

ESSPA Board of Directors Meeting

Agenda

Date: December 6, 2022
Time: 7:00 to 9:00pm
Location: Meridian Place
10142 – 111 Street

1. Call to order – 7pm sharp
2. Approve minutes from Nov 1st Directors meeting (2 min)
3. Financials review (see attachments) (10 min)
4. Sports Field Allocation Meeting (10 min)
 - a. Dates for season start and end
 - b. Tournament Schedule set so can secure diamonds
5. Status of Divisions (30 min)
 - a. Mixed Division – next steps?
 - b. Hirsch Division
 - c. Men's update
6. Miscellaneous
 - a. Pursue getting shale through the city
 - b. Christmas gift basket for Pembina
 - c. Get Accountant help for league
 - d. Budget for 2023 season
7. Set date for AGM
8. Action Item review
9. Set date/time for meeting in January

Executive Summary

Edmonton Seniors Slo-Pitch Association
For the 15 months ended 30 November 2022

Key indicator	Sep 2021-Nov 2022
Cash	
Cash received	107,322.72
Cash spent	91,220.60
Cash surplus (deficit)	16,102.12
Closing bank balance	96,593.17
Profitability	
Income	102,320.08
Direct costs	0.00
Gross profit (loss)	102,320.08
Other income	0.00
Expenses	84,617.96
Profit (loss)	17,702.12
Balance Sheet	
Debtors	1,600.00
Creditors	0.00
Net assets	98,193.17
Sales	
Number of invoices issued	2.00
Average value of invoices	1,450.00
Performance	
Gross profit margin (%)	100.00
Net profit margin (%)	17.30
Return on investment (p.a.) (%)	14.42
Position	
Average debtor days	7.13
Average creditor days	0.00
Short term cash forecast	1,600.00
Current assets to liabilities	0.00
Term assets to liabilities	0.00

Cash Summary

Edmonton Seniors Slo-Pitch Association

For the 15 months ended 30 November 2022

Account Sep 2021-Nov 2022

Income

ATB Interest Earned - Casino Account	2.34
ATB Interest Earned - General Account	42.37
ATB Interest Earned - Special Savings	0.44
City Rebate Diamond rentals	11,060.28
Day League Drop-in	1,495.00
Diamond Set-up Revenue	500.00
Donations Received	1,300.00
Field Rental/Concession Income	1,930.00
Fundraising	4,000.00
General Membership Fee	39,500.00
Registration credit charge fee charged	680.45
Team Membership Fees	30,450.00
Tournament Revenue	8,159.20
Washroom Rental	1,600.00
Total Income	100,720.08

Less Expenses

Accounting & Legal	335.12
Building Liability Insurance	2,439.00
Building Maintenance Expense	9,642.66
Business Fees	2,982.95
Casino Bank Charges	76.80
Concession Expenses	210.14
Diamond Maintenance Contract	16,577.00
Diamond-Fields Maintenance	12,715.77
Direct Energy Utilities	2,302.22
Epcor Utilities	6,922.80
Equipment-Repair and Maintenance	1,269.99
Garage Break-In Expenses	1,676.84
General Account Bank Charges	76.00
Global Website Merchant Fees	901.87
Jerseys Brawner/Hirsch/Hansen	12,348.00
League Balls, Bases etc.	1,112.84
Meeting Expenses Board, Draft	20.00
Meeting Space Rental Expense	130.20
Office furnishings, software expenses	30.29
Office supplies	528.52
Tournament Expenses	3,581.41
Training, AED, First Aid	1,720.94
Umpire Fees	5,855.00
WCB Maintenance Contractor Coverag	237.60
Website Ramp International	924.00
Total Expenses	84,617.96

Surplus (Deficit) **16,102.12**

Net Cash Movement **16,102.12**

Summary

Opening Balance	80,491.05
Plus Net Cash Movement	16,102.12
Cash Balance	96,593.17

