

ESSPA Board of Directors Meeting

Agenda

Date: February 16, 2023
Time: 7:00 to 9:00pm
Location: Meridian Place
10142 – 111 Street

1. Call to order – 7pm sharp
2. Approve minutes from January 17th Directors meeting (2 min)
3. Approve Budget for 2023 (per attached) (5 min)
4. AGM – see Page 2 (10 min)
 - a. Review of agenda
 - b. Positions up in 2023 – intent
5. Advertising – where have we listed/located/posted
6. Set dates for in person registration(s) (10 min)
7. Planning & Development brainstorming (20 min)
 - a. What needs to be done/planning out for next couple of years
8. Action Item review (10 min)
9. Set date/time for March meeting
10. Adjourn

Profit and Loss

Edmonton Seniors Slo-Pitch Association

For the 12 months ended 31 December 2022

Account	Budget			Notes
	Jan-Dec 2021	Jan-Dec 2022	Jan-Dec 2023	
Trading Income				
4100 - General Membership Fee	35,267.23	39,385.00	28,550.00	
4101 - Member Fee-Jersey H/H/B	257.25	0.00		
4105 - Team Membership Fees	0.00	30,450.00	34,400.00	
4109 - Registration credit charge fee charged	4.35	676.10		
4112 - Day League Drop-in	545.00	950.00	1,000.00	
4300 - Tournament Revenue	0.00	8,159.20	8,000.00	
4310 - Washroom Rental	1,150.00	2,050.00	2,050.00	2022 incl 1600 from ESSC
4320 - Diamond Set-up Revenue	1,236.40	0.00		
4340 - City Rebate Diamond rentals	0.00	21,310.59	10,500.00	2022 City has paid 2022 already, budget 10500 for 2023
4360 - Field Rental/Concession Income	1,180.00	750.00	750.00	
4410 - ATB Interest Earned - Special Savings	2.34	0.50		
4420 - ATB Interest Earned - General Account	14.40	38.73		
4430 - ATB Interest Earned - Casino Account	13.26	0.79		
4440 - Pooling AGLC Casino Revenue	78,476.84	0.00	50,000.00	Casino planned in 3rd quarter - receive before year end
4460 - Donations Received	1,000.00	300.00		
4465 - Fundraising	0.00	4,000.00		
Total Trading Income	119,147.07	108,070.91	135,250.00	
Gross Profit	119,147.07	108,070.91	135,250.00	
Operating Expenses				
5605 - Accounting & Legal	570.07	299.69	350.00	
5610 - Advertising and Promotions	735.00	0.00	1,000.00	
5620 - Casino Bank Charges	79.65	63.60		
5625 - General Account Bank Charges	46.30	76.60		
5630 - Business Fees	2,090.00	2,982.95	2,280.00	SPN fees here = 24 teams @ \$95/team
5640 - Building Liability Insurance	2,037.00	2,439.00	2,592.00	Actuals - Insurance for period of Mar4/23 to Mar3/24
5645 - Meeting Space Rental Expense	0.00	130.20		
5650 - Meeting Expenses Board, Draft	0.00	20.00		
5655 - Office furnishings, software expenses	0.00	30.29		
5660 - Office supplies	165.71	602.80	1,000.00	incl gift certificates & gift basket for Pembina - add a CC for gifting?
5675 - Training, AED, First Aid	19.94	1,701.00		
5680 - Direct Energy Utilities	969.49	2,120.32	2,400.00	
5685 - Epcor Utilities	4,846.30	6,381.53	7,000.00	
5690 - Website Ramp International	1,354.50	630.00	1,726.20	Missed paying a bill for licensing fee Ap-June/22, so will have a nother in 2023, plus have annual website fee to pay
5691 - Global Website Merchant Fees	1,080.94	849.02	1,000.00	
5695 - WCB Maintenance Contractor Coverage	303.40	237.60	400.00	
5705 - Building Maintenance Expense	5,772.45	5,597.60	8,129.00	

