

ESSPA Board of Directors Meeting  
**Minutes**

Date: October Jan 23, 2024  
Start Time: 7:00 pm  
Location Meridian Place (10142 – 111 Street)

In attendance: Bill, Darlene, Kerri, Tracie, Mary Ellen, Karen, Grant, Sandy, Barb

Absent with regrets: Danny, Sue, Rich

Absent: Tom, Medley, Brent

Call to order- 7:12

1. Approve minutes from October 24, 2023 meeting

Motion: To approve minutes by Darlene  
2<sup>nd</sup> by Bill  
Passed

2. Financials

- Medley was not in attendance
- Proceeds raised from Casino was ~ \$77k
- City of Edmonton payment received ~ \$11K

3. Advertising discussion

- Currently advertising on Facebook page only
- Advertising may not generate many new participants, however important to grow awareness and our brand
- ME to send Tracie the list of sites that Grant had provided so can look to post information there
- ME to send Tracie last years boulevard signage information so that she can reach out to them to get in place for 2024
  - Check to see if they are able to put signs in Sherwood Park & St. Albert. If not, do they know whom to contact?
  - Do they facilitate the signage off the bridge decks?
  - Look to see if they can prepare out 'Play ball here' signage – how much to print one sided?
- St. Albert billboard signage, \$350/week (non-member), or could join (\$175) and get a get a deal on rental, not worth joining – let's just post a message for a week
- Sherwood Park billboard signate very inexpensive – look to rent again

4. Registrar update

- 8 teams registered, all 8 teams took advantage of early bird offer
- 5 womens team and 3 co-ed teams

5. Diamond Bookings

- May 1<sup>st</sup> is the planned 'opening day' for the city diamonds

- May 6<sup>th</sup> will be the first night of womens
- Tournament dates
  - May 4/5 Spring Fling
  - June 8/9 – ASSPA
  - July 27/28 – average 50yrs od co-ed team
  - September 21/22 – ASSPA
- Look to extend bookings to end of September (Sept 26) for Mon-Thurs, all 4 diamonds from 6-8. Bill will have to ask/secure at the allocation meeting in February.

#### 6. League discussion

- Men's division is a no go in 2024
- Update/refresh the description for the different leagues so that someone visiting the website has a better understanding of what/where they should sign up in
- Put the old name in brackets behind the Div 1 and Div 2 names, so it will read Div 1 (Hansen) and Div 2 (Brawner). This will help people know where they should be signing up
- Nights of Play
  - Women – Monday's, hoping to be able to use all 4 diamonds
  - Co-ed teams play Tuesday & Thursdays
  - Div 1 plays Tues, Wed & Thursday
  - Div 2 plays Tues & Thursday

#### 7. Maintenance item on agenda

- Most of these items will become part of the 2024 Budget exercise, need a complete list so that we can put in a number
- Discussion on Item B – installing modified gates, as our gates are being cut/vandalized still. This led to discussion in re-enforcing the bottom half of the dugout fences, maybe weave rebar through it so that they can't be cut.
- Item C – raise wages for maintenance team from \$22 to \$25/hour

Motion: To raise wages for maintenance team from \$22 to \$25/hour by Grant  
2<sup>nd</sup> by Karen  
Passed

- One response to maintenance position, and one direct discussion with an individual
- Item D – use qualified company for weed & feed – everyone agreed this was a good idea
- Item E – women's league will be left at 45+
- Item F – batting cage was burnt down in November, looking to settle with insurance to see what we will get covered. Idea of sea can, instead of another shack, interesting
- Item G – phone line and wi-fi installed – agreed this was a good idea, however not inexpensive. Quote from Telus came in at \$129/month, not sure if there is a better deal for a non-profit? Need to confirm

#### 8. AGM

- Decided on Sunday, March 17<sup>th</sup> at the Clansmen Rugby Centre, 1pm start
- Bill to call and see if he can book
- Draft up email announcing the AGM and the positions and get sent out, give people time to plan to attend.
- Per bylaws, the following positions (voted in EVEN year) are up:

- VP (Brent) – stepping away
- Secretary (Mary Ellen) – stepping away
- Tournament Director (Barb/Tom) - unsure
- Marketing Director (Tracie) – willing to stand
- Division Co-ordinators
  - Women's (Armie) – willing to stand
  - Div 1 (Hansen) (Darlene) - unsure
  - Div 2 (Brawner) (Sue) - unsure
  - Co-Ed (Grant) – willing to stand
  - Men's (not applicable as no league in 2024)
- Equipment Director (Danny) - stepping away
- Maintenance Director – vacant from 2023

#### 9. Other Business

- Laurie McRae is performing our winter maintenance checks for us this year, finding minimal garbage, some cut fences and a few people in the dug outs, minimal disturbances from unexpected guests. Fencing & being well lit in our patio area is working!