Profit and Loss

Edmonton Seniors Slo-Pitch Association
For the 15 months ended 30 November 2022

<u>Account</u>	<u>Sep 2021-Nov 2022</u>	<u>Year to date</u>
Trading Income		
ATB Interest Earned - Casino Account	2.34	0.00
ATB Interest Earned - General Account	42.37	10.63
ATB Interest Earned - Special Savings	0.44	0.25
City Rebate Diamond rentals	11,060.28	0.00
Day League Drop-in	1,495.00	85.00
Diamond Set-up Revenue	500.00	0.00
Donations Received	1,300.00	0.00
Field Rental/Concession Income	1,930.00	0.00
Fundraising	4,000.00	0.00
General Membership Fee	39,500.00	(225.00)
Registration credit charge fee charged	680.45	0.00
Team Membership Fees	30,450.00	0.00
Tournament Revenue	8,159.20	0.00
Washroom Rental	3,200.00	1,750.00
Total Trading Income	102,320.08	1,620.88
Gross Profit	102,320.08	1,620.88
Operating Expenses		
Accounting & Legal	335.12	132.32
Building Liability Insurance	2,439.00	0.00
Building Maintenance Expense	9,642.66	3,477.27
Business Fees	2,982.95	0.00
Casino Bank Charges	76.80	16.80
Concession Expenses	210.14	39.12
Diamond Maintenance Contract	16,577.00	5,357.00
Diamond-Fields Maintenance	12,715.77	2,318.73
Direct Energy Utilities	2,302.22	193.82
Epcor Utilities	6,922.80	1,055.89
Equipment-Repair and Maintenance	1,269.99	150.00
Garage Break-In Expenses	1,676.84	0.00
General Account Bank Charges	76.00	0.60
Global Website Merchant Fees	901.87	47.25
Jerseys Brawner/Hirsch/Hansen	12,348.00	0.00
League Balls, Bases etc.	1,112.84	0.00
Meeting Expenses Board, Draft	20.00	0.00
Meeting Space Rental Expense	130.20	0.00
Office furnishings, software expenses	30.29	30.29
Office supplies	528.52	23.09
Tournament Expenses	3,581.41	0.00
Training, AED, First Aid	1,720.94	1,701.00
Umpire Fees	5,855.00	1,747.00
WCB Maintenance Contractor Coverage	237.60	0.00
Website Ramp International	924.00	0.00
Total Operating Expenses	84,617.96	16,290.18
Net Profit	17,702.12	(14,669.30)

Balance Sheet

Edmonton Seniors Slo-Pitch Association

As at 30 November 2022

Account **30 Nov 2022**

Assets

Bank	
ATB Casino	7,534.46
ATB General	89,016.20
ATB Special Savings	42.51
Total Bank	96,593.17
Current Assets	
Accounts Receivable	1,600.00
Total Current Assets	1,600.00
Total Assets	98,193.17

Net Assets **98,193.17**

Equity

Current Year Earnings	(14,669.30)
Retained Earnings	112,862.47
Total Equity	98,193.17

Aged Receivables Summary

Edmonton Seniors Slo-Pitch Association

As at 30 November 2022

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Edmonton Sport & Social Club	0.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Total	0.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Percentage of total	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Aged Payables Summary

Edmonton Seniors Slo-Pitch Association

As at 30 November 2022

Ageing by due date

Bank Summary

Edmonton Seniors Slo-Pitch Association

From 1 September 2021 to 30 November 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
ATB Casino	\$27,076.18	\$2.34	\$19,544.06	\$7,534.46
ATB General	\$53,372.80	\$107,319.94	\$71,676.54	\$89,016.20
ATB Special Savings	\$42.07	\$0.44	\$0.00	\$42.51
Total	\$80,491.05	\$107,322.72	\$91,220.60	\$96,593.17

