

ESSPA
2021 & 2022 Board of Directors Transition Meeting
Minutes

Date: November 9, 2021

Start Time: 7:00pm

Location: Akinsdale Clubhouse, 36 Alpine Blvd, St. Albert

Attendance:

Name	RSVP	Attended	Name	RSVP	Attended
Bert Carruthers	Y	Y	Karen Armstrong	Y	Y
Bill Donlevy	Y	Y	Kerri Pasqua	Y	Y
Brenda Marshall	Y	Y	Lorne Belley	Y	Y
Brent Schell	Y	Y	Mario Scrivano	Y	Regrets
Dan LeClair	Y	Y	Mary Ellen (M.E.) Mimeault	Y	Y
Danny Ruesch	Y	Y	Tracie Campbell	Y	Y
Darlene Pruden	Y	Y	Penny McFall	Via Zoom	N
Darrell Bignell	Y	Y	Kevin McCunn	Via Zoom	For ½ hour
Darrell Shivak	Y	Y	DeWayne Brown	N	--
Dennis Stucke	Y	Y	Larry Christensen	N	--
Grant Huys	Y	Y	Barry Wilhelm		--

Meeting called to order at 7:05pm

Acceptance of Minutes

Motion: to accept minutes from October 12 meeting by Kevin McCunn
2nd 2nd by Brent Schell
Passed

Transition Items:

- Brenda will take the desktop computer that was in the office that ESSPA used at the Central Lions Centre to backup relevant data and to see if computer is worth keeping
- Brenda set up email accounts for new board members
- Mary Ellen (M.E.) to finalize AGM minutes with new board members and send bylaw revisions to Societies and update address for ESSPA.
- Laptop used by Secretary has expired programs, M.E. to look at resetting laptop, and Brenda Marshall will share a Microsoft Office license so can get back up and running
- Bert, Brent, Bill and Larry meet with Bank to switch over signing authority and check that they have new address on file or ideally not send statements as can get online. Kerri to prepare a letter authorizing this update
- Karen (Armie) will prepare an email to introduce herself and announcement of Women's division in ESSPA to women in our current membership and to those that attended the Women's Fun Day over past couple of years

- Danny to research prices for various uniform options, Kerri will assist. Danny has made contact with United Cycle and is waiting for information.
- Logo discussion on what was presented at AGM, image below



Motion: to update/rebrand ESSPA logo to Skyline image presented at AGM by M.E.
 2nd 2nd by Kerri
 Passed

- If uniforms are property of ESSPA, look to collect a uniform deposit, which will be returned to member upon return of jersey. Would have to look at Team leaders to manage with oversight from Division Coordinators
- Division Coordinators will work on preparing a 'draft' schedule for 2022 season, assuming best case scenarios to ensure we have enough diamond time. This information is also required so that Lorne can take to the City to secure diamonds.
- Discussion about existing players currently playing in a division, can they sign up to play where they like, tabled for further discussion.
- Lorne will wait for Coordinators draft schedule to get an idea of what we need to request for diamond time from City and will our diamond requirements with ESSC
- Casino chair required – Rob Boulet and Bob Grimstead had expressed interest. Darlene will make contact with these individuals to see if still interested.
- Insurance policy expires in March 2022 – Brent going to follow up with insurance company to understand our coverage.
- Potentially look at finding a new carrier - is there anyone from our membership that works in Insurance?
- There has been a couple break in attempts on the garages. Kerri has submitted a police report for the one on the small garage and will add the attempt on the bigger one so it is on file
- A letter has been sent to the Mayor and City Councillors that outlines the challenges, both physically and financially, ESSPA has been facing over the past couple of years. Kerri has received acknowledgement from some of the councillors and is awaiting next steps.
- Rick Patry has stepped down from providing diamond maintenance, discussion on if this is a full-time or part time role – decided that it was a full-time requirement that is shared/split with Jamie Parliament. Dennis Stucke will reach out to Richard Osadchuk (former ESSPA mtnc director), as he had expressed interest in position and has previous ground maintenance experience, to understand availability.
 - From survey responses received, membership thought that there was preferential treatment provided by Board in certain aspects of day to day

operations. Check the bylaws to see if position needs to be emailed out to membership to see if anyone interested before making a decision

- Penny McFall, who was voted in as Treasurer at AGM is leaving Edmonton.

