

## 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	Bill 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		•