Budget Variance

Edmonton Seniors Slo-Pitch Association For the year ended 31 August 2022

	2022	2022 FY2022 BUDGET	VARIANCE	VARIANCE %
Trading Income				
ATB Interest Earned - Casino Account	2	-	2 ↑	- —
ATB Interest Earned - General Account	32	12	20 ↑	165% ↑
ATB Interest Earned - Special Savings	-	-	0 ↑	- —
City Rebate Diamond rentals	11,060	11,060	0 ↑	0% ↑
Day League Drop-in	1,410	596	814 ↑	137% ↑
Diamond Set-up Revenue	500	1,200	(700) ↓	-58% ↓
Donations Received	1,300	1,000	300 ↑	30% ↑
Field Rental/Concession Income	1,930	1,180	750 ↑	64% ↑
Fundraising	4,000	-	4,000 ↑	- —
General Membership Fee	39,725	51,000	(11,275) ↓	-22% ↓
Registration credit charge fee charged	680	515	165 ↑	32% ↑
Team Membership Fees	30,450	26,000	4,450 ↑	17% ↑
Tournament Revenue	8,159	-	8,159 ↑	- —
Washroom Rental	1,450	-	1,450 ↑	- —
Total Trading Income	100,699	92,563	8,136	9%
Gross Profit	100,699	92,563	8,136	9%
Operating Expenses				
Accounting & Legal	203	830	(627) ↓	-76% ↓
Advertising and Promotions	-	250	(250) ↓	-100% ↓
Building Liability Insurance	2,439	2,439	- —	- —
Building Maintenance Expense	6,165	10,500	(4,335) ↓	-41% ↓
Business Fees	2,983	2,700	283 ↑	10% ↑
Casino Bank Charges	60	120	(60) ↓	-50% ↓
Concession Expenses	171	-	171 ↑	- —
Diamond Maintenance Contract	11,220	17,618	(6,398) ↓	-36% ↓
Diamond-Fields Maintenance	10,397	12,183	(1,786) ↓	-15% ↓
Direct Energy Utilities	2,108	1,900	208 ↑	11% ↑
Epcor Utilities	5,867	8,400	(2,533) ↓	-30% ↓
Equipment-Repair and Maintenance	1,120	1,000	120 ↑	12% ↑

Budget Variance

	2022	2022 FY2022 BUDGET	VARIANCE	VARIANCE %
Garage Break-In Expenses	1,677	2,840	(1,163) ↓	-41% ↓
General Account Bank Charges	75	-	75 ↑	- —
Global Website Merchant Fees	855	1,500	(645) ↓	-43% ↓
Jerseys Brawner/Hirsch/Hansen	12,348	11,760	588 ↑	5% ↑
League Balls, Bases etc.	1,113	1,607	(494) ↓	-31% ↓
Meeting Expenses Board, Draft	20	220	(200) ↓	-91% ↓
Meeting Space Rental Expense	130	150	(20) ↓	-13% ↓
Office supplies	505	800	(295) ↓	-37% ↓
Tournament Expenses	3,581	-	3,581 ↑	- —
Training, AED, First Aid	20	170	(150) ↓	-88% ↓
Umpire Fees	4,108	8,300	(4,192) ↓	-51% ↓
WCB Maintenance Contractor Coverage	238	400	(162) ↓	-41% ↓
Website Ramp International	924	2,425	(1,501) ↓	-62% ↓
Total Operating Expenses	68,328	88,112	(19,784)	-22%
Net Profit	32,371	4,451	27,920	627%

Profit and Loss
Edmonton Seniors Slo-Pitch Association
September 2018 to August 2022

