

## ESSPA Board of Directors Meeting

### **Agenda**

Date: October 24, 2023  
Time: 7:00 to 9:00pm  
Location: Meridian Place  
10142 - 111 Street

1. Call to order – 7pm sharp
2. Approve minutes from:
  - a. Feb 16 meeting
  - b. April 13 meeting
  - c. June 21 meeting
  - d. Aug 29 special meeting
  - e. Sept 14 planning meeting
3. Action Item review (10 min)
4. Jamie Parliament – winter checks of ESSPA site
5. Advertising – confirm & approve signage and where to showcase
6. Other Business
7. Set date/time for next meeting
8. Adjourn

## ESSPA Board of Directors Meeting

### Minutes

Date: February 16, 2023  
Start Time: 7:00 pm  
Location: Meridian Place (10142 – 111 Street)

#### Present:

Bill Donlevy	Karen Armstrong
Kerri Pasqua	Mary Ellen Mimeault
Tracie Campbell	Grant Huys
Danny Ruesch	Carrie Runnalls

#### Absent:

Mario Scrivano	Dan Leclair
Dennis Stucke	Sue Shave
Darlene Pruden	Brent Schell

Meeting called to order at 7:08pm

### Acceptance of Minutes

Motion: to accept minutes from January 17<sup>th</sup> Directors Meeting, by Karen  
2<sup>nd</sup> by Grant  
Passed

### Approve Budget for 2023

Motion: to approve Budget as presented with adjustments made to:

- GL 4112 Day League Drop-In revenue (reduce to \$750 from \$1,000)
- GL 5635 Casino-Count Room Advisor expense (add \$2,500)

With caveat that fees could change depending on vote at AGM by Danny  
2<sup>nd</sup> by Grant  
Passed

### AGM

- Agenda is already pre-set per bylaws
- Need to get email out to membership 21 days in advance of AGM date as we need to adjust our bylaws. Summary of adjustments asking for
  - Offset voted in years for Secretary (5.2.3) and Treasurer (5.2.4) – Treasurer move to ODD
  - Membership Fees (3.2) date set – change to reflect having a special meeting at end of ball season so can set fees for next year
  - Delete Media Director position (5.2.10) and disburse duties between Registrar and Marketing role
  - Delete word 'Recruitment' from Marketing & Recruitment Director role (5.2.11)
- For Volunteers, due to number of people that helped out this year, and concern about missing a name or two, will summarize the initiatives that took place in 2022.
- Positions available to be filled – ones that have current Directors in place - status of
  - President – Bill not running again - open
  - Maintenance Director – Dennis not running again - open

- Registrar – Carrie would be willing to stand
  - Equipment Director – Danny would be willing to stand
- Other positions – Treasurer, Facilities & Booking & Tournament Director are currently vacant. These positions will be posted in the AGM announcement email, asking anyone interested in running to contact Mary Ellen at [secretary@esspa.ca](mailto:secretary@esspa.ca) mailbox
- Reminder to Grant, Mario and Dennis to send a report

### **Advertising**

- Posters have been posted on ESSPA Facebook and website
- Danny will print off some posters and put them up at Play It Again Sports, Evolution Sports, anywhere else he can
- Tracie will check out the curling rinks to see if can post
- Grant will check with County of Strathcona billboard – looking for items to display
- Dan LeClair confirmed that Kevin Spriggs, Chorus Entertainment would be willing to have 'us' for a radio spot – Kerrie (and Brent??) to follow up on and get this booked
- ME working with Alberta Sign Rentals to get billboard signs. Thanks to Kerri for preparing the graphic, we have a list of high traffic, arterial routes, look to have 3 billboards in different locations (each location is up for 2 weeks)

Motion: to approve costs associated with billboard signage ~ \$800 by Karen  
 2<sup>nd</sup> by Carrie  
 Passed

### **Date for in-person registration/open house event**

- Discussion on the 7-10 members who do NOT have email addresses and best to see if they are playing again this year and to get them registered
- Bill will call these people directly
- Registrar is able to copy over a profile from one year to another, so technically no paper form for existing players is required – just need to know if playing and collect their fee
  - As long as nothing has changed from year to year – if changes (new address, emergency contact, health profile info), a new form should be filled out
- Sunday April 2, 2023 from 1 – 4pm was decided as the in-person date. Bill to book the Clansmen lounge for this

### **Planning & Development Brainstorming**

- Item deferred to another meeting, some initial items for consideration is lights (one diamond at a time), solar panels, wi-fi installation

### **Miscellaneous Items**

- Division Rules need to be visited/updated
  - Revamp of old Hirsch & Cuthbertson to reflect the new reality for Co-Ed Team and Men's Division
  - Any changes required for Women's and Co-Ed Drafted
- Kerri to reach out to Mario to see if willing to stand as Men's Co-ordinator, and remind him that a report is required for AGM
- ME to send email to Dennis to remind him of the Maintenance report for the AGM
- Carrie provided registration stats to date
  - 80 registered
  - 14 new people
  - 30 for the drafted divisions

- Women have 5 teams registered, and 15 players
- Men's have 1 team registered, and 10 players
- Co-Ed Team have 1 team registered

#### **Date for March Meeting**

- Not having one – AGM is scheduled for March 19
- Will deal via email anything directly that might come up

#### **Adjournment**

Motion: to adjourn meeting at 8:20pm, by Karen  
2<sup>nd</sup> Carrie  
Passed

## Action Items

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/9/21	Meeting to plan out ESSPA's 1, 3 and 5 year direction				<ul style="list-style-type: none"> <li>Plan for a Saturday or Sunday?</li> </ul>
11/9/21	Budget meeting after 1, 3 and 5 year direction discussed				<ul style="list-style-type: none"> <li></li> </ul>
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	??			<ul style="list-style-type: none"> <li>Larry told us that Pembina is generous in giving back to non-profit organizations and could possibly match our fundraising if we did any</li> </ul>
3/9/22	Look to create a Google Docs account for ESSPA	ME/Kerri	End of Jan/23		<ul style="list-style-type: none"> <li><u>Update 11/1</u> – going to set up a folder for each ESSPA email address so that people can store important &amp; relevant documents so that the next person in doesn't have to recreate the wheel.</li> </ul>
3/9/22	Contact 1260 radio to see if can get a time slot to market league	Gord Stamp	ASAP		<ul style="list-style-type: none"> <li>Discussion on promoting the league and Gord will reach out to his connect at 1260 radio to see about getting a time slot and board decided that Kerri &amp; Brent would best represent ESSPA</li> </ul>
3/9/22	50/50 Raffles – determine how to run if going to have	? Tracie ?	Before start of season		<ul style="list-style-type: none"> <li>Determine how to proceed with 50/50 raffles</li> </ul>
3/9/22	Communibee app <a href="https://communibee.ca/">https://communibee.ca/</a>  YouTube webinar on app - <a href="https://www.youtube.com/watch?v=OukKFWyHApw">https://www.youtube.com/watch?v=OukKFWyHApw</a>	All			<ul style="list-style-type: none"> <li>Kerri mentioned this app, which is used by many community leagues and non profits, might have features that could work well for ESSPA to get info out to members. Ask is for board to review and we can discuss its merits for use</li> <li></li> </ul>
7/21/22	Shale – check with City of Edmonton so see if we can get shale through them	<del>Bill</del> Dennis			<ul style="list-style-type: none"> <li><u>Update 12/6</u> – Dennis to reach out to his contact to see what the price of shale would be</li> <li><u>Update 1-17-23</u> –City is not able to sell us shale, no way to process. Gave Dennis the company the City gets their shale from – Riverstone Landscaping</li> </ul>