Account	Jan-Dec 2021	Jan-Dec 2022	Budget	Notes
			Jan-Dec 2023	
5710 - Diamond Maintenance Contract	0.00	16,885.00	18,250.00	
5715 - Diamond-Fields Maintenance	36,069.70	4,466.30	12,810.00	increase due to Shale at 7200
5720 - Equipment-Repair and Maintenance	392.76	877.23	905.00	
5725 - Garage Break-In Expenses	0.00	1,676.84	323.00	
5810 - League Balls, Bases etc.	3,606.75	1,112.84	2,549.66	
5820 - Jerseys Brawner/Hirsch/Hansen	0.00	12,348.00	840.00	
5830 - Umpire Fees	1,678.00	4,969.00	5,000.00	budget 500/team
5867 - Concession Expenses	101.27	210.14		
5875 - Tournament Expenses	0.00	3,581.41		
Total Operating Expenses	61,919.23	70,288.96	68,554.86	
Net Profit	57,227.84	37,781.95	66,695.14	

Membership Revenue

Teams	# Teams	Fee	# Players	Total Fees	
Women	6	2600	84	15600	budget 14 players/team
Mens	4	2600	56	10400	budget 14 players/team
Mixed Competitive	4	2100	56	8400	budget 14 players/team
Drafted Division					
Hanson	6	225/player	84	16400	budget 20 women @ 100
Brawner	<u>4</u>	225/player	<u>54</u>	12150	budget 14 players/team
	24		334	62950	95/team for SPN fee

women who would play on a drafted team - 20 people

ESSPA 2023

LADIES HOT DOT BALLS	34 DOZ	\$74.99	\$2,549.66
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We still have 5 doz balls from 2022 to use for tournaments

Hansen/ Brawner Jerseys	12 HOME 12 VIS	\$35.00	\$840.00
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We still have 12 asst sizes from 2022

\$3,389.66

Going to use used balls in the batting cage

Cost Code 5705 - Building Maintenance

Cleaning Barb Clifford		\$3,400.00
Cleaning Supplies		\$800.00
Garbage Bin Waste Management		\$1,050.00
Lighting	Concession 2 -150 watt Leds \$ 199.00/2	
	Florescent Repairs \$ 25.00	
	Elect. Fittings for concession lights \$10.00	\$234.00
Yearly backflow preventor check for City of Edmonton	two units in mech room	\$320.00
Locksmith rekey and make a key for batting cage		\$250.00
Lock parts batteries, lock plates, misc		\$50.00
Repairs to doors (womens & mech room)		\$100.00
Replacement of 2 toilets womens washroom \$ 420/2	plumbing repairs \$50.00	\$470.00
Bar B Que Cleanup	5 times x 4 hours x \$22.00 \$440.00	
	Cleaning materials \$75.00	\$515.00
Changes to 3 existing plaques Hirsch, Cuth, Brawner		\$200.00
Recertify fire extinguishers 6 units @ \$35.00 postpone		\$0.00
Repair 1 hand dryer in mens 1 in womens \$120.00x2		\$240.00
Miscellaneous unforeseen items		\$500.00
Total Cost Code 5705		\$8,129.00

Cost Code 5710 - Diamond Maintenance Contract

Budget for 2022 was \$ 19,769.00
 Actual was \$16,577.00
 Included in that was \$700 for weed spraying
 Included in that was \$208.00 in Bar B Que Cleanup
 Labor Contract only was \$15,669.00 plus say \$750
 for winter check on bldg Total \$16419.00 for 2022

For 2023 assume some added since cost Rick did not charge
 all of his hours, Richard also did not charge all of
 his time.

For 2023 Assume	\$17,500.00
Winter check	<u>\$750.00</u>
Total Cost Code 5710	\$18,250.00

Cost Code 5715 - Diamond -Fields Maintenance

Lime 24 bags @ \$19.29 (1 left in garage)	\$463.00
Irrigation System	
Repair parts \$50, heads in stock in garage	
Service call irrigation firm \$250.00	\$300.00
Irrigation startup and blow out	
\$ 1600 if needed assumed that both will be done by volunteers	\$0
Rental of equipment to trim foul lines	\$250.00
Blow out irrigation system	
rental of compressor and hoses \$120.00	
antifreeze for toilets , sinks, and urinals \$30.00	\$150.00
Topsoil spreading, seed and fertilizer	
Bobcat and operator rental	\$600.00
1 load topsoil	\$225.00
Seed and fertilizer	\$ 115.00
	\$940.00
Shale Purchase	\$7,200.00
Suggest 5/16 inch shale from moose Jaw	
Delip edges of infields 4 diamonds	\$300.00
Repair parts for fences and backstops	\$150.00
Repair parts for nets at batting cage, repairs to batting machine	\$500.00
(going to use old/used balls in cage)	
Spray for weeds	
labor 7 times 2 men x 3 hrs x \$22.00	\$924.00
materials	\$250.00
	\$1,174.00
Bleach and brooms to clean dugouts 12 Gallons	\$88.00
No dogs allowed 8 new signs	\$95.00
Equipment repairs to harrows and drags	\$200.00
Paint	
dugout interior \$300	
dugout exterior \$0	
picnic tables \$100	
misc paint \$100	\$500.00
Miscellaneous and unforeseen items	\$500.00
Total Cost Code 5715	<u>\$12,810.00</u>