Version 4/12/22

		Aug-19 Actual	Aug-20 Actual	Aug-21 Actual	Aug-22 Current to Feb 28	Aug-22 Budget Plan	Explanations
Income							
Field / Concession Income							
4300	ASSPA Tournament Revenue	\$1,372.00	\$0.00	\$0.00	\$0.00	\$0.00	
4340	City Rebate Diamond rentals	\$0.00	\$20,279.10	\$7,527.64	\$0.00	\$11,060.28	EFT rec'd \$11,060.28 V707622
4320	Diamond Set-up Washroom Revenue	\$812.50	\$0.00	\$736.40	\$500.00	\$700.00	No bases charge in 2022
4360	Field Rental/Concession Income	\$0.00	\$5.00	\$0.00	\$1,180.00	\$0.00	
4302	Jackson Classic Revenue	\$2,809.56	\$0.00	\$0.00	\$0.00	\$0.00	
4305	Spring Fling Revenue			\$0.00	\$0.00	\$0.00	
	Total Field / Concession Income	\$4,994.06	\$20,284.10	\$8,264.04	\$1,680.00	\$11,760.28	
Membership Operating Income							
4112	Day League Drop-in	\$930.49	\$160.00	\$0.00	\$545.00	\$0.00	
4100	General Membership Fee - Mixed Divisions	\$45,627.50	\$12,510.59	\$37,438.48	\$10,640.00	\$40,500.00	
4108	Late Registration Fee	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	
4106	Member Fee- Umpire Cuthbertson	\$2,247.50	\$0.00	\$0.00	\$0.00	\$0.00	
4101	Member Fee-Jersey H/H/B	\$7,450.00	\$0.00	\$257.25	\$0.00	\$0.00	
4104	Member Volunteer Fee	\$16,975.00	\$0.00	\$0.00	\$0.00	\$0.00	
4109	Registration credit charge fee - received	\$1,488.84	\$713.60	-\$1.50	\$257.57	\$258.00	
4105	Team Fee Cuthbertson - change to Team Membership Fees	\$1,000.00	\$0.00	\$0.00	\$0.00	\$26,000.00	
	Total Membership Operating Income	\$76,199.33	\$13,384.19	\$37,694.23	\$11,442.57	\$66,758.00	
Social Income							
4205	40/50 Income			\$0.00	\$0.00	\$0.00	
4210	Guest Fee - banquet	\$2,650.00	\$0.00	\$0.00	\$0.00	\$0.00	
4220	Income Bar Sales	\$0.00	\$265.62	\$0.00	\$0.00	\$0.00	
	Total Social Income	\$2,650.00	\$265.62	\$0.00	\$0.00	\$0.00	
	Total Income	\$83,843.39	\$33,933.91	\$45,958.27	\$13,122.57	\$78,518.28	
	Gross Profit	\$83,843.39	\$33,933.91	\$45,958.27	\$13,122.57	\$78,518.28	
Plus Other Income							
Other Revenue							
4430	ATB Interest Earned - Casino Account	\$24.04	\$1.03	\$11.71	\$1.98	\$0.00	
4420	ATB Interest Earned - General Account	\$3.44	\$2.54	\$7.18	\$10.68	\$0.00	
4410	ATB Interest Earned - Special Savings	\$370.49	\$36.20	\$2.37	\$0.05	\$0.00	
4460	Donations Received	\$300.00	\$1,050.00	\$0.00	\$1,000.00	\$0.00	
4440	Pooling AGLC Casino Revenue	\$0.00	\$0.00	\$78,476.84	\$0.00	\$0.00	
	Total Other Revenue	\$697.97	\$1,089.77	\$78,498.10	\$1,012.71	\$0.00	
	Total Other Income	\$697.97	\$1,089.77	\$78,498.10	\$1,012.71	\$0.00	

Profit and Loss
Edmonton Seniors Slo-Pitch Association
September 2018 to August 2022

Version 4/12/22

Aug-19 **Aug-20** **Aug-21** **Aug-22** **Aug-22**
Actual **Actual** **Actual** **Current** **Budget**
to Feb 28 **Plan**