Motion: to vote in Larry Christensen as Acting Treasurer by Darrell B.

2nd by Armie

Passed

Misc items to be completed (added to Action Item list)

- Inventory of contents in kitchen
- Filing to be done after cabinet move
- Re-coding the batting cage, garage and meeting room.
- Set registration deadline in 2022
- Who is the 5th member of executive
- If running a concession for tournaments, do we have the permits set up? When does this have to be done?
- Moving forward: Planning mtg - 1 yr, 3 yr, 5 yr.
- Once planning is done executive needs to have a budget mtg.
- What are we doing for the Don Hussey Memorial?

Other Business:

- Grant Huys – in discussion with Prince Rupert & Clansmen Rugby re lawn mower that Prince Rupert won from the City of Edmonton
 - ESSPA has stored & insured lawn mower, however is too big for us to use
 - Clansmen want to use mower for fields, however has no place to store
 - Not an option for Prince Rupert to sell – use it or lose it
 - Meeting to discuss how to ‘share’ – Grant to loop in both Lorne and Dennis and will attend as he has the background. One idea is to trade off meeting space time with Clansmen
- Dennis
 - Return of keys from past board members & allocation out to new board members
 - Asked for volunteer to go to diamonds once a week to check on building/grounds, already has 3 people to take a week/month – Brent volunteered
- Darlene
 - Suggestions to fields added/adjusted to RAMP registration form - include emergency contact information and adjust position question to give options for actual positions (i.e., 1st, 2nd, LF)

Next Meeting – scheduled for Wednesday, December 8, 2021, location TBD

Adjournment of Meeting

Motion: to adjourn meeting at 9:08pm by M.E.

2nd by Armie

Passed

Action Items

**ESSPA Board of Directors
Action Items**

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
11/9/21	Desktop computer from Lions office – still working/worth keeping?	Brenda	12/8/21		<ul style="list-style-type: none"> Brenda to look at what is on the computer for data to backup and determine if DT is worth keeping
11/9/21	Email addresses set up for new board members	Brenda	12/8/21		<ul style="list-style-type: none"> Brenda provided new board members 'how to' docs to initialize and setup esspa.ca email accounts
11/9/21	AGM Minutes finalized and posted to website	ME	12/8/21		<ul style="list-style-type: none">
11/9/21	Bylaw revisions sent to Societies	ME	12/8/21		<ul style="list-style-type: none">
11/9/21	Update address with Societies	ME	12/8/21		<ul style="list-style-type: none">
11/9/21	Secretary computer – reset laptop and get up and running	ME	ASAP		<ul style="list-style-type: none">
11/9/21	Assign a MS Office license to Secretary's ESSPA laptop	Brenda			<ul style="list-style-type: none"> Brenda has an extra license that is willing to share for ESSPA laptop
11/9/21	ESSPA related documents – where are these stored?	All	12/8/21		<ul style="list-style-type: none"> Discuss at next meeting, is there a central location or possibly look at setting up cloud storage
11/9/21	Letter of authorization prepared for signing authorities to be changed	Kerri	12/8/21		<ul style="list-style-type: none"> Kerri needs to prep a letter stating ok to have changes made to signing authorities
11/9/21	Update of signing authorities at bank	Bert/Brent Larry/Bill	12/8/21		<ul style="list-style-type: none">
11/9/21	Check with bank to ensure that have new address and/or have all statements only available on line	Bert/Brent Larry/Bill			<ul style="list-style-type: none">
11/9/21	Mailbox keys – collect and assign to two board members - TBD				<ul style="list-style-type: none"> PO box setup at Kingsway Shopper's Drug Mart for ESSPA mail Plan to keep mailbox for another season to assess quantity of mail rec'd
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	Provide names/information to Karen for email preparation	Brenda	ASAP		<ul style="list-style-type: none">
11/9/21	Send Facebook password to Marketing and Recruitment Director	Bert	ASAP		<ul style="list-style-type: none"> Send password to Tracie
11/9/21	New uniforms	Danny/ Kerri	12/8/21		<ul style="list-style-type: none"> Ideas on pricing for new uniforms
11/9/21	Draft schedules prepared for 2022	Division Coord	12/8/21		<ul style="list-style-type: none"> Coordinators meet to prep a draft schedule for their divisions so Lorne can have this information for City request
11/9/21	Provide examples of schedules from previous years	Brenda	ASAP		<ul style="list-style-type: none"> Download 2019, 2020, 2021 and send to Coordinators
11/9/21	Code of Conduct document	Coordinato	Draft		<ul style="list-style-type: none"> Pertains to all of ESSPA

