youth Programs Coordinator, Abby

- Abby reported meeting with Barb to discuss program details. Morgan confirmed that Tammy will continue to instruct two Kickboxing classes, running until March 18th.
- Continued discussion from last month regarding locked/unlocked doors for programming and unauthorized individuals entering the building. Jan was unaware of the situation, so Myra will forward all relevant information to Jan for her involvement.

Daytime Programs Coordinator, Vacant

Kinder Soccer Coordinator, Vacant

- There was a discussion about the school key that needs to be returned to the HVCA. It was recommended that all efforts be made to contact the previous coordinator before taking further steps. Board members will continue to attempt to track down the previous coordinator.

ACTION ITEM: Board members to continue attempting to connect with the previous Kinder Soccer Coordinator.

Youth Soccer Coordinators, Krista – Not present, no report submitted.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed to the board prior to the meeting and was reviewed during the meeting.
- Ski Trails: Kristy will receive communication from the city when the trails are groomed. Barb will receive invoices for grooming.
- Volunteer Training: More details will be announced in January.
- Skating: It was recommended that we consider renaming “Supervised Family Skating” to avoid confusion. Suggestions include “Public Skating” (used by the city) or “Leisure Skating”.
- Grants: Sask Lotteries is open until January 15th. Myra will look into applying. Jan noted that the grant does not require specifying the event, so it could be used for a winter event or Cinema Under the Stars if approved.
- Liquidity Problem: The association should have one year’s operating budget at all times to avoid a liquidity problem. Jan will provide more information to the board and Barb.

- Year-End Bursary Top-Ups: The city will send an extra \$469 for the rink, and \$964 for cost-as-a-barrier, which will be issued before the end of December.
- Youth Grant: Due on December 15th, but Jan asked Abby to submit it ASAP.
- Rink Building Lease Agreement: Due to staff changes within the city, the agreement will not be finalized by this season.
- Exit Interviews: Jan suggested sending an anonymous survey to previous board members from the last 3-4 years to understand why we have the lowest number of board members since incorporation. Identifying information would be removed, and a third-party (Jan suggested someone from her department) would provide the survey to ensure honest feedback.

ACTION ITEM: Myra to look into applying for the Sask Lotteries grant.

ACTION ITEM: Abby to submit the Winter Youth Grant Application to Jan.

ACTION ITEM: Jan to connect someone from the city with Kristy to facilitate the exit interview process.

8. Special Events

Winter Event

- Morgan would like to plan a Family Dance in February, potentially on Saturday, February 15th. Abby offered to help with the planning.
- Morgan suggested booking a DJ and possibly asking an outside group to manage the concession as a fundraiser. Jess recommended contacting 7-11 for hot chocolate or cookies, as they are eager to contribute to community events. Jan suggested reaching out to one of the School Parent Councils.
- Jan noted that some schools do not allow food in the gym. Myra will check with the schools regarding food policies, the possibility of booking over the February Break, and associated costs.

Establish Planning Committees for Future Events

- Deferred to January Board Meeting.

9. Old Business

Review Board Calendar

- The Board Calendar was reviewed, and all action items have been addressed or completed.

NEXT MEETING:

The next monthly board meeting will be held in the Community Resource Centre at 1055 Hampton Circle on Wednesday, January 8th, 2025, at 7:00 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:21 p.m.

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

	Action	Person Responsible	Status/Complete By
1	Kristy & Jan to provide orientation for Courtney.	Kristy	ASAP
2	Kristy to send Evaluation Forms to all program coordinators so fall programs can be evaluated.	Kristy	ASAP
3	Board members to continue attempting to connect with the previous Kinder Soccer Coordinator.	Everyone	ASAP
4	Myra to look into applying for the Sask Lotteries grant.	Myra	ASAP
5	Abby to submit the Winter Youth Grant Application to Jan.	Abby	ASAP
6	Jan to connect someone from the city with Kristy to facilitate the exit interview process.	Jan	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Kirk to calculate the total for the bench repair for reimbursement.	Kirk	Defer to January.
2	Morgan to complete and share PIES on CUTS 2024	Morgan	Ongoing

Completed /Removed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to follow-up with Jan regarding the Joint-Use Agreement.	Kristy	Done
2	Kristy to add "Rink Bench Repair Reimbursement" to December Agenda.	Kristy	Done
3	Jess to create and distribute the Supervised Family Skating Schedule.	Jess	Done
4	Abby to let Barb know how to split the Youth Basketball honorarium.	Abby	Done
5	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	Done
6	Clifton to follow up with interested community members	Clifton	Removed
7	Share code of conduct with Jag once complete	Clifton	Removed
8	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:

Rink Coordinator Report, Kirk

- We have started flooding this week and with the snow/rain it made a good base. Hopefully by Christmas we can skate! As long as the weather cooperates.
- I now have Chad (as usual) and Tristan helping out. Tristan stepped up and is a perfect hard-working fit for our crew.
- When I get time this week, I will reach out to the other 6-7 people who volunteered to help. Got a good recruitment from our posting!
- I have Thane setup for next week to string our new nets, which will be ready by ice readiness.
- Chris from rink benches doesn't want anything and is happy to help. I say we get three gift cards with that money - one for Chris who built, one for the painter prep guy, and one for Thane that will help string the new nets.

Other than the above, just waiting on ice and floods. The snow dumps past couple weeks set us back a bit, being that both Chad and I fit in where we can. Although now we have Tristan this will help us out, and others I'll contact.

One question - we only have 2 keys, and it sure would be nice to have a third key. We tried a lock box last year, however it was gone within a couple weeks. I'm going to reach out to Jan and see if we can maybe get a keyed push button door lock installed. Then we can give the code to helps so we aren't passing keys around.