Explanations

Less Operating Expenses

Schedule 1 - ADMINISTRATION

5605	Accounting & Legal	\$0.00	\$0.00	\$688.94	\$140.43	\$690.00
5610	Advertising and Promotions	\$804.27	\$1,079.23	\$735.00	\$0.00	\$250.00
5645	AGM Meeting Rental Expense	\$507.60	\$555.39	\$75.00	\$0.00	\$150.00
5615	Awards, Trophies, Memorials	\$200.00	\$66.92	\$0.00	\$0.00	\$0.00
5640	Building Liability Insurance	\$2,660.00	\$2,703.00	\$2,037.00	\$2,439.00	
5630	Business Fees - represents SPN fees & misc business fees	\$0.00	\$0.00	\$2,090.00	\$227.95	\$2,470.00
5620	Casino Bank Charges	\$60.00	\$60.00	\$79.65	\$30.00	\$91.00
5680	Direct Energy Utilities	\$1,301.93	\$1,311.83	\$947.27	\$699.59	\$1,200.00
5685	Epcor Utilities	\$10,526.23	-\$5,266.01	\$4,360.86	\$3,394.47	\$5,000.00
5625	General Account Bank Charges	\$115.80	\$93.40	\$46.30	\$1.20	\$0.00
5691	Global Website Merchant Fees	\$1,472.67	\$876.76	\$1,075.34	\$310.94	\$1,200.00
5650	Meeting Expenses Board, Draft	\$280.15	\$72.52	\$35.56	\$20.00	\$200.00
5655	Office furnishings, software expenses	\$114.45	\$615.49	\$0.00	\$0.00	\$0.00
5660	Office supplies	\$1,251.34	\$313.96	\$0.00	\$400.43	\$400.00
5670	Shaw Internet	\$693.00	\$412.27	\$0.00	\$0.00	\$0.00
5600	Training, AED, First Aid	\$0.00	\$0.00	\$0.00	\$19.94	\$150.00
5675	WCB Maintenance Contractor Coverage	\$215.85	\$0.00	\$303.40	\$0.00	\$400.00
5695	Website Ramp International	\$1,478.40	\$1,318.80	\$1,060.50	\$924.00	\$1,500.00
5690	Total Schedule 1 - ADMINISTRATION	\$21,681.69	\$4,213.56	\$13,534.82	\$8,607.95	\$13,701.00

26 teams @ \$95.00

Schedule 2 - FIELD/BUILDING EXPENSES

5705	Building Maintenance Expense	\$8,096.40	\$5,550.79	\$3,247.39	\$4,045.06	\$7,148.47
5710	Diamond Field Maintenance Contract	\$17,272.50	\$11,228.00	\$1,000.00	\$0.00	\$19,387.00
5715	Diamond-Fields Maintenance material	\$15,074.92	\$4,119.02	\$31,079.87	\$8,249.47	\$6,034.00
5720	Equipment-Repair and Maintenance	\$1,045.03	\$1,431.94	\$20.08	\$392.76	\$600.00
5725	Garage breakin Expense					\$2,839.00
5726	Security System					\$0.00
	Total Schedule 2 - FIELD/BUILDING EXPENSES	\$41,488.85	\$22,329.75	\$35,347.34	\$12,687.29	\$36,008.47

incl 660 for Sept/Oct-not part of 2022, adj at end
incl 1769 for Sept/Oct/Nov_not part of 2022, adj at end
incl 2100 for topsoil, Oct cost
Create GL Code to separate out
Deferring \$1430 to next year

Schedule 3 - TEAM/SOCIAL EXPENSES

5830	Umpire Fees	\$3,672.99	\$767.00	\$792.00	\$886.00	\$7,400.00
5837	Day Drop-In Expenses	\$245.47	\$0.00	\$0.00	\$0.00	\$0.00
5810	Jerseys Brawner/Hirsch/Hansen	\$0.00	\$0.00	\$0.00	\$5,880.00	\$5,880.00
5820	League Balls, Bases etc.	\$2,597.30	\$4,022.68	\$3,606.75	\$0.00	\$1,606.75
5885	Social Event Expenses	\$14,808.66	\$0.00	\$0.00	\$0.00	\$0.00
5940	Spring Mixer - change to Spring Fling Expenses	\$817.36	\$0.00	\$0.00	\$0.00	\$0.00
5840	Volunteer Fee Refunds	\$6,900.00	\$250.00	\$0.00	\$0.00	\$0.00
	Total Schedule 3 - TEAM/SOCIAL EXPENSES	\$29,041.78	\$5,039.68	\$4,398.75	\$6,766.00	\$14,886.75

avg \$40/umpire, incl 120 admin fee

Profit and Loss
Edmonton Seniors Slo-Pitch Association
September 2018 to August 2022

