

ESSPA Board of Directors Meeting
Minutes

Date: March 9, 2022
Start Time: 7:00 pm
Location Matheson Senior Residence, Matheson Hall
11445 – 135 Street NW

Present:

Bill Donlevy	Karen Armstrong
Lorne Belley	Mary Ellen (M.E.) Mimeault
Mario Scrivano	Kerri Pasqua
Darlene Pruden	Darrell Bignell
Danny Ruesch	Dan Leclair
Brenda Marshall	

Special Guests: Rob Boulet and Gord Stamp

Absent:

Brent Schell	Tracie Campbell
Darrell Shivak	Dennis Stucke

Meeting called to order at 7:10pm

Acceptance of Minutes

Motion: to accept minutes from February 9th meeting, recorded by Karen, by Darrell B
2nd 2nd by Darlene
Passed

Break-in Update

Dennis was not able to attend. Break in happened the morning of March 5 (that is the thought), and Bill confirmed that the thieves gained access to the Annex garage by prying open an access door, then lifting a large garage door and stealing the big riding lawn mower that belonged to Prince Rupert. Whoever stole the mower, knew to bring an air compressor to inflate tires, and to bring charged batteries. There was evidence that they intended to return, as other items were stacked on the Gator. Break in was discovered during one of our planned site inspection rounds. Dennis has filed the necessary reports with EPS and other entities. Door has been secured.

Update: On March 9 Dennis met with the insurance broker. The deductible is \$1000, and the full replacement value of the missing items is around \$1400. The broker advised against pursuing a claim because that will cause a big bump in our rates next year.

Jersey Update

Jerseys have been ordered, and we should receive in 2 weeks (14 days). Half the invoice was paid, balance is due on delivery. Players will own the jerseys, so this expenditure is not able to come out of the Casino account.

2022 Budget Meeting

It was determined that ESSPA did not have a budget set for the upcoming season, this was missed. A special meeting of the Executive is called for Tuesday, March 15 at Brenda's condo. Brent will join by Zoom as is out of town.

Open House Dates

Question was raised by a couple of new board members as to what this Open House is about. Told that it is an opportunity for people who do not have computers to register in person, people could come and pay their fees in person, basically a meet & greet. Dates for the Open House are Thursday, March 31 in evening and Saturday, April 9 in the morning.

Other Business:

1. Rob Boulet, Casino Chair Person, introduced himself and provided update on conversation with AGLC
 - Rob plays Brawner and has been with ESSPA 15 years
 - Rob received the files from Don Holton and made contact with AGLC
 - Nov 22-23 2020 was the last casino, and at the end of the casino, an application would be filled out to request the next one – Rob confirmed that application was received by AGLC
 - A casino is normally allocated every two (2) years, however Covid-19 caused schedule challenges for everyone, and AGLC is still working through the organizations that were to get a casino, so could be delays!
 - Rob will keep in touch with AGLC, so they don't forget about us, at present there is no idea on when we would/will get one

Rob confirmed that willing to help with securing liquor/50/50 licenses however not interested in anything more.

2. Gord Stamp is assisting with Registration
3. Need first aid items – Kerri to work with Danny to procure
4. Discussion on procuring four (4) construction boxes with codes to secure bases, etc. for ESSC & ESSPA
 - Could 2nd and 3rd base stay in the ground for the year, similar to 1st base?
 - Discussion turned to the fact that the locks we have in place on the doors are not used to their full potential. At one time they were coded to facilitate access per a set schedule.
 - Kerri to talk with Brenda Montgomery about the setup of the locks and will report back
 - Lorne to assume lock responsibility on behalf of the Board.
5. SPN registration has to be completed once registered with ESSPA. New members will need to set up an account and fill in their questions and accept their waiver. Returning members, we need to login and redo the waiver. Bill to add this info in his general email
6. Discussion on how to run raffles as a fundraising activity. Bill had shared that we would need a 50/50 raffle coordinator (should it be a board member due to dealing with money?). With the trend to on-line sales (ie: Oilers), **Rafflebox** comes highly recommended by St. Albert Merchants Junior B hockey club. Apparently, they work with

you and AGLC, smoothing the process. They charge a fee (likely 10%) for this service, but that may be a minor expense if we get successful 50/50 draws. The Rafflebox link is included below, contact person for our area is Chris Kalisch, 403-606-5500

[Rafflebox - Manage your online raffles & 50/50 fundraisers!](#)

7. Kerri raised the idea of Communibee app, that many Community leagues and non-profits are using in Edmonton, could have features that would be beneficial to ESSPA. ME added as an Action Item with links so that board members can review.

Next Meeting – Tuesday, April 12, 2022, 7:00pm at Matheson Hall

Adjournment of Meeting

Motion: to adjourn meeting at 9:25 by Mario.