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					Dennis to make contact
7/21/22	Get an elevation-survey done of diamonds that have water pooling issues	Brent			•
10/30/22	Accounting firm to assist in day to day book keeping?				• <u>Update 1-17-23</u> – Tracie had a connect, was wondering if a paid position. We would pay them something, however not full CA rates. She is to confirm
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		• Bill to reach out to Cherie on this, and see what other grants we are eligible to apply for
1-17-23	Get audit done of 2022 books	M.E.	ASAP		• Underway. ME has made contact with Justin Christensen and have given him read access to Xero
1-17-23	Reports for AGM required by Feb 10	Bill Darlene Dennis Dan Karen Grant Mario	2-10-23		• ME has received a report from Bill, Darlene, Dan, Karen – thank you • Need reports from Dennis, Grant & Mario
2/16/23	Notice prepared for AGM and send to Carrie to be emailed out to membership	M.E.	2/24/23		•
2/16/23	Get posters in to Play it Again Sports, Evolution other sports stores to advertise league	Danny	ASAP		•
2/16/23	Check curling rinks in Edmonton to see if will put up posters	Tracie	ASAP		•
2/16/23	Check with County of Strathcona to see if can post advertisement on their billboard	Grant	ASAP		•
2/16/23	Reach out to Kevin Spriggs to set up a radio spot to advertise league	Kerri	ASAP		•
2/16/23	Alberta Sign Rentals – get sign finalized and select locations to get advertising up	M.E.	ASAP		•
2/16/23	Contact Clansman to secure April 2 <sup>nd</sup> for open house	Bill	ASAP		•
2/16/23	Provide list of names and contact numbers of people who do not have email address to Bill	Carrie	ASAP		•
2/16/23	Contract people with no email addresses to let them know about AGM and open house on April 2	Bill	Once have list		•
2/16/23	Revise rules for Co-Ed Teams (base from Hirsch) Men's (base from Cuthbertson)	Grant Mario (?)	ASAP		•
2/16/23	Review of rules & update as required for Women's and Co-Ed Drafted Div 1 & Div 2	Karen Darlene Sue	ASAP		•
2/16/23	Contact Mario Scrivano to see if standing as Men's co-ordinator	Kerri	ASAP		•
2/16/23	Send email to Dennis regarding his Maintenance Report	M.E.	ASAP		•

ESSPA Board Mtg. Thursday April 13th 2023  
Venue: 10142 111 St

In attendance- Bill, Grant, Tracie, Karen, Darlene, Rich, Kerri

Regrets- Brent, ME, Danny, Sue, Barb and Tom

Call to order 7:13

Minutes from last meeting and next meeting will be approved at the next meeting when ME is in attendance.

1. Discussion and decision on fencing the dugouts and social area around the clubhouse. Access would be via a gate with code. Fencing the clubhouse area also facilitates a liquor license as area needs to be fenced for liquor sales. Important we keep our maintenance staff safe and discourage the mess and vandalism. Better than ripping down the dugouts. Doing everything at once is a cost savings versus doing stages. We have 3 quotes. Quotes and diagrams attached to the agenda. Universal will provide better quality mesh, fair price and can start almost immediately. Karen makes motion to do all of the diamonds and clubhouse area. Rich seconds the motion. Motion passed.

2. Discussion and decision on hiring of maintenance workers. Received 4 written applications and 1 via phone. Important that candidates are able to do the physical work and have skills to use email and cell phone as well as work with contractors and other maintenance members. We will need to ensure that workers no how to deal with the homeless to ensure they are being safe. They need to understand the risks. Motion to offer position to Ben Gona made by Rich, seconded by Karen. Motion carried.

Richard will be kept on to mentor Ben. Dennis and Rick have offered to assist and mentor to get things up and running. We will ask Bob Z and Kevin S if they will consider being back up/on call in case of illness, holiday, etc. or for weekend work. They will be paid for their hours. Should they accept we will ensure that they are aware of protocols around work safety.

3. Motion to accept Medley as treasurer (accountant for the province) made by Rich, seconded by Bill. Motion passed. ME and Medley will get together to figure things out and a appt will be made at the bank to transfer signing authority.

4. Motion to accept Sandy as Registrar once registration is over- May 1st made by Bill, seconded by Darlene. Granted abstained from vote. Motion carried.

5. Motion to approve Gord Stamp and Bruce Munro as associated members for their ongoing volunteer contributions and team managers (as per bylaws) made by Tracie, seconded by Bill. Motion passed.

6. Volunteer commitments must be 2 hrs. minimum. First volunteer opportunity will be clean-up of diamonds Sunday, April 23 at 2 pm. Will ask Carrie to send email asap.

7. Divisions continue to try and sort out registrations to determine people are in the right place. Will need updated lists from the registrar. Still have people in the wrong place. Evals will be Sunday, April 23 1 pm and Monday, April 24. Should be about 14 people.

8. Tournament Update- see attached from Barb. Approval to have a massage therapist onsite. Everyone thinks this is fine.

9. Karen has promotion offer from Canadian Brewhouse. This will be an offer to all members if they sign up. Karen will get details and an email to members will go out.

Motion to adjourn 9:15 by Bill, seconded by Grant.





5104 - 93 St  
Edmonton, AB  
T6E 5K4  
780-450-6628  
780-463-0710 Fax

## Quotation

Customer:		Quotation Number:	20500
ESSPA		Quotation Date:	04-04-2023
Job site: 113 St Kingsway Ave		Phone #	780-504-8626
Edmonton, AB		Fax#	grant@hawkhuys.co
Attn: Grant Huys		Email	m

We are pleased to offer our quotation for fencing based on the following conditions:

Materials:

- Install 2 panic hardware + keypads on 2 – 4' gates quoted on quotation 20499

Pricing ONLY VALID with installation of quotation 20499

Site Information:

Overall Height	0	Ft.
Fence Length	0.0	Ft.
Gate Length	0.0	Ft.
Overall Length	0.0	Ft.

Components:

Top Rail:	N/A
Tension Wire:	N/A

Post Spacing 0 Ft.

All fencing quoted will meet or exceed the specified standards.

Fence line will have to be free and clear of trees, shrub and SNOW prior to crew arriving on site.

Estimated Project Start:

Approximately 2 weeks from date of  
confirmation and deposit is received

Installed Amount	\$3,700.00
GST	185.00

Atlantic Fence Sales Agent  
bk

Installed Total	\$3,885.00
-----------------	------------

Terms:  
50% Deposit and 50% on  
Completion

### NOTES

- One Call (1-800-242-3447) – no ground disturbance
- Customer is responsible for locating and marking underground sprinkler line.
- Payments: 50% deposit and 50% on completion
- Valid for 15 days.



5104 - 93 St  
Edmonton, AB  
T6E 5K4  
780-450-6628  
780-463-0710 Fax

## Quotation

Customer:		Quotation Number:	20499
ESSPA		Quotation Date:	04-04-2023
Job site: 113 St Kingsway Ave		Phone #	780-504-8626
Edmonton, AB		Fax#	grant@hawkhuys.co
Attn: Grant Huys		EMail	m

We are pleased to offer our quotation for fencing based on the following conditions:

### Materials:

Terminal Post(s):	3	PIPE 2 7/8 IN. x .111 x 11 FT. GALVANIZED (cemented)
Terminal Post(s):	8	PIPE 2 7/8 IN. x .111 x 8 FT 4 IN. GALVANIZED (on 6x6 plate)
Gate Post(s):	3	PIPE 3 1/2 IN. x Sch. 40 x 8 FT 4 IN. GALVANIZED (on 6x6 plate)
Line Post:		PIPE 2 3/8 IN. x .079 x 10 FT. GALVANIZED (cemented)
Line Post:		PIPE 2 3/8 IN. x .079 x 8 FT. GALVANIZED (on 6x6 plate)
Top Rail:		PIPE 1 5/8 IN. x .079 x 21 FT. GALVANIZED
Chain Link:		1.5 IN. x 6 GA. x 96 IN. KK GALVANIZED CHAIN LINK
Gates:	2	4 FT. (W) SINGLE SWING GATE x 8 FT. F.F.H. GALVANIZED
	1	8 FT. (W) SINGLE CANTILEVER GATE x 8 FT. F.F.H. GALVANIZED

All posts will be set in Concrete Footings / Base Plated

### Total installed pricing include:

- Brace rail for end posts and gate posts
- 1 - 4' x 6' gate. Remove old gate from site. Hang new gate on existing gate posts
- Brace rail for end posts and gate posts

### Total installed pricing DOES NOT include:

- Any privacy slats
- Any existing fence tear down and removal
- Any hydrovac truck - if needed base on One Call completed report - extra charge
- Any 2<sup>nd</sup> Call - (for private lines not located by One call) if needed base on One Call completed report - extra charge

### Site Information:

Overall Height	8 Ft.
Fence Length	191.0 Ft.
Gate Length	20.0 Ft.
Overall Length	211.0 Ft.

### Components:

Top Rail:	included
Brace Rails:	included
Tension Wire:	included

Post Spacing 10 Ft.

All fencing quoted will meet or exceed the specified standards.

Fence line will have to be free and clear of trees, shrub and SNOW prior to crew arriving on site.

**\*\*Tailing from post holes left on site\*\***

### Estimated Project Start:

Approximately 2 weeks from date of confirmation, deposit is received and One Call is completed.

Installed Amount	\$17,615.00
GST	880.75

Installed Total \$18,495.75

Atlantic Fence Sales Agent  
bk

Terms:  
50% Deposit and 50% on  
Completion

### NOTES

- Customer responsible for contacting One Call (1-800-242-3447) and property boundary.
- Customer is responsible for locating and marking underground sprinkler line.
- Payments: 50% deposit and 50% on completion
- Valid for 15 days.