Version 4/12/22

		Aug-19 Actual	Aug-20 Actual	Aug-21 Actual	Aug-22 Current to Feb 28	Aug-22 Budget Plan	Explanations
Schedule 4 - TOURNAMENTS/FIELD RENTAL							
5867	Concession Expenses	\$0.00	\$0.00	\$101.27	\$0.00	\$0.00	
5865	Field Rental Diamond Set-up	\$3,674.00	\$264.00	\$0.00	\$0.00	\$0.00	
5875	Tournament Expenses	\$3,955.74	\$0.00	\$0.00	\$0.00	\$0.00	
Total Schedule 4 - TOURNAMENTS/FIELD RENTAL		\$7,629.74	\$264.00	\$101.27	\$0.00	\$0.00	
Schedule 5 - EQUIP/SUPPLIES/UPGRADES							
5950	Airways Up-grade Projects	\$125,979.51	\$6,268.58	\$0.00	\$0.00	\$0.00	
Total Schedule 5 - EQUIP/SUPPLIES/UPGRADES		\$125,979.51	\$6,268.58	\$0.00	\$0.00	\$0.00	
Total Operating Expenses		\$225,821.57	\$38,115.57	\$53,382.18	\$28,061.24	\$64,596.22	
Net Profit		-\$141,280.21	-\$3,091.89	\$71,074.19	-\$13,925.96	\$13,922.06	

2022 Outlook **-\$3.90**
 Outlook with 2023 costs removed ** **\$2,425.10**

MEMBERSHIP REVENUE

TEAMS - 6 women's & 4 cuthbertson	10	2600	26000	10 teams @ 14 players = 140 players
TEAMS - 3 60+ Mens	3	1500	4500	3 teams @ 14 players = 42 players
MIXED DIVISION - 4 brawler, 6 hansen, 3 hirsch 13 teams @ 13 players = 169 total players	169	225	38025	13 teams @ 13 players = 169 total players

TOTAL PLAYERS * 351**

** 1769, 660 & 2100 removed as pertains to 2023

*** how many of these play on two teams

ESSPA 2022 Budget Detail

Cost Code 5705 Building Maintenance

-Cleaning Barb Clifford	\$3,740	
Includes \$660 paid for Sept and Oct		
-Cleaning supplies	\$500	
-Garbage bin	\$843	
-Hussey memorial (will take from donation GL)		
-Repairs to doors from break-in	\$250	
-Added security to doors	\$235	
-Florescent light repairs kitchen and washrooms	\$300	
-Concrete. anchors and forms at new bleachers (defer to next year)		
-Backflow preventor annual check	\$300	
-Repair old bronze plaques	\$200	
-Diamond identification and direction signs	\$240	
-Wind sock spinners	\$40	
-Locksmith for batting cage and doors on washroom (should be able to do ourselves)		
-Misc building repairs possible replace women's wash door	\$500	
Cost Code 5705 Total		\$7,148.47

**Cost Code 5710 - Diamond Maintenance Contract
For Year April to Sept 09, 2022**

Use \$15000 divided by \$22.00 = 681 hours	\$15,000	
April 18- Sept 09= 4.5 months 21 weeks 18 league play weeks		
681 divided by 21 weeks = 32.42 hours for 2 men or 16 hours per man per week plus 3 hours to make-up diamonds for rental		
Plus makeup diamond on Fridays 18 weeks x 6 hours for 2 men		
18 weeks x 6 hours x \$22.00	\$2,244	
Plus check dugouts on Sundays 17 weeks x 1hour x \$22.00 Total April - Sept 09, 2022	<u>\$374</u>	
Cost Code 5710 Total - April to Sept 9/22		\$17,618

For September 12. to October 18, 22 Friday Diamond

Fridays diamond makeup 5.5 weeks x 6 hours x \$22 .00	\$726	
Check diamonds Sundays 5.5 weeks x 1hour x \$22.00	\$121	
Diamond prep Tuesdays 5.5 weeks x 6 hours x \$22.00	\$726	
Cut grass Sept 12 to October 18, 22 6 hours x \$22.00	\$132	
Close-up for season 2 men x 6 hours x \$22.00	<u>\$64</u>	
Cost Code 5710 Total - Sept 12 to Oct 18/22		\$1,769
Cost Code 5710 Total		\$19,387.00