2nd by Danny

Passed

Action Items

**ESSPA Board of Directors
Action Items**

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/9/21	Bylaw revisions sent to Societies	ME	12/8/21		<ul style="list-style-type: none"> • <u>Update 2/9/22</u> – ME has package ready, need a signature on the minutes to send off • <u>Update 3/9</u> – Package to be dropped off at JE Brownlee Building
11/9/21	Update address with Societies	ME	12/8/21		<ul style="list-style-type: none"> • In letter with bylaw package, ME asked to confirm our address was correct per letterhead
11/9/21	Women’s division – send out email to membership and those that participated in the Women’s Fun Day	Armie			<ul style="list-style-type: none"> •
11/9/21	New uniforms	Danny/ Kerri	12/8/21	3/9/22	<ul style="list-style-type: none"> • Ideas on pricing for new uniforms • <u>Update 12/15</u> – Danny presented some options, sublimated jersey’s range from 25-40/jersey depending on thickness of material, design is not a factor. Discussion on who/how pay for – host tournament? 50/50?. Also, who would own the jersey, ESSPA or individual? • <u>Update 1/11/22</u> - Danny not at meeting, will wait to see what he presents at next meeting. Discussion on cost of jerseys, use of connections to get better pricing one determined what we want? • <u>Update 2/9/22</u> - Pricing/Supplier/Style/Colours chosen • <u>Update 3/9</u> – Jersey’s ordered
11/9/21	Rules of Play reviewed/finalized	Coord Bill Coord	Finalize d for Jan mtg		<ul style="list-style-type: none"> • Rules have been based off SPN however can customize to what division(s) feel works best for membership (i.e., substitutions, called mixed or co-ed) • <u>Update 12/15</u> – Bill will call a meeting to discuss/finalize • <u>Update 1/11/22</u> – Bill had a meeting with Co-ordinators to discuss. Co-ordinators to finalize the draft and send for review/finalize • <u>Update 2/9/22</u> - Karen wants an extension because she would like

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					to meet with Team Contacts / Coaches in the women's division to discuss and agree upon rules before posting Women's Rules on our website.
11/9/21	Evaluation process review/finalized		Draft for Feb mtg		<ul style="list-style-type: none"> • For consideration - can existing players sign and play where THEY think/like to vs where they played previously? • <u>Update 1/11/22</u> – a returning member who did not play last year, has to be re-evaluated. Is there an actual process document on how evaluations are run? • <u>Update 2/9/22</u> - It was agreed that players who have not played for two years will need to be re-evaluated • <u>Update 3/9</u> – ME to get 2021 eval process and send out to Board for review and to finalize at April meeting
11/9/21	Share ESSPA's requirement/plan with ESSC	Lorne			<ul style="list-style-type: none"> • <u>Update 3/9</u> – Dennis has started the conversation
11/9/21	Inventory of Kitchen	TBD			<ul style="list-style-type: none"> •
11/9/21	Re-code batting cage	Dennis			<ul style="list-style-type: none"> •
11/9/21	Re-code garage	Dennis			<ul style="list-style-type: none"> •
11/9/21	Re-code meeting room	Dennis			<ul style="list-style-type: none"> •
11/9/21	Set registration deadline	All		3/9/22	<ul style="list-style-type: none"> • <u>Update 2/9/22</u> - Original date shooting for was Feb 1, however due to adjustments in registration process and to get information right, we will not 'go live' until these issues are fixed. An email will go out when Registration is officially OPEN. • <u>Update 3/9</u> – April 15th is the deadline for registrations. • Team deposits payment schedule has been set as follows - \$500 Apr15, \$1050 May 20, \$1050 June 3
11/9/21	Insurance policy good til end of March/22, understand what we have	Brent	12/8/21	3/9/22	<ul style="list-style-type: none"> • Update for next meeting • <u>Update 12/15</u> – Brent was not in attendance, however sent the following <i>'We do carry lots of liability and some insurance that makes no sense for us to carry but after meeting with the insurance broker</i>