5104 - 93 St  
Edmonton, AB  
T6E 5K4  
780-450-6628  
780-463-0710 Fax

Quotation: **20499**

Name: **ESSPA**

Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_ PO# \_\_\_\_\_

**Full page must be completed for Acceptance of Quotation**

**Residential Checklist**

Is First Call completed and sent to Atlantic Fence?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Does fenceline have 3" of clearance for work? (ex: cars, trees, shrubs, pallets, materials, animal waste, etc)	Y <input type="checkbox"/> N <input type="checkbox"/>
Will customer be on site for installation?	Y <input type="checkbox"/> N <input type="checkbox"/>
Are underground sprinklers marked?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Are private utility lines marked?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Is site unlocked?	Y <input type="checkbox"/> N <input type="checkbox"/>
Are temporary panels required for your job? (rental fees apply)	Y <input type="checkbox"/> N <input type="checkbox"/>
Is fenceline location confirmed and marked?	Y <input type="checkbox"/> N <input type="checkbox"/>

**Commercial Checklist**

Is First Call completed and sent to Atlantic Fence?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Does fenceline have 3" of clearance for work? (ex: cars, trees, shrubs, pallets, materials, animal waste, etc)	Y <input type="checkbox"/> N <input type="checkbox"/>
Will customer be on site for install?	Y <input type="checkbox"/> N <input type="checkbox"/>
Is site orientation required?	Y <input type="checkbox"/> N <input type="checkbox"/>
If yes, how long?	_____ hrs
Is site orientation online?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Is site orientation onsite?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Is fenceline location confirmed and marked?	Y <input type="checkbox"/> N <input type="checkbox"/>
Are underground sprinklers marked?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Are private utility lines marked?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Is material being used accessible?	Y <input type="checkbox"/> N <input type="checkbox"/>
Is site unlocked?	Y <input type="checkbox"/> N <input type="checkbox"/>
Are temporary panels required for job? (rental fees apply)	Y <input type="checkbox"/> N <input type="checkbox"/>

**\*\*\*On site contact who has authority to change work scope\*\*\***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Authorized signature: \_\_\_\_\_

**\*\*\*By allocating an authorized site contact to make changes, you are acknowledging and accepting the pro rated price change\*\*\***

Initial \_\_\_\_\_





## Customer Fence Estimate Form

Date: Mar 30 - 23

Customer Name ESSPA  
Address 113st Kingsway Ave Grant Huys  
City Edmonton Postal Code \_\_\_\_\_  
Phone (H/B) \_\_\_\_\_ Phone (C) 780-504-8626  
Email grant@hawkhuys.com

Please fill out your specifications required below

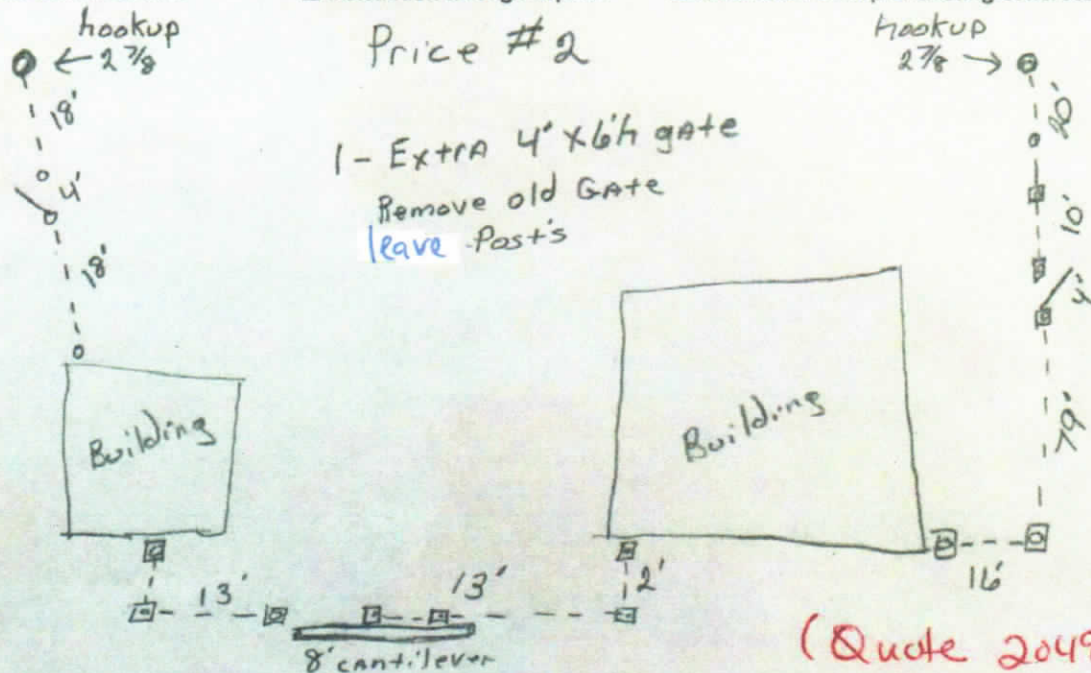
Scope	Height	Posts	Mesh	Privacy Slats	Options
<input type="checkbox"/> Residential	<input type="checkbox"/> 3'	<input checked="" type="checkbox"/> Galvanized	<input checked="" type="checkbox"/> Galvanized	<input type="checkbox"/> Supply Only	<input type="checkbox"/> Fence Removal
<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> B.W.	<input type="checkbox"/> 4'	<input type="checkbox"/> Black	<input type="checkbox"/> Black	<input type="checkbox"/> Supply & Install	<input type="checkbox"/> Core Removal
<input checked="" type="checkbox"/> New Install	<input type="checkbox"/> 5'	<input type="checkbox"/> Brown	<input type="checkbox"/> Brown	<input type="checkbox"/> 85% Coverage	<input type="checkbox"/> Temporary Panels
<input type="checkbox"/> Repair	<input type="checkbox"/> 6'	<input type="checkbox"/> White	<input type="checkbox"/> White	<input type="checkbox"/> 95% Coverage	
	<input checked="" type="checkbox"/> 8'	<input type="checkbox"/> Green	<input type="checkbox"/> Green	Colour: _____	

Use this area to draw your proposed fence install. Include measurements and mark where all corners and gates are to be placed.

☒ Installation in Ground

☐ Installation through Asphalt

☒ Installation on top of existing Concrete



Extra cost for Panic hardware on 2-4' gate

Notes:

key pad

(Quote 20500)



5104 - 93 St  
Edmonton, AB  
T6E 5K4  
780-450-6628  
780-463-0710 Fax

## Quotation

**Customer:****ESSPA****Job site: 113 St Kingsway Ave  
Edmonton, AB****Attn: Grant Huys****Quotation Number:****20498****Quotation Date:****04-04-2023****Phone #****780-504-8626****Fax#****grant@hawkhuys.co  
m****EMail**

**We are pleased to offer our quotation for fencing based on the following conditions:**

**Materials:**

- Install 8 door knob with key pad entry on 8 gates quoted on quotation 20497

**Pricing ONLY VALID with installation of quotation 20497**

**Site Information:**

<b>Overall Height</b>	<b>0</b>	<b>Ft.</b>
<b>Fence Length</b>	<b>0.0</b>	<b>Ft.</b>
<b>Gate Length</b>	<b>0.0</b>	<b>Ft.</b>
<b>Overall Length</b>	<b>0.0</b>	<b>Ft.</b>

<b>Post Spacing</b>	<b>0</b>	<b>Ft.</b>
---------------------	----------	------------

**Components:**

<b>Top Rail:</b>	<b>N/A</b>
<b>Tension Wire:</b>	<b>N/A</b>

All fencing quoted will meet or exceed the specified standards.

Fence line will have to be free and clear of trees, shrub and **SNOW** prior to crew arriving on site.