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
		rs	for Jan mtg		
11/9/21	Rules of Play reviewed/finalized	Coord	Draft 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)
11/9/21	Evaluation process review/finalized		Draft for Jan 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?
11/9/21	Diamond time request for city	Lorne			<ul style="list-style-type: none">
11/9/21	Share ESSPA's requirement/plan with ESSC	Lorne			<ul style="list-style-type: none">
11/9/21	Inventory of Kitchen	TBD			<ul style="list-style-type: none">
11/9/21	Filing required	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			<ul style="list-style-type: none">
11/9/21	Insurance policy good til end of March/22, understand what we have	Brent	12/8/21		<ul style="list-style-type: none"> Update for next meeting
11/9/21	Insurance policy – research a new one?				<ul style="list-style-type: none">
	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	12/8/21		<ul style="list-style-type: none"> Darlene to reach out to Rob Broulet (sp?) & Bob Grimstead to see if interested
11/9/21	Identify the 5 th member of ESSPA Executive				<ul style="list-style-type: none">
11/9/21	Concession re-established for tournaments, what required (permits, liquor licenses, etc.)				<ul style="list-style-type: none">
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
11/9/21	Rick Patry replacement – full-time position				<ul style="list-style-type: none"> Dennis to touch base with ?? to see if interested and understand his availability
11/9/21	Paid positions - check bylaws to see if required to send to membership to see if anyone interested	Kerri			<ul style="list-style-type: none">
11/9/21	Update Police Report submitted to add the 2 nd incident	Kerri			<ul style="list-style-type: none"> Break in of old garage, police report filed, then discovered attempt of a break in for other
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				<ul style="list-style-type: none"> What is going to be done with monies donated
11/9/21	Prince Rupert lawn mower – storage and insurance of	Lorne / Dennis	12/8/21		<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

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					history
11/9/21	Keys collected from past board members	Dennis	12/8/21		•
11/9/21	Keys assigned to new board members	Dennis			•
11/9/21	RAMP registration form adjustments	Brenda	New year		<ul style="list-style-type: none"> • Add emerg contact info and expand preferred positions to actual positions on diamond

Opening remarks Initial Board Meeting November 9, 2021

The basic question one must ask during these times is: did you play ball in 2021? If you did, and you enjoyed the participation, the camaraderie, the physical exercise, then you had a successful season. If there were disagreements and controversy, then be grateful because that means things are closer to normal than before. And, oh my, do we need normal.

I would like to start our 2021-2022 term with a big thank you to the previous board. Elected in late 2019, they could not possibly have predicted the turmoil, the governmental confusion, and the fear, that defined 2020. The global pandemic wreaked havoc on ESSPA, but the 2019 Board of ESSPA persevered, holding ESSPA together, sometimes, by sheer will.

The League owes a special debt of gratitude to our Past President, Kerri Pasqua. Despite many hurdles and baffling government edicts, Kerri oversaw two seasons of slo-pitch that (many times) verged on outright cancellation. Thank you, Kerri, and we look forward to your guidance and experience for the new season.

Special thanks to Grant Huys for his unwavering research into ESSPA's funding, and ESSPA's major expenses. His effort will be the base upon which ESSPA can begin serious discussion with The City of Edmonton regarding better recognition of what we do for Airways, and the community.

I also wish to personally thank Kevin McCunn, Brenda Montgomery, Brenda Marshall, Bruce Romaniuk, Gord Stamp, Carrie Runnalls, Karen Stucke, DeWayne Brown, Tom Smith, and Peter Brown. It takes something more than just courage to run for a Board position: it takes dedication, and a desire to better the League, to contribute to ESSPA's future; it is seldom an easy decision.

Finally, welcome to our new board members! You have stepped up to positions of responsibility and scrutiny. Thank you. We are all in this together, and together we will have a great season.