Cost code 5715 Diamond Maintenance Materials

-green mesh and zip ties	\$ 300	
-paint supplies (Brent will donate paint as required)		
Dugouts exterior \$300, dugouts interior \$300, picnic tables and Shelves in dugouts \$200		
-lime 24 bags	\$438	
-irrigation repair parts \$245, irrigation firm \$ 250	\$495	
-blow out of irrigation system and antifreeze	\$105	
-Rental of equipment for diamond maintenance	\$400	
topsoil 8 loads early, 2 loads late 2100 (defer to fall, too late in season)	\$2,100	
-Seed	\$200	
-repair parts at back stops . dia 2, dia 1	\$250	
-Spray for weeds and labor	\$1,296	
-two work bees lunches	\$250	
-miscellaneous	\$500	
Cost Code 5715 Total		\$6,034.00

Cost Code 5720 Equipment parts and fuel

-gas for equipment	\$328	
-oil	\$22	
-filters	\$150	
-misc blades, grease repair parts	\$100	
Cost Code 5720 Total		\$600.00

Cost Code 5725 Garage Break-in Expenses

Items in this cost code have been moved from Codes 5715 Diamond Maintenance Materials 5705 Building Maintenance.

This Cost Code 5725 represents Expenses due to the garage break-in and equipment are separated since they are not yearly expected expenditures.

-gas powered edger	\$483.00	
-Gas powered blower	\$219.00	
-Major equipment compressor, hoses, gas powered pressure washer, pneumatic gun	950	
-hand tools,chains,extension cords, wrenches, sockets , pry bars, grease gun	200	
-security break-in #1 repair parts and padlocks	<u>176</u>	
Budget Total	\$2,028.00	
funds already spent		
-security parts for 3 doors Northern Hardware	300	
-Security for north garage door Pigford Welding , Bolt Supply House	140	
-Security signs and hardware Amazon .ca	98	
- Metal Post,concrete, iron bars, North of garage	150	
-repairs to OH door weatherstrip and casing	<u>123</u>	
Total Costs Incurred	811	
Cost Code 5725 Total		\$2,839.00

Cost Code 5830 - Umpires Fees

Women's Division

1 Day per week 6 teams double headers

Umpire \$120/3 games = 3 umpires

\$80 .00 x 3 umpires = \$240.00 x 17 weeks May 09 to August 29 2022 4080

2 long weekends May and August assume no games

Playoffs assume 2 weeks of playoffs Play offs off set long weekends

Cuthbertson

Umpires \$80/2 games

Play 2 days per week double headers x 17 weeks May 09-August 29, 2022 \$160.00 x 17 2720

Playoffs 2 days per week for 3 weeks Double headers

6 days x \$80 .00 Aug 29 to Sept 16 480

Cuthbertson Total 3200

Total Cost Code 5830 \$7,280.00

**ESSPA Board of Directors
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"> Plan for a Saturday or Sunday?
11/9/21	Budget meeting after 1, 3 and 5 year direction discussed				<ul style="list-style-type: none">
11/9/21	Don Hussey Memorial	Dennis			<ul style="list-style-type: none"> What is going to be done with monies donated <u>Update 12/15</u> – Dennis met with Marilyn to discuss what Don would like. Thinking of plaque on garage. Dennis to source further
12/15/21	Pembina – fundraising matching program	??			<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> <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.
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"> 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 & Brent would best represent ESSPA
3/9/22	Connect with Kevin Spriggs, who works for Corus Entertainment to see about getting a spot to promote league	Dan LeClair	ASAP		<ul style="list-style-type: none"> Kevin plays in the 60+ league, and works for Corus Entertainment. He did an interview before on radio to help promote the league and he has agreed to do it again
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"> Determine how to proceed with 50/50 raffles
3/9/22	Communibee app https://communibee.ca/ YouTube webinar on app - https://www.youtube.com/watch?v=OukKFWyHApw	All			<ul style="list-style-type: none"> 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
7/21/22	Shale – check with City of Edmonton so see if we can get shale through them	Bill			<ul style="list-style-type: none">
7/21/22	Get an elevation-survey done of diamonds that have water pooling issues	Brent			<ul style="list-style-type: none">
10/30/22	Accounting firm to assist in day to day book keeping?				<ul style="list-style-type: none">
10/30/22	Need audit done for 2022 books	ME			<ul style="list-style-type: none"> Ask Larry Christensen and Dean Bromberger to perform 2022 audit