**Estimated Project Start:**

**Approximately 2 weeks from date of  
confirmation and deposit is received**

**Installed Amount****\$7,800.00****GST****390.00****Installed Total****\$8,190.00****Atlantic Fence Sales Agent****bk****Terms:**

50% Deposit and 50% on  
Completion

**NOTES**

- One Call (1-800-242-3447) – no ground disturbance
- Customer is responsible for locating and marking underground sprinkler line.
- Payments: 50% deposit and 50% on completion
- **Valid for 15 days.**



5104 - 93 St  
Edmonton, AB  
T6E 5K4  
780-450-6628  
780-463-0710 Fax

## Quotation

Customer:  
**ESSPA**  
Job site: **113 St Kingsway Ave**  
**Edmonton, AB**  
Attn: **Grant Huys**  
**(8 dugouts)**

Quotation Number: **20497**  
Quotation Date: **04-04-2023**  
Phone #: **780-504-8626**  
Fax#: **grant@hawkhuys.co**  
EMail: **m**

We are pleased to offer our quotation for fencing based on the following conditions:

Materials:  
End Post(s): 8 PIPE 2 3/8 IN. x .111 x 7 FT. GALVANIZED (on base plate)  
Gate Post(s): Hang new gates on existing posts  
Top Rail: PIPE 1 5/8 IN. x .079 x 21 FT. GALVANIZED  
Chain Link: 1.5 IN. x 6 GA. x 84 IN. KK GALVANIZED CHAIN LINK  
Gates: 8 4 FT. (W) SINGLE SWING GATE x 7 FT. F.F.H. GALVANIZED  
All posts will be base plated  
**Total installed pricing include:**  
- 8 – weld in 4x4 fence in existing window openings  
- 8 – cut 4' openings in existing fence line. Install 8 posts.  
- Steel ties  
- Add steel ties to existing backstop – set at one foot  
**Total installed pricing DOES NOT include:**  
- Any privacy slats  
- Any hydrovac truck – if needed base on One Call completed report – extra charge  
- Any 2<sup>nd</sup> Call – (for private lines not located by One Call) if needed base on One Call completed report – extra charge

### Site Information:

Overall Height 7 Ft.  
Fence Length 32.0 Ft.  
Gate Length 32.0 Ft.  
Overall Length 64.0 Ft.

### Components:

Top Rail: included  
Tension Wire: included

Post Spacing 10 Ft.

All fencing quoted will meet or exceed the specified standards.

Fence line will have to be free and clear of trees, shrub and SNOW prior to crew arriving on site.

**\*\*Tailing from post holes left on site\*\***

### Estimated Project Start:

Approximately 2 weeks from date of  
confirmation, deposit is received and One  
Call is completed.

Installed Amount \$13,080.00  
GST 654.00

Installed Total \$13,734.00

Atlantic Fence Sales Agent

bk

### Terms:

50% Deposit and 50% on  
Completion

### NOTES

- Customer responsible for contacting One Call (1-800-242-3447) and property boundary.
- Customer is responsible for locating and marking underground sprinkler line.
- Payments: 50% deposit and 50% on completion
- Valid for 15 days.





# Customer Fence Estimate Form

Date: MAR 30 - 23

Customer Name ESSPA

Address 1135+ Kingsway Ave Grant Huys

City Edmonton Postal Code \_\_\_\_\_

Phone (H/B) \_\_\_\_\_ Phone (C) 780-504-8626

Email grant@hawkhuys.com

(Circle choices)

## Scope

Residential ☒ Commercial ☐ B.W.  
Repair ☐ New ☒

## Height

3' / 4' / 5' / 6' 7'

## Chain Link

### Framework

☒ Galvanized

Coloured

### Mesh

☒ 6 GA Galv

9 GA Coloured

White / Black / Green / Brown

## Options

### Privacy Slats

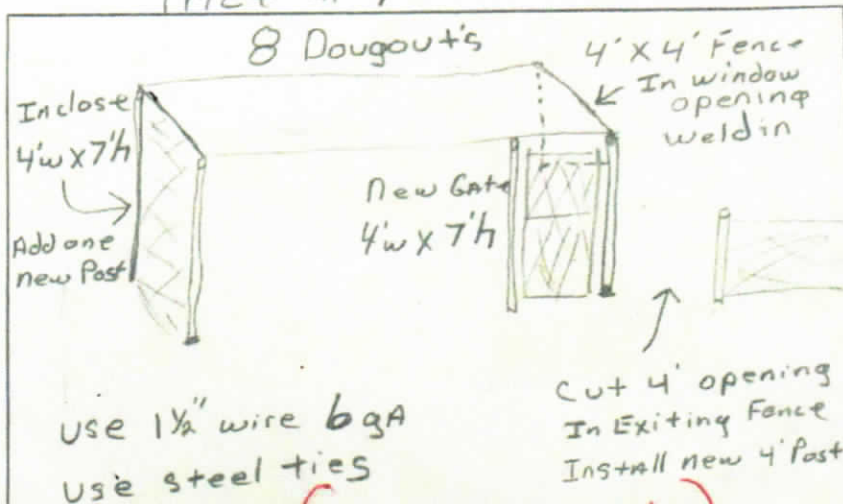
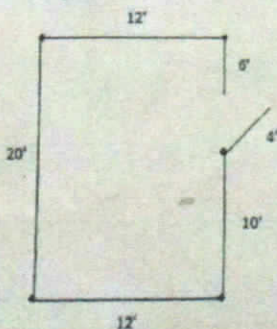
Supply Only / Installed @ \$10/ft

85% / 95%

White / Black / Other

Fence Removal \$7/ft

### Example



Extra Pricing For 8- Key Pads For  
Gate's c/w Door Nobs (Quote 20498)

Add Extra 2 hrs to Add steel Ties  
To backstops - Set A one Foot

## Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





QUOTATION

April 6 <sup>th</sup> , 2023	ESSPA	MODIFY DUG-OUTS SECURE CLUBHOUSE
Quote # D178-23	Attn: Grant	
Pages: 4		

WE ARE PLEASE TO SUBMIT QUOTATION FOR THE FOLLOWING: SUPPLY & INSTALL 😊

1. ENCLOSE CLUBHOUSE -- 8' high Plus barbwire fence (AS PER ATTACHED LAYOUT DETAILS)

- +/- 185' of fence (plus gates) All heavy wall schedule 40 posts
- Some posts c/w concrete footings & others baseplated to concrete
- 1 man gate / 1 Exit Only Panic gate / 1 x 10' Opening Rollo gate
- Front Rollo gate area may require extra barbwire to deter climbing over
- Repair gate in existing diamond 3 outfield (ADD \$300.00 For New Gate)

TOTAL COST = \$11,926.00 + GST

2. SECURE DUG-OUTS – Fence heights vary – Match existing & prevent crawl over (SEE ATTACHED DETAIL)

- ADD 1 gate per dug-out closest to backstop end
- Secure with mesh 2<sup>nd</sup> openings and back side field entry
- Enclose window area with chainlink bolted to wall & post
- Open up 1 Entry in front of dugout by installing 1 post on backstop end. (diamond 2 has field entry too)
- Re-tie dug-out Fence with all steel ties – Other minor repairs as required to make dug-outs secure

4 DIAMONDS – 8 DUGOUTS

TOTAL COST = \$13,200.00 + GST

AREAS NEED TO BE CLEANED BY OTHERS  
FOR THE SAFETY OF OUR CREWS BEFORE STARTING

SUPPLIED AND INSTALLED PRICE BASED ON THE INSTALLATION SPECIFICATIONS AND CONDITIONS BELOW:

1. ALL FENCE LINES TO BE CLEARED, GRADED AND STAKED BY OTHERS PRIOR TO ARIVAL OR OUR CREW. CANADIAN FENCE WILL NOT LOCATE PROPERTY LINES. BASED ON AREA TO BE FENCED HAVING CLEAR ACCESS FOR SKIDSTEER & EQUIPMENT
2. NORMAL SOIL (DIGGING) CONDITIONS. SHOULD WE ENCOUNTER ROCK OR POOR DIGGING SEVERE ENOUGH TO DELAY THE NORMAL TIME FRAME FOR THIS PHASE, LOST TIME EXPENSES WILL BE CHARGED AS AN EXTRA, INCLUDING ANY LOA EXPENSES. HYDROVAC/HAND DIGGING EXTRA
3. ALL UNDERGROUND UTILITIES TO BE LOCATED AND MARKED BY OTHERS PRIOR TO THE ARRIVAL OF OUR CREW. (Including Private Lines)
4. A MINIMUM NUMBER OF TRIPS TO THE SITE HAVE BEEN ALLOTTED IN THIS QUOTE. ADDITIONAL TRIPS FOR THE BUYER'S CONVENIENCE EXTRA
5. LOST TIME AND EXPENSES INCURRED DUE TO ON SITE LAYOUT CHANGES OR THE SITE NOT BEING READY WILL BE CHARGED AS AN EXTRA.
6. UNLESS STATED OTHERWISE, THIS PRICE IS BASED ON THE PROJECT BEING COMPLETED WITHIN 120 DAYS FROM AWARD DATE.
7. THE PURCHASER AGREES TO INDEMNIFY THE SELLER AGAINST ANY CLAIMS ARISING FROM DAMAGE CAUSED TO UNDERGROUND CABLES, CONDUIT, OR PIPE OF ANY KIND IN THE ERECTION OF FENCE UNLESS THE PURCHASER INFORMED THE SELLER OF THE ACCURATE LOCATION THEREOF.
8. SITE SPECIFIC SHOP DRAWINGS EXTRA TO QUOTED PRICE – COST DEPENDING ON COMPLEXITY & QUANTITY OF DRAWINGS
9. ANY SHOP DRAWINGS ISSUED WILL NOT BE ENGINEERED OR STAMPED – THIS WOULD HAVE TO BE DONE BY OTHERS or "COST PLUS 15%"
10. GROUNDING OF COMPLETED FENCE NEVER INCLUDED – THIS WOULD BE BY QUALIFIED ELECTRICAL CONTRACTOR OR OTHERS