Bill Donlevy

President

From: treasurer@esspa.ca
To: The Mimeaults; bdonlevy@telus.net; president.esspa@outlook.com; pres@esspa.ca; Canamairframe@gmail.com; pdmcfall@hotmail.com; brenzbiz@hotmail.com; registrar@esspa.ca; darrellbignell1963@gmail.com; lornebelley@gmail.com; Kevin.McCunn@gov.ab.ca; dnkstooks@gmail.com; grant@hawkhuys.com; traciecampbell@hotmail.ca; darlenejpruden@gmail.com; armie14@hotmail.com; kandy1@telus.net; mscrivano@silent-aire.com; hirsch@esspa.ca; danny.ruesch@gfs.com
Subject: Financial Report as of today attached
Date: Tuesday, November 9, 2021 5:31:06 PM
Attachments: [ESSPA- General Ledger Report from Sep1 2020 to Nov 9 2021.pdf](#)
[ESSPA - Balance Sheet as of Nov 9 2021.pdf](#)
[ESSPA - Balance Sheet end of Aug 2021.pdf](#)

Hi All:

Please see attached Balance sheet as of today.

As I have been saying all along. Money goes fast and here is my last example.

When I started this job ESSPA literally had NO MONEY in the Bank and were lucky we got early deposits from Members and an early payout from the city for diamond rentals late in 2020 to pay our utilities until we received Casino funds.

As you can see from the attached balance sheet we are already down to \$68,000 in the bank. As of today our costs to operate this last season were \$67,000 dollars. Our total income was \$49,172.00. (see General Ledger Report attached). Effectively we lost money in a 1/2 season of nearly \$20,000 dollars if it was not for the casino money of nearly \$79,000. ESSPA dose not get a casino in 2022 and we do not know if ESSPA will receive another in 2023.

That being said I am leaving the organization with a sound financial footing but I see it being eroded very quickly. I ask the new administration to maintain a reserve fund and to carefully budget so ESSPA is not left broke again.

Thanks

Bert Carruthers
Treasurer

General Ledger Summary

Edmonton Seniors Slo-Pitch Association From 1 September 2020 to 30 November 2021

Account	Debit	Credit	Net Movement
Accounting & Legal (5605)	689	-	689
Advertising and Promotions (5610)	735	-	735
AGM Meeting Rental Expense (5645)	75	-	75
ATB Casino (1060)	82,701	68,685	14,016
ATB Casino Interest (4430)	-	12	(12)
ATB General (1055)	81,566	35,011	46,555
ATB Interest General Account (4420)	-	11	(11)
ATB Interest Special Savings (4410)	-	2	(2)
ATB Special Savings (1054)	-	77	(76)
Building Liability Insurance (5640)	2,037	-	2,037
Building Maintenance Expense (5705)	7,139	245	6,894
Business Fees (5630)	2,090	-	2,090
Casino Bank Charges (5620)	91	2	89
Casino- Count Room Advisor (5635)	2,540	2,540	-
City Rebate Diamond rentals (4340)	-	7,528	(7,528)
Concession Expenses (5867)	101	-	101
Cuthbertson Umpire Fees (5830)	1,954	360	1,594
Day League Drop-in (4112)	-	545	(545)
Diamond Maintenance Contract (5710)	1,000	-	1,000
Diamond Set-up Revenue (4320)	-	736	(736)
Diamond-Fields Maintenance (5715)	39,671	670	39,001
Direct Energy Utilities (5680)	1,078	-	1,078
Donations Received (4460)	-	1,000	(1,000)
Epcor Utilities (5685)	5,184	-	5,184
Equipment-Repair and Maintenance (5720)	393	-	393
Field Rental/Concession Income (4360)	-	1,180	(1,180)
General Account Bank Charges (5625)	46	-	46
General Membership Fee (4100)	16,643	54,201	(37,558)
Global Website Banking Expenses (5691)	1,128	-	1,128
League Balls, Bases etc. (5810)	3,607	-	3,607
Meeting Expenses Board, Draft (5650)	36	-	36
Member Fee-Jersey H/H/B (4101)	-	257	(257)
Pooling AGLC Casino Revenue (4440)	-	78,477	(78,477)
Registration credit charge fee (4109)	2	-	2
Training, AED, First Aid (5675)	20	-	20
Washroom Rental (4310)	-	350	(350)
WCB Maintenance Contractor Coverage (5695)	303	-	303
Website Ramp International (5690)	1,061	-	1,061
Total	251,889	251,889	-