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/1/22	Regret letter to be sent to Kingsway District Association re their invite to participate in parade	Bill	ASAP	12/5/22	<ul style="list-style-type: none"> • <u>Update:</u> email sent
11/1/22	New Home Base Agreement (HBA) – section 8 refers to Commercial General Liability, instead of just General Liability – is there a difference?	ME	ASAP	11/1/22	<ul style="list-style-type: none"> • ME to send Brent section 8 of the new HBA so he can check with insurance company
11/1/22	Commercial General Liability – check with insurance company to see if there is an impact per the new HBA	Brent	ASAP	12/5/22	<ul style="list-style-type: none"> • Brent to check with insurance company and report back • <u>Update 12/5:</u> no impact with this wording change
11/1/22	Dennis, Bill, Kerri and ME to meet to review/compare the new HBA against the old one	ME	ASAP	11/1/22	<ul style="list-style-type: none"> • <u>Update:</u> In-person meeting didn't happen, ME scanned & emailed the differences found out for review instead
11/1/22	Purchase of AED (preferably Phillips brand) from St John Ambulance	Bill	Before 2023 season	12/5/22	<ul style="list-style-type: none"> • Bill to procure AED once it is available • <u>Update 12/5:</u> Bill purchased a XOLL Branded AED
11/1/22	Prepare a survey to be sent out to membership regarding move to team entries for a Mixed Division – this excludes Hanson, Brawner & Women's divisions	Kerri/Carrie	ASAP	12/5/22	<ul style="list-style-type: none"> • Kerri to prep survey and ask Carrie to send out via Survey Monkey • <u>Update 12/5:</u> decided not to go with survey, an information email asking for input was sent
11/1/22	Apply for C106 Operating Grant from the City of Edmonton	Dennis	12/6/22		<ul style="list-style-type: none"> • Dennis to start filling in the C106 operating grant, and to reach out if need information
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"> • Bill to reach out to Cherie on this
11/1/22	Purchase of gift cards for Maintenance crew	Tracie	12/6/22		<ul style="list-style-type: none"> • Tracie to purchase 3x\$50 gift cards to thank Richard, Jamie & Rick for work done during 2022 season
11/1/22	Schedule an AGM Planning meeting	Bill/ME			<ul style="list-style-type: none"> • Book a meeting in January to discuss items for the March AGM
11/1/22	Send thank you email to Pembina management (get information from Larry's email) for their assistance in June to spread shale (provided bobcat and three volunteers). In this email ESSPA to ask/check if Pembina ok if we post this to our ESSPA website	ME		12/5	<ul style="list-style-type: none"> • ME will draft up the thank you email, and figure out who best to send it, probably should come from Bill. • <u>Update 12/5:</u> thank you was not sent due to the length of time since work was completed
11/1/22	Depending on answer above, post thank you info to website in recognition of Pembina's generosity	TBC		12/5	<ul style="list-style-type: none"> • Putting this in, will see if OK'd to post
11/1/22	Confirm number of times ESSC rented Airways and had access to washrooms so invoice can be prepared	Dennis	ASAP	12/5	<ul style="list-style-type: none"> • Dennis to finalize numbers so that ME can invoice ESSC • <u>Update 12/5</u> – numbers finalized and backup sent to ME
11/1/22	Invoice ESSC once washroom details are finalized	ME	ASAP	12/5	<ul style="list-style-type: none"> • Prepare invoice once numbers finalized • <u>Update 12/5</u> – Invoice # INV-002 created and emailed to Micayla at ESSC

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/1/22	Confirm location for Dec 6 meeting	Tracie	ASAP	12/5	<ul style="list-style-type: none"> • Tracie to confirm with school if ESSPA ok to hold meetings in school, potentially free of charge • <u>Update</u>: Tracie needed to book venue formally through the school, and as such, they wanted a proof of insurance for such a booking. Decided not to pursue