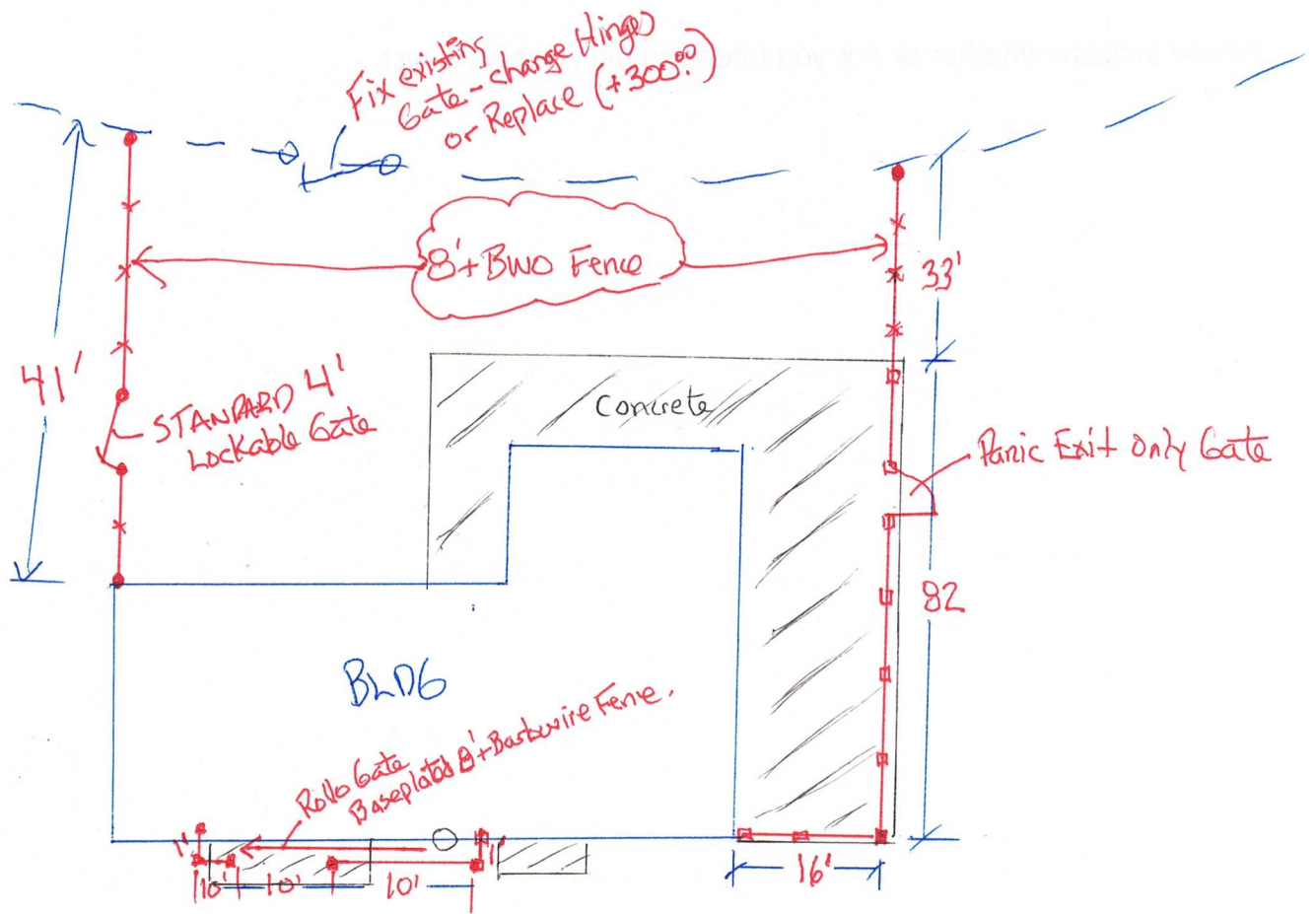
APPRX. DELIVERY/SHIP DATE <b>TBD upon award</b> 1- 2 weeks currently	F.O.B. <b>SITE INSTALLED – Spring/Summer/Fall 2023</b> <b>NO FROST – Need dry conditions</b>	TERMS: <input checked="" type="checkbox"/> PAYMENT ON RECEIPT/COMPLETION <input checked="" type="checkbox"/> NET 30 DAYS O.A.C. <input checked="" type="checkbox"/> DEPOSIT REQUIRED
--	--	---

PLEASE READ SPECIFICATIONS CAREFULLY WHEN COMPARING QUOTATIONS!!!  
THE TRANSFERRING OF THIS PRICE TO ANY OTHER FORM (E.G. PURCHASE ORDER OR SUBCONTRACT FORM) INDICATES THE ACCEPTANCE OF ALL QUANTITIES, TERMS, SPECIFICATIONS AND CONDITIONS STATED ON THIS QUOTATION.  
ORDERS ARE SUBJECT TO OUR SALE AND INSTALLATION CONDITIONS AND ARE ACCEPTED AT THE SELLERS PRICE BASED ON THE QUANTITIES AS STATED.

CANADIAN FENCE CONTRACTING LTD.  
Per:   
**DOUG COUGHLIN – COMMERCIAL ESTIMATOR**  
THIS QUOTATION EXPIRES 14 DAYS FROM THIS DATE  
G.S.T. NO. 791244312RT0001



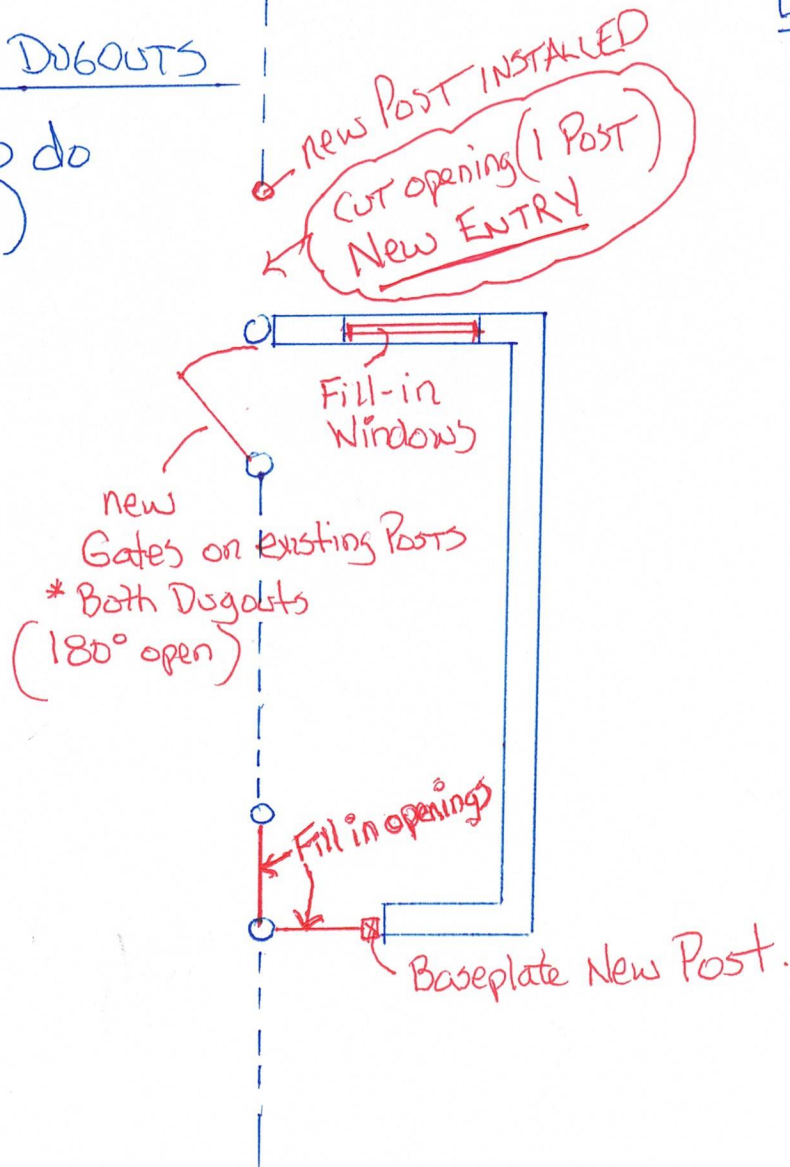
#1



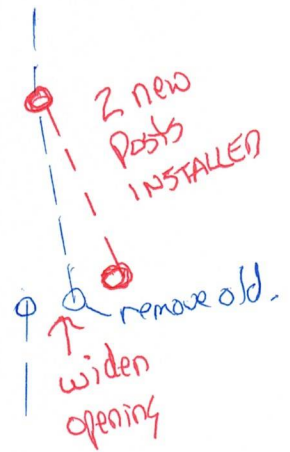
#2

## General IDEA DUGOUTS

(\*some 1st base sides do not need Fill piece)