General Ledger Exceptions

Edmonton Seniors Slo-Pitch Association From 1 September 2020 to 30 November 2021

Date	Type	Reason	Transaction	Reference	Debit	Credit	Tax
ATB Interest General Account (4420)							
31 Jul 2021	PAY	High	ATB General Interest			2	0.0%
30 Nov 2021			Total ATB Interest General Account (4420)			2	
			Net movement			2	
Building Maintenance Expense (5705)							
6 Oct 2020	PAY	High	Barb Clifford		1,520		0.0%
7 Sep 2021	PAY	High	Barb Clifford		1,920		0.0%
30 Nov 2021			Total Building Maintenance Expense (5705)		3,440		
			Net movement		3,440		
Casino Bank Charges (5620)							
31 Aug 2021	PAY	Credit	ATB Casino Interest			1	0.0%
31 Aug 2021	PAY	High	ATB Casino Bank Charges		21		0.0%
30 Nov 2021			Total Casino Bank Charges (5620)		21	1	
			Net movement		20		
Cuthbertson Umpire Fees (5830)							
27 Aug 2021	PAY	Credit	George Dame			360	0.0%
30 Nov 2021			Total Cuthbertson Umpire Fees (5830)			360	
			Net movement			360	
Day League Drop-in (4112)							
18 Oct 2021	PAY	High	Day League, Bill Donlevy			545	0.0%
30 Nov 2021			Total Day League Drop-in (4112)			545	
			Net movement			545	
Diamond-Fields Maintenance (5715)							
8 Jun 2021	PAY	High	Prairie Fire Landscaping		8,150		0.0%
11 Aug 2021	PAY	High	Noyen Construction		7,506		0.0%
30 Nov 2021			Total Diamond-Fields Maintenance (5715)		15,656		
			Net movement		15,656		
General Membership Fee (4100)							

General Ledger Exceptions

Date	Type	Reason	Transaction	Reference	Debit	Credit	Tax
19 Feb 2021	PAY	Tax	Georgette Patry			51	0.0%
19 Feb 2021	PAY	Tax	Ken Kyle			51	0.0%
19 Feb 2021	PAY	Tax	Rick Patry			51	0.0%
1 Apr 2021	PAY	Tax	Darlene Pruden			206	0.0%
1 Apr 2021	PAY	Tax	Dorina Bit			206	0.0%
20 Jul 2021	PAY	Debit	Dave Rudichuk		100		0.0%
20 Jul 2021	PAY	Debit	Peter Mcwilliams		100		0.0%
26 Jul 2021	PAY	Debit	Mel Wilson		100		0.0%
29 Jul 2021	PAY	Debit	Bruce Munro		257		0.0%
17 Aug 2021	PAY	Debit	Bob Zimmerman		100		0.0%
30 Nov 2021			Total General Membership Fee (4100)		657	566	
Net movement					91		
League Balls, Bases etc. (5810)							
14 May 2021	PAY	High	Evolution Sports		3,607		0.0%
30 Nov 2021			Total League Balls, Bases etc. (5810)		3,607		
Net movement					3,607		
Total					23,380	1,474	

Balance Sheet

Edmonton Seniors Slo-Pitch Association As at 9 November 2021

9 NOV 2021

Assets

Bank

ATB Casino	17,162.06
ATB General	52,707.30
ATB Special Savings	42.09
Total Bank	69,911.45

Total Assets	69,911.45
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Net Assets

69,911.45

Equity

Current Year Earnings	(10,579.60)
Retained Earnings	80,491.05
Total Equity	69,911.45

Balance Sheet

Edmonton Seniors Slo-Pitch Association As at 31 August 2021

31 AUG 2021

Assets

Bank

ATB Casino	27,076.18
ATB General	53,372.80
ATB Special Savings	42.07
Total Bank	80,491.05

Total Assets	80,491.05
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Net Assets

80,491.05

Equity

Current Year Earnings	71,074.19
Retained Earnings	9,416.86
Total Equity	80,491.05