Cost Code 5720 - Equipment Repair & Maintenance

Gas (no stock in garage to carryover)	\$700.00
Oil & Grease	\$30.00
Parts, Blades	\$100.00
Filters	\$75.00
Total Cost Code 5720	<u>\$905.00</u>

Note The machines have not been sent to Martin Farm Equipment for an overall maintenance checkup for 4 years. No major problems are expected but major repairs are not allowed for in this budget.

Cost Code 5725 - Garage Breakin

Some items were not purchased in 2022 or items were not completed in 2022.

Edger carried funds for rental in field maintenance budget to cut foul lines, defer purchase of item	\$0
Tools 10 lb sledge hammer, pry bars, misc tools, jack	\$125.00
Repairs to overhead door jambs & weatherstrip	\$123.00
Pneumatic impact wrench	\$75.00
Total Cost Code 5725	<u>\$323.00</u>

Security system	\$0
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Total Budget for Maintenance	\$40,417.00
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Notes

- 1 All activities are similar to the 2022 year ie carpentry, plumbing , electrical , machine maintenace, weed spraying are all done by volunteers or by our own paid personnel no allowance is made to hire a firm to do the work
- 2 that the startup and blowout of the irrigation system will be by our personnel and volunteers that a firm will not be required for this work (in 2019 this cost was \$800 per time for a total of \$1600)
- 3 The existing topsoil would be spread once the grass grows through the topsoil in spring, this work would probably be done in July and October
- 4 Major changes to the dugouts such as removing the walls and installing new supports is not discussed with the board and thus is not part of the budget

**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 <u>Update 1-17-23</u> – Dennis is still researching options, looking at stainless steel or brass, spend will be approximately \$600
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	2-16-23		<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 <u>Update 1-17-23</u> – Dan to reconnect with Kevin to see if can get Brent & Kerri on to get ESSPA some airtime
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=OukKFWy	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

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
	HApw				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 Dennis			<ul style="list-style-type: none"> • <u>Update 12/6</u> – Dennis to reach out to his contact to see what the price of shale would be • <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
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?				<ul style="list-style-type: none"> • <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		<ul style="list-style-type: none"> • Bill to reach out to Cherie on this, and see what other grants we are eligible to apply for
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
1-17-23	Reach out to Gord Stamp to see if remembers whom advertised with a few years back	M.E.	ASAP	2/16/23	<ul style="list-style-type: none"> • Gord was able to give an approximate time of rental in 2020 and ME was able to find the invoice for company – Alberta Sign Rental. Work underway to get graphic created
1-17-23	Get audit done of 2022 books	M.E.	ASAP		<ul style="list-style-type: none"> • 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		•

4a - Agenda for AGM

1. Call to order & establishment of Quorum
2. Moment of silence for deceased members since last AGM
3. Amendments to the agenda (if any)
4. Approval of Minutes from 2021 AGM
5. Business arising from the minutes
6. President's Report
7. New Business
 - Bylaw Updates
 - change voted in years to offset the Secretary (5.2.3) and Treasurer (5.2.4)
 - Membership Fees (3.2) date to set
 - Fees
8. Reports
9. Volunteers/Recognition
10. General questions from the floor
11. Election of Board Members
12. Adjournment

4b - AGM - Positions Available (coming up or vacant)

- Since 2023 is an odd year, for the AGM positions noted as 'Voted in ODD year' in Section 5.2 of our Bylaws, plus those that are vacant/need to be filled will be put forward.
 - Upon review of positions in 5.2 of our bylaws, plus those that are vacant/need to be filled, the following positions are available:
 - President – currently Bill – ODD year
 - Treasurer – currently M.E. – need a replacement
 - Maintenance Director – currently Dennis – ODD year
 - Facilities & Bookings Director – Vacant – ODD year
 - Registrar – currently Carrie – ODD year
 - Tournament Director - Vacant
 - Equipment Director – currently Danny – ODD year