DIA #2



PRICING INCLUDES CHANGING OUT TIES IN DUG-OUTS TO STEEL

II

II

MINOR REPAIRS OF FENCE / EXISTING GATES BY DUG-OUTS



## CANADIAN FENCE CONTRACTING LTD

### TERMS AND CONDITIONS OF QUOTATION

1. The quotations we provide hold for a term of **30 days**. Expected date of install depends on the timing of the quotation, the availability of our crew members, and any revisions that have been made to the quotation.
2. Expected date of install depends on the availability of materials, scheduling, and co-ordination of Alberta One Call locates before digging, and of course weather conditions. **Special order materials could be 6- 8 weeks**
3. Customer fence lines must have a minimum 10' of cleared space, free of debris prior to installation in order to allow enough space for equipment. Site needs to be accessible by all-weather road and 2wd vehicles. Track skid steer units are used when applicable. If snow removal is required, this will be extra.
4. It is the customer's responsibility to have proper grading along the fence line and have all property lines marked out prior to installation.
5. The customer is required to mark the gates, corners and ends as well as fence line locations in intervals of 100m prior to installation. **Sharp changes in grade requires additional posts and cost extra.**
6. Pricing of quotation is based upon machine digging of all required post holes. If a hydrovac or hand digging is required, this will be an additional cost. Additional concrete costs (unless otherwise stated on quote) for hydrovac may apply. ALL grounding of fence would be by others
7. Pricing on quotations is based on one mobilization and demobilization. An additional cost may apply if multiple trips are required. \*Meant more for out-of-town work (unless otherwise stated on quote)
8. For scheduling projects, availability of material and confirmation of mobilization will be provided to the customer upon award of a contract or purchase order.
9. Quotations include a maximum 1/2-hour safety orientation (incl online) at beginning of project
10. Delays in installation time for erection crews where the cause of the delay is at fault of the customer, will result in additional fees including any additional subsistence costs.
11. Erection costs will be based on normal ground conditions- bedrock, large rock, boulders, etc. would cause extra costs if it delays the normal timeframe to complete fence or dig holes.
12. For posts installed via base plating onto an existing concrete pad or surface must be free of protective membranes, utility services (such as gas, power, or telephone lines), and floor heating capabilities. If such services exist, they must be clearly marked and located before any work can be done. Damage done to concrete surfaces due to correct and appropriate installation practices will not be the responsibility of Canadian Fence Contracting LTD.
13. Any barbed wire arms required will be pointed towards the outside of the property unless the customer has requested or stated otherwise. Vertical option is available for limited sizes of posts.
14. All posts will be set in concrete unless quotation states otherwise. Quotations are based on the ground being in normal soil conditions (topsoil and clay). Additional charges may apply if the ground is not in normal soil conditions (some examples being asphalt, sand, rock, large or improperly compacted pit run).
15. Any changes made to our original written quotation during the process of installation will be adjusted accordingly. When installation is completed, accurate measurements will be taken.
16. Any debris or tailings will be left on site and will be the customers responsibility for disposal. Clean up and disposal of debris and tailings is available for an additional cost. An on-site concrete wash out area must be provided by customer.
17. **SPECIFIC SHOP DRAWINGS EXTRA TO CONTRACT** if standard drawings not acceptable. Stamped drawing NIC
18. Any site welding requiring certified welding/inspection reports extra or general to supply their own welder.
19. **Customer agrees to assume responsibility for loss against any claim arising for damage caused to any kind of underground services unless the customer has correctly marked and made clear to Canadian Fence Contracting LTD of the location of such services prior to installation.**

ALBERTA ONE CALL 1-(800)-242-3447 <http://albertaonecall.com/submit-a-locate-request/>

To contact Alberta One Locates please call the phone number above or visit their website. Any private line or lines not covered by Alberta One Call must be located by purchaser. To contact private locators, please call **Locate Management (780-994-8101)** or any other private locate company.

Canadian Fence Contracting LTD crew members have been trained in Standard First Aid and Level C CPR, Fall Arrest, Ground Disturbance, Skid Steer, Forklift, WHMIS, CSTS, LSE, H2S, and OSA.

CANADIAN FENCE CONTRACTING LTD IS A MEMBER AND IS IN GOOD STANDING WITH ISNETWORLD, COMPLYWORKS, BBB, WCB, AND ALBERTA CONSTRUCTION ASSOCIATION.

Universal Fence Ltd  
9811 62 Ave NW  
AB  
+1 7807578082  
info@universalfence.ca  
www.universalfence.ca



## Estimate

### ADDRESS

ESSPA  
PO Box 34039 Kingsway Mall  
11303-113ST NW  
Edmonton AB T5G 3B4

ESTIMATE # 23060  
DATE 31/03/2023

### DESCRIPTION

Supply labour, equipment and material to: 11303-113 st NW

Install fencing at 8 dugouts with man gates

2 7/8" sch 40 terminal posts on 6"x6"x1/4" 4 hole base plates

1 5/8" sch 40 top and bottom rail

Custom frame in each dug out welded to existing posts 1 7/8" sch 40, with 2x9x4' galvanized mesh

Gates to be 7' high commercial grade, with drop pin and chain \$ 20,296.38

Fencing around field house

Approx 196' of 2x9x8' all galvanized, with three strands of barbwire

1 5/8" sch 40 top rail

2 3/8" sch 40 line posts

2 7/8" sch 40 terminal posts

9 gauge bottom wire

Base plated posts on 6"x6"x1/4" 4 hole plates

Posts set in concrete

Holes to 10" round by 4' deep

One panic man gate

One rollo gate ( 8' opening )

One 4 man gate \$14,625.34

QUOTE BASED ON ONE MOBILIZATION

ALL FENCE TO BE DONE AT THE SAME TIME (NO PIECE WORK)

QUOTE BASED ON FROST FREE CLAY/DIRT DIGGING CONDITIONS

IF REQUIRED ANY HYDRO-VAC AND ALL ASSOCIATED COSTS TO BE EXTRA

CONCRETE TRUCK ACCESS MUST BE WITHIN 50' OF THE ENTIRE FENCE LINE

TAILINGS TO BE LEFT ONSITE OR HAULED AWAY BY OTHERS

THIS QUOTE IS BASED ON VEHICLE ACCESS TO BOTH SIDES OF THE FENCE

ATTACHED IS A COPY OF OUR TERMS AND CONDITIONS FORM

THIS IS AN IMPORTANT DOCUMENT RELATED TO THIS QUOTATION

PLEASE SIGN AND RETURN

Thank you for allowing Universal Fence Ltd. to estimate your fencing needs  
Pricing will be honored if awarded within 30 days of the quotation date.

GST @ 5%  
TOTAL

1,746.09  
**\$36,667.81**

Accepted By

Accepted Date

# UNIVERSAL FENCE

---

## Terms and Conditions of Quotation

- 1) The customer must mark or stake the end, corner and gate locations prior to installation.
- 2) Fence line must be cleared and free of debris prior to installation allowing free access for installation crew.
- 3) Fence line will follow the fence line terrain and natural contour of the land.
- 4) We are not responsible for loose footings or settlement issues due to un-compacted site conditions.
- 5) Vehicle Access to complete fence line is required and assumed, unless specified by the purchaser.
- 6) Quotations are based on frost-free and normal ground conditions. Normal soil condition being topsoil and clay. Where rocks, pavement, sidewalks, foundations or hidden obstructions are encountered or are not specified by the purchaser, an extra charge will apply.
- 7) Quotation price does not include clean up and removal of excavated earth and debris from posthole drilling. Material will be spread and disturbed around the excavated holes, unless specifically noted. Clean up and disposal of debris is available for an extra charge.
- 8) Barb wire will face outwards from the fenced property. The new fence line will be placed one foot inside the given property line unless advised otherwise by the purchaser.
- 9) Once the fence is completed it will be measured for accuracy. Any changes plus/minus will be reflected in the final bill.
- 10) All material remains property of Universal Fence until full payment is received. Universal Fence reserves the right to remove installed material that has not been paid for.
- 11) Down time for installation crew caused by purchaser not having fence line staked or cleared, underground services located, will be charged as an extra \$165.00 per crew hour.
- 12) **Customer must arrange for all underground services to located and marked prior to installation.**

**ALBERTA 1 CALL 1-800-242-3447 All services except Shaw Cable  
Dig Shaw Facility 1-866-344-7429**

**Alberta 1 call locates public utilities. Alberta 1 call operator will provide a list of companies at time of request. Any private lines or lines not covered by Alberta 1 call must be located by purchaser. To contact private locators refer to your local Yellow pages, under utilities-underground locations services.**

**Purchasers agrees to indemnify Universal Fence against any claim arising from damage caused to services of any kind unless the purchaser has marked/staked and informed Universal Fence of the location prior to the start of work.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## Fwd: Meeting

5/5/23 1:13 PM

From: K Easter <keaster66@gmail.com>

To: ME <secretary@esspa.ca>

---

----- Forwarded message -----

From: **Barb Akitt** <[barbakitt@gmail.com](mailto:barbakitt@gmail.com)>

Date: Sun, Apr 9, 2023, 1:09 p.m.