Date for next meeting – Tuesday, February 27, 2024, 7:00pm at Meridian Place.

Meeting adjourned at 9:20pm

### Action Items from ESSPA Board Meetings

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/9/21	Don Hussey Memorial	Dennis			<ul style="list-style-type: none"> <li>• What is going to be done with monies donated</li> <li>• <u>Update 12/15</u> – Dennis met with Marilyn to discuss what Don would like. Thinking of plaque on garage. Dennis to source further</li> <li><u>Update 1-17-23</u> – Dennis is still researching options, looking at stainless steel or brass, spend will be approximately \$600</li> </ul>
12/15/21	Pembina – fundraising matching program	??			Larry told us that Pembina is generous in giving back to non-profit organizations and could possibly match our fundraising if we did any
3/9/22	Look to create a Google Docs account for ESSPA	ME/Kerri	End of Jan/24		<u>Update 11/1</u> – going to set up a folder for each ESSPA email address so that people can store important & relevant documents so that the next person in doesn't have to recreate the wheel.
11/1/22	Safety and Security Grant – check with Cherie (CoE) to see if this is something we could apply for	Bill	12/6/22		<ul style="list-style-type: none"> <li>• Bill to reach out to Cherie on this, and see what other grants we are eligible to apply for</li> </ul>
9/14/23	Send out email to membership regarding Division 1 & 2 fee options	Kerri			<ul style="list-style-type: none"> <li>• Medley to condense financial info for analysis, which Kerri will put forward to membership for vote</li> </ul>
9/14/23	Get information on St. Albert's billboard sign to see if we can advertise on it	Bill		1/23/24	<ul style="list-style-type: none"> <li>• Email received with information</li> </ul>
9/14/23	Post Field Closure & Game Cancellation policy to website	Sandy			<ul style="list-style-type: none"> <li>•</li> </ul>
9/14/23	Let NSA know we are interested in affiliating with them in 2024 and find out next steps	Barb			<ul style="list-style-type: none"> <li>•</li> </ul>
9/14/23	Send email to SPN letting them know of our decision not to renew with them next year	Kerri			<ul style="list-style-type: none"> <li>•</li> </ul>
9/14/23	Send courtesy email to UIC and Roger Carrier, letting them know of our decision to move	Kerri			<ul style="list-style-type: none"> <li>•</li> </ul>
9/14/23	Create posters outlining our new team information for posting on social media	Kerri			<ul style="list-style-type: none"> <li>•</li> </ul>

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9/14/23	Adjust graphic that was used for boulevard signage	Kerri			<ul style="list-style-type: none"> <li>• Needed to be adjusted again, remove reference to Men's division</li> </ul>
10/24/23	Send out email advertising for maintenance personnel in 2024	Kerri		1/23/24	<ul style="list-style-type: none"> <li>• 1 respondent to that email, and one informal discussion held</li> </ul>
10/24/23	Need to compile list of board positions that have people not standing for another term	All		1/23/24	<ul style="list-style-type: none"> <li>•</li> </ul>
10/24/23	Add NSA League Affiliation information to minutes	ME		1/23/24	<ul style="list-style-type: none"> <li>•</li> </ul>
10/24/23	reach out to Global or CTV to see if can get a spot to promote ESSPA (i.e., Shane Blakely does a spot on areas of interest)	Tracie			<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Set up zoom call for our next board meeting as Grant & Sandy might not be in Edmonton	M.E.	2/26/24		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Set date/time for executive to meet to set a draft budget for 2024, present to Board at Feb meeting	M.E.	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Call Clansmen Rugby Club to book Sunday, March 17 for AGM	Bill	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	See about extending diamond bookings til the end of September this year. Have to do this at the allocation meeting	Bill	Feb 27		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Send Tracie list of sites that Grant had sent for posting of our league info	M.E.	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Send Tracie last year's boulevard signage info from Alberta Sign Rentals so that she can signage up	M.E.	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Check with Alberta Sign Rentals to see if they are able to put boulevard signs in Sherwood Park & St. Albert. If not, do they know who does?	Tracie	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Check with Alberta Sign Rentals to see if they are able to hang banners off the bridge decks	Tracie	ASAP		<ul style="list-style-type: none"> <li>•</li> </ul>
1/23/24	Set up billboard advertising in Sherwood Park, similar to last year	Tracie			<ul style="list-style-type: none"> <li>•</li> </ul>

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
1/23/24	Contact St. Albert Chamber of Commerce and book 1 week advertising on their billboard	Tracie			•
1/23/24	Draft up email announcing the AGM and the positions and get sent out	ME/Kerri			•
1/23/24	Quote received from Telus, see if there is a break for Non-Profit organizations	Grant			•
1/23/24	Division descriptions – finalize and get posted to website to support anyone looking for information	Kerrie & Div Co-ord			•