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					<p>and looking over our home base agreement what we carry for a policy is the minimum as dictated by our home base agreement. Our only option would be to meet with the city and have them explain some of the requirements and why there is a need for them and hopefully have them removed from the home base agreement'</p> <ul style="list-style-type: none"> • <u>Update 2/9 22</u> - Brent found out that the insurance we have in place is what is required by the City.
11/9/21	Insurance policy – research a new one?			3/9/22	<ul style="list-style-type: none"> • Not required
11/9/21	Check with City re insurance per our Home Base Agreement	Lorne/ Kerri			<ul style="list-style-type: none"> • Is there coverage as part of Home Base Agreement?
11/9/21	Casino Chairperson required	Darlene Bill	12/8/21	3/9/22	<ul style="list-style-type: none"> • Darlene to reach out to Rob Broulet (sp?) & Bob Grimstead to see if interested • <u>Update 12/15</u> – both gentlemen are interested, maybe they could co-chair? Bill to confirm with them. Also look to expand this role to include looking at grants • <u>Update 3/9</u> – Rob Broulet has agreed to be Casino Chair, attended meeting to provide update, only looking to run the Casinos, nothing more
11/9/21	Liquor license allotment from city, see if can negotiate more	Lorne / Kerri			<ul style="list-style-type: none"> • Understand that ESSPA only allowed to pull 3 liquor licenses, see if can get additional
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
11/9/21	Prince Rupert lawn mower – storage and insurance of	Lorne / Dennis	12/8/21	3/9/22	<ul style="list-style-type: none"> • Grant to connect Lorne & Dennis with Clansman and Prince Rupert to discuss situation • Grant to sit in as well as history • <u>Update 3/9</u> – lawn mower stolen per break in on March 5/22
11/9/21	RAMP registration form adjustments	Brenda	New	3/9/22	<ul style="list-style-type: none"> • Add emerg contact info and

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			year		<ul style="list-style-type: none"> expand preferred positions to actual positions on diamond • <u>Update 1/11/22</u> – discussed at meeting and Brenda will put in the updates and share the registration link with board so can see what it looks like • <u>Update 2/9/22</u> - Bill, Brenda and Karen will try to meet and finalize ASAP • <u>Update 3/9</u> – registration form good to go, thanks to all who provided input and Brenda for making the updates!
12/15/21	Red Seal Financial – follow up	Larry Brent			<ul style="list-style-type: none"> • Larry has been in discussions with organization regarding taking on the book keeping for ESSPA • <u>Update 3/9</u> – assign this to Brent to follow up on
12/15/21	Pembina – fundraising matching program	Larry/All			<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
12/15/21	Marketing of league	Tracie	1/12/22		<ul style="list-style-type: none"> • Discussion of business cards, signage – update of progress • <u>Update 1/11/22</u> – discussion on options, Darrell S wants to have business cards, ME to work with Kerri to develop a poster that can use, both to post at venues, and use electronically. Lorne has a number of sites in mind that we could post • <u>Update 2/9/22</u> – digital copy of posters required for posting on various sites • <u>2/17</u> - Lorne was able to get our poster posted on the following Facebook Group pages: <ul style="list-style-type: none"> SPN Alberta Alberta Slo-pitch Edmonton Slo-pitch Alberta Slo-pitch Tournaments Will provide great visibility for ESSPA. • <u>Update 3/9</u> – Darrel B will print 30 league posters and will meet up with Danny & Lorne who offered to get them up in sport stores

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1/11/22	Registrar role replacement	Bill/Brenda	Feb mtg		<ul style="list-style-type: none"> • Bill and Brenda will reach out to Ivan Witson to discuss role with him • <u>Update 3/9</u> – Gord Stamp will step in to assist with registrations for this year
1/11/22	Internet service at ESSPA facility	Brenda	Feb mtg	3/9/22	<ul style="list-style-type: none"> • Brenda to research options to have internet service at the ESSPA office. Brent suggested MTS Net • <u>Update 3/9</u> – MTS Net will not work in the city, Shaw 1 year contract @ \$100/month, can cancel anytime. Brenda going to use her hotspot for interim
1/11/22	Purchase MS Office account for ESSPA	Brenda	Feb mtg	3/9/22	<ul style="list-style-type: none"> • Brenda is going to secure a MS Office account which will give Executive access to OneDrive storage • <u>Update 3/9</u> – not going to purchase, look to setup a Google Docs account for league instead
1/11/22	Booking of Umpires for Cuthbertson and Women's division	Mario/Karen/Darrell B			<ul style="list-style-type: none"> • Karen/Mario to send schedule to Darrell B so can book umpires
1/11/22	ESSPA Facebook account	Tracie	ASAP	3/9/22	<ul style="list-style-type: none"> • Tracie to send ME the Facebook credentials so can see about using to get the word out • Update 3/9 – not required
3/9/22	Look to create a Google Docs account for ESSPA	ME	ASAP		<ul style="list-style-type: none"> •
3/9/22	Purchase of first aid items	Kerri/Danny	May 1		<ul style="list-style-type: none"> •
3/9/22	2 nd and 3 rd base – can they stay in ground for ball season?	Bill	Next mtg		<ul style="list-style-type: none"> • Bill to check with Dennis or Jamie on this item
3/9/22	Door locks – look to get coding in place for multiple users/time schedules	Kerri	Next mtg		<ul style="list-style-type: none"> • Kerri will talk to Brenda Montgomery and connect her with Lorne
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	60+ League – format & fee finalized	Dan LeClair	ASAP		<ul style="list-style-type: none"> • Need to decide on fee and format for the 60+ division. Only 3 teams

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					at present. Dan to present a proposal on format and fees to Board
3/9/22	50/50 Raffles – determine how to run if going to have	? Tracy ?	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