Subject: Re: Meeting

To: K Easter <[keaster66@gmail.com](mailto:keaster66@gmail.com)>

From what I understand she will charge and promote her business. Bookings will be done by her. She may offer complimentary trials to get more players interested but I haven't talked to her yet about the details. I guess I wanted to make sure it didn't break any rules.

Barb

On Sun, Apr 9, 2023, 1:33 p.m. K Easter <[keaster66@gmail.com](mailto:keaster66@gmail.com)> wrote:

I will add that to the agenda. Is Christina charging for her services? Do people have to sign up or is it first come first serve?

Thanks Barb!

Enjoy your vacation!

On Sun, Apr 9, 2023, 11:25 a.m. Barb Akitt <[barbakitt@gmail.com](mailto:barbakitt@gmail.com)> wrote:

Yes I asked Medley Russell if she would consider the treasurer role and she agreed. She works as an accountant for the Provincial government so has experience and honestly would not have an issue with the task. If you can consider this email as a motion to consider her for treasurer then that would be great if you could vote on it. I gave M.E her contact details and was hoping she would give her a run down of the role. This is her email for your records [medleyrussell5@gmail.com](mailto:medleyrussell5@gmail.com).

I obviously have wifi on my holiday so can answer any more questions you may have. One thing we want the rest of the board to know about our upcoming Spring Fling tournament is we would like to have a massage therapist on site if players would like to try her services. Her name is Christina Wong who was recommended by the mens coordinator Richard Ferguson.

Barb

On Sun, Apr 9, 2023, 1:02 p.m. K Easter <[keaster66@gmail.com](mailto:keaster66@gmail.com)> wrote:

Thanks Barb! Hopefully your trip is for enjoyment.

Were you going to put forward someone for the treasurer position?

Could you write something brief about her and her "qualifications" and send it to the board? We can then make a motion and hopefully vote her in.

Thanks again!

Kerri

On Sun, Apr 9, 2023, 9:58 a.m. Barb Akitt <[barbakitt@gmail.com](mailto:barbakitt@gmail.com)> wrote:

I will be out of country for the next meeting. Hopefully Tom can make it on our behalf. Bob Zimmerman would be interested to be one of the maintenance crew. He can give 6-8 hours per week. Please reach out to him if you have questions email: [bobz2313218@icloud.com](mailto:bobz2313218@icloud.com)

Thanks  
Barb Akitt

**Attachments:**



ESSPA Board of Directors Meeting  
**Minutes**

Date: June 21, 2023  
Start Time: 7:30 pm  
Location: Airways Meeting Room

In attendance: Bill, Grant, Sandy, Darlene, Barb, Rich, Medley, Kerri

Absent with regrets: Brent, Karen, ME, Tracie, Tom

Absent: Danny, Sue

Call to order- 7:35

1. Approval of minutes- pushed to next meeting
2. Field closures and game cancellation policies.
  - Will revise using current info from AHS and City of Edmonton in regards to Air Quality, Heat Warnings and Weather Advisories.
  - City of Edmonton Field Closure Line was on website- will put back along with policies. Our fields are closed if the City closes Unstaffed fields (category we fall under- pay attention to info on shale infields).
  - We reserve the right to close fields if they are deemed unsafe or unplayable due to water conditions.
  - Games will be on hold or stopped altogether in the event of lightning (use of the soccer rule?).
  - Kerri will draft policies and send to the board for comments and revision. Once approved, they will be posted.

Note::

When we arrived for the meeting there were games taking place on D4 even though the fields were cancelled and numerous emails went out. This prompted a discussion and necessitated a draft of consequences imposed to teams failing to follow ESSPA rules. Darlene noted that since there was no policy in place, you could not impose penalties to the two teams in question.

Motion: Any teams in violation of field closures or cancellations due to Weather, AQ, or Heat Advisories will be assessed losses and will have 2 points per game removed from their team standings by Sandy  
2<sup>nd</sup> by Grant  
Passed

This will be included with the policies and emails will go out to members.

3. AED will be placed in the meeting room to ensure safe keeping. Meeting room code will be shared only with first aiders on teams. Typically there are always several board members on hand in evenings - will have to share with ESSC. Bill is checking with the City in regards to them providing some sort of secure box, as all City facilities are supposed to have AED's.
4. Plaques will be displayed in the display cases and memorial benches will be put out once patio fence is completed.

5. Media position, which included maintaining part of the website and updating it regularly, was moved to the Advertising and Recruitment Director. Sandy will work with Tracie to learn how to provide timely updates, add photos to the gallery, advertise tournaments, etc.
6. Refund policy was tabled until next meeting- discussion around what qualifies for a full refund, partial refund, no refund... special cases.... Fees were discussed- Medley and Sandy need to go through and cross reference to ensure fees have been paid. They will then start looking in to volunteer fees- refunds or cancellation (if they worked a commitment but hadn't paid the vf)
7. Barb will be reaching out to NSA, SPN and other similar organizations to find the best bang for our buck for the 2024 season.
8. All maintenance positions will be seasonal. They will be advertised in the fall so selection can be done prior to spring. We will try to encourage people to apply- keeping in mind they must have the ability to use a cell phone, a computer and be physically able to do labour on top of having some skills or experience that benefit the job. Candidates can apply each year. We will also look into a STEP Grant or hiring a student perhaps through High School work experience.
9. Planning meeting is set for Sept 13 at 6 pm. We will look at ordering in food. We will be looking at a 1 year, 3 year and a 5 year plan. People should do research and give thought to this process prior to the date.
10. Suggestion of zoom in opportunity for AGM.
11. Returned Jerseys  
Motion: Motion to forgive volunteer fee of those former players who returned their jersey sets to save league from placing another order by Grant  
2<sup>nd</sup> by Medley  
Passed
12. Meeting adjourned 9 pm

Items for next meeting:

- approval of minutes
- refund policy
- next years' fees
- a date for the special meeting
  - advertise the mtg.
  - Positions coming up or vacant - advertise at special meeting as well.
- uniforms or not for next year- do members want them?
- How do umpires and uniforms affect fees?

ESSPA Special Meeting  
**Minutes**

Date: August 29, 2023  
Start Time: 8:30 pm  
Location Airways outdoor common area

Purpose of meeting was to set fees for the 2024 season, to prepare for advertising and set up next season.

Recommended Fees

- 190.00 drafted divisions (Div 1 & 2)
- 2,100.00 teams no umps
- 2,500.00 teams with umps
  
- Discussion from floor regarding having umpires – to have or not have umpires is up to the Division Coordinator, in discussion with the teams themselves
- Kerri Pasqua presented revenue & costs from the last full season we had (2022), to support the fees identified (see 2<sup>nd</sup> page)
- Members wanted to know what Revenue/Expenses were for this season. Treasurer stated that Revenue ~72k and Expenses sitting at ~87k, currently sitting at a deficit.
- More discussion/details needed before can finalize/set the Drafted division individual fees (# games played, how rain outs handled, jerseys)

Motion made to accept fees:

- Team fees with NO umpires set at \$2,100 – 34 for, 0 against, drafted members abstained - PASSED
- Team fees WITH umpires set at \$2,500 - 34 for, 0 against, drafted members abstained – PASSED

Drafted division fees were tabled and NOT finalized at this time.

I have been doing math based on last year's complete financials. In order to be fiscally responsible I think the proposed fees are fair. If next year we see some growth we can perhaps cut further.

**Analysis completed:**

General Membership Fee	39,385.00
Team Membership Fees	30,450.00
City Rentals brought in	\$10,209.20

Ignoring all other sources of income as they are not consistent - we cannot rely on having fundraisers, casinos, tournaments, etc. The tournaments did not cost us anything- brought in money- but again not consistent.

**Our costs**

- WCB, Building Ins, SPN, Direct Energy, Epcor, Website, etc. \$18,564.60 (Some of these are higher in 2023)
- Maintenance \$29,502.99
- Equipment \$1,112.84

Costs to Drafted Divisions (jerseys) \$ 12,348. \$10,500 per 16 Teams average of 12 players

Costs to Teams (umps). \$4,969

---

Based on the above information-

Cost of Uniforms for 16 teams (Hirsch, Div 1 and Div 2) at 12 players each is \$656.25/team. Rounded up and taking into account re-ordering roughly \$60/person this applies only to Div 1 and 2 going forward. (\$25 was paid the first year, roughly \$20 was paid this year- leaves \$15 to cover remaining)

Cost of umps for 10 teams (60+ didn't get umps) is \$496.90/ team. Roughly \$42/person (Costs did go up this year)

Based on 25 Teams we currently would look at:

\$163.94 per player or \$130.60 per player if City rental income is removed. THIS WAS DETERMINED BY DIVIDING ALL COSTS BY NUMBER OF TEAMS AND THAT NUMBER BEING DIVIDED BY 12 PLAYERS. \$1967.28 for a team or \$1567.20 with City rental removed

Add \$60 for uniforms for drafted or \$20/yr for 3 years.

Add \$42 for umps to team divisions.

Concern - we may not have 25 teams next year. Also, City Rentals are not guaranteed. Many leagues have dwindling numbers or are folding.

**Figures with only 21 teams**

\$195.16/person or \$155.48/ person if City rental money is factored in.

Add \$42/person for umps. \$500/team  
Add \$20 over 3 years or \$60 for uniforms

Teams pay \$2341.92 + \$500 which won't fly! or \$1865.76 + \$500 if removing City rental money

Drafted pay. \$215.16. or \$230.16- depending (they have paid \$25 for uniforms last year- \$20 this year makes \$45- they still owe \$15 next year to cover costs on current uniforms) or \$175.48 with City rentals

**Recommended Fees**

190.00 drafted

2100.00 teams no umps

2500.00 teams with umps

## ESSPA Planning Meeting

### Minutes

Date: September 14, 2023  
Start Time: 7:00 pm  
Location: Airways – meeting room

#### Present:

Bill Donlevy	Karen Armstrong
Kerri Pasqua	Mary Ellen Mimeault
Sue Shave	Grant Huys
Danny Ruesch	Sandy Huys
Darlene Pruden	Medley Russell
Barb Akitt	

#### Absent:

Tracie Campbell	Rich Ferguson
Tom Smith	Brent Schell

Meeting called to order at 7:02pm

#### Division 1 & 2 fees

- At current pricing, to purchase an additional 20 sets of jerseys it would cost approximately \$1,120 (~\$60 for two jerseys)
- Looking at numbers a fee of \$190, which includes the uniforms members currently have, along with uniforms for new players to the division, this can work over a 4 or 5 year period.
- Other option is to lower fees and no uniform will be provided going forward

Motion: Set Div 1 & 2 fees at \$190 in 2024. This includes uniforms currently in members possession, and uniforms for net new players will be provided. Any players requiring a replacement jersey will pay cost of jersey out of their pocket by Grant

2<sup>nd</sup> by Danny

Passed All in favor, no one abstained

- This will need to be sent out to membership for their acceptance. Can either do in advance or wait to AGM in March

#### Volunteer Fees

- Tracie raised the point that this raises additional funds for leagues, as not all members volunteer so this extra payment stays with the league
- Unfortunately having a volunteer fee causes extra work for Registrar and Treasurer to set and collect/return the fee
- Discussion around showing appreciation for volunteers, up to whomever is organizing the event on what they would like to do

Motion: to not have a volunteer fee in 2024. Will host a volunteer appreciation event of some sort at the end of the season, date will be set at the beginning of the season by Karen  
2<sup>nd</sup> by Darlene  
Passed All in favor, no one abstained

### **League Discussion - status of men's league, Co-Ed ideas**

- League dates for 2024 will most likely be May 6<sup>th</sup> thru September 20<sup>th</sup>
- A **men's league** in 2024 is a big question mark, need to advertise as soon as possible if have any hope to get any more teams. **Age category would be 45+ and look to grandfather in any of the 40+ men who played in 2023**
- Discussion around ways to expand co-ed divisions
  - Current co-ed division drop the women's age to 40 so to attract, make more women eligible to play as there was a shortage this year. **Age group would be 40+ women and leave men at 50+, remaining 7 & 3**
  - In order to attract younger membership, look to create a new **co-ed division aged 35+ (7 & 3)**
- Offer 2 games per week, nights TBD depending on interest
- Discussion on how to make the drafted division more appealing as have lost individuals in this league as well. The term evaluation is off putting to many, instead use assessment, and instead of having evaluations, have new members or those looking to change divisions attend a few pre-season scrimmages to see them in action.

### **Advertising**

- Need to get advertising started as soon as possible, need to hit as many social media options as we can find – Facebook, slo-pitch sites, etc.
- Get information out on billboards, electronic signage – Sherwood Park, St. Albert (Bill to check out how to access)
- update graphic that we used for boulevard signage – the color of the lettering made it hard to read, keep what we had for graphic and update to white writing, and adjust for division information above
- Grant will take all inquiries associated with co-ed interest [co-edteams@esspa.ca](mailto:co-edteams@esspa.ca)

### **SPN vs NSA**

- Barb received a proposal from NSA (see attached), appears to be fairly close to what SPN offers
- We have not been happy with SPN for several years now, time to change
- Need to understand next steps

Motion: to move affiliation from SPN to NSA for 2024 season by Mary Ellen  
2<sup>nd</sup> by Sandy  
Passed All in favor, no one abstained

## **Policies**

Motion: to accept the Field Closure and Game Cancellation policy presented by Kerri (see attached), with a few modifications as discussed by Barb  
2<sup>nd</sup> by Medley  
Passed All in favor, no one abstained

Motion: To accept the following time frames for our Refund policy:  
- Season start to June 30 – for illness or injury, request for a refund will be reviewed by the Board of Directors, on a case by case basis  
- After June 30 – no refunds will be issued.  
By Sandy  
2<sup>nd</sup> by Medley  
Passed All in favor, no one abstained

## **Board Positions to be vacated in 2024**

Secretary  
Equipment  
Vice-President  
Division 1 Co-ordinator

Date for next board meeting will be October 24 at 7pm – location TBD

## **Action Items from Planning Meeting**

<b>Date Created</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Closed Date</b>	<b>Status</b>
9/14/23	Send out email to membership regarding Division 1 & 2 fee options	Kerri			•
9/14/23	Get information on St. Albert's billboard sign to see if we can advertise on it	Bill			•
9/14/23	Modifications to Field Closure & Game Cancellation policy made	Kerri			•
9/14/23	Post Field Closure & Game Cancellation policy to website	Sandy			•
9/14/23	Post Refund policy to website	Sandy			•
9/14/23	At end of season, harrow/cultivate shale infield on all diamonds to turn up the shale to let it settle over the winter	Grant/mt nc guys			•
9/14/23	Let NSA know we are interested in affiliating with them in 2024 and find out next steps	Barb			•
9/14/23	Send email to SPN letting them know of our decision not to renew with them next year	Kerri			•
9/14/23	Send courtesy email to UIC and Roger Carrier, letting them know of our decision to move	Kerri			•
9/14/23	Create posters outlining our new team information for posting on social media	Kerri			•
9/14/23	Adjust graphic that was used for boulevard signage	Kerri			•
					•
					•



Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					•
					•

### 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/23		<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.
7/21/22	Shale – check with City of Edmonton so see if we can get shale through them	<del>Bill</del> Dennis			<ul style="list-style-type: none"> <li><u>Update 12/6</u> – Dennis to reach out to his contact to see what the price of shale would be</li> <li><u>Update 1-17-23</u> – City is not able to sell us shale, no way to process. Gave Dennis the company the City gets their shale from – Riverstone Landscaping Dennis to make contact</li> </ul>
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			•
9/14/23	Get information on St. Albert's billboard sign to see if we can advertise on it	Bill			•
9/14/23	Modifications to Field Closure & Game Cancellation policy made	Kerri			•
9/14/23	Post Field Closure & Game Cancellation policy to website	Sandy			•
9/14/23	Post Refund policy to website	Sandy			•

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
9/14/23	At end of season, harrow/cultivate shale infield on all diamonds to turn up the shale to let it settle over the winter	Grant/mt nc guys			•
9/14/23	Let NSA know we are interested in affiliating with them in 2024 and find out next steps	Barb			•
9/14/23	Send email to SPN letting them know of our decision not to renew with them next year	Kerri			•
9/14/23	Send courtesy email to UIC and Roger Carrier, letting them know of our decision to move	Kerri			•
9/14/23	Create posters outlining our new team information for posting on social media	Kerri			•
9/14/23	Adjust graphic that was used for boulevard signage	Kerri			•