

ESSPA Board of Directors Meeting
Minutes

Date: December 15, 2021

Start Time: 7:00pm

Location: Residence of Tracie Campbell

Present:

Bill Donlevy	Karen Armstrong
Dan LeClair	Mary Ellen (M.E.) Mimeault
Danny Ruesch	Tracie Campbell
Darlene Pruden	Darrell Bignell
Darrell Shivak	Larry Christensen
Dennis Stucke	

Absent:

Kerri Pasqua	Mario Scrivano
Brenda Marshall	Lorne Belley
Brent Schell	

Meeting called to order at 7:10pm

Acceptance of Minutes

Motion: to accept minutes from November 9th meeting by Darrell B
2nd 2nd by Darrell S
Passed

Action Items Review/Update

See Action Item log for details

Motion: to have Past President added as the 5th member of the ESSPA Executive with
voting rights in case of a tie by Darrell B
2nd 2nd by Danny
Passed

Home Base Agreement

Please see report from Dennis Stucke

Marketing/League Awareness

Tracie discussed the idea of having business cards prepared – what would be put on it?
Idea for signage that would be inexpensive to create
Look at social media – update to facebook, use of LinkedIn, Twitter, etc

Other Business:

- Hold the Board of Director meeting on the 2nd Wednesday of every month
- Coordinators attend meetings due to number of people in attendance at a meeting – decided that beneficial to have them as part of the discussion since they have the pulse of the league and members.
- ME confirmed email addresses for internal contact list
- Update from Mario - I have submitted a tentative schedule for Cuthbertson and plan to reach out to teams from last year early in Jan to confirm. I will also reach out to a few other contacts to gauge interest and suggest advertising for new teams in Feb to try and build another 2 teams for Cuthbertson 2022. Let's see how this new variant run goes as I could also try for our Company boardroom for next meeting if safe and able to do so.

Next Meeting - January 12, 2022 at the ESSPA office

Adjournment of Meeting

Motion: to adjourn meeting at 9:35pm by Larry.
2nd by Tracie
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	12/15/21	<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		12/15/21	<ul style="list-style-type: none"> Brenda has an extra license that is willing to share for ESSPA laptop <u>Update 12/15</u> – Brenda sent invite to ME for secretary laptop
11/9/21	ESSPA related documents – where are these stored?	All ME	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 <u>Update 12/15</u> – ME to check with Brenda to see if RAMP has this functionality. Discussion around securing cloud storage
11/9/21	Letter of authorization prepared for signing authorities to be changed	Kerri	12/8/21	12/15/21	<ul style="list-style-type: none"> Kerri needs to prep a letter stating ok to have changes made to signing authorities <u>Update 12/15</u> - Completed
11/9/21	Update of signing authorities at bank	Bert/Brent Larry/Bill	12/8/21	12/15/21	<ul style="list-style-type: none"> <u>Update 12/15</u> - Completed
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		12/15/21	<ul style="list-style-type: none"> <u>Update 12/15</u> – Completed
11/9/21	Mailbox keys – collect and assign to two board members - TBD	ME			<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 <u>Update 12/15</u> – ME to touch base with Kerri to see who has the two keys
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	12/15/21	<ul style="list-style-type: none"> <u>Update 12/15</u> - Completed

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11/9/21	Send Facebook password to Marketing and Recruitment Director	Bert	ASAP	12/15/21	<ul style="list-style-type: none"> Send password to Tracie <u>Update 12/15</u> - Completed
11/9/21	New uniforms	Danny/ Kerri	12/8/21		<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?
11/9/21	Draft schedules prepared for 2022	Division Coord	12/8/21	12/15/21	<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 <u>Update 12/15</u> – Coordinators drafted their schedule and emailed the info that ME compiled and put in a document and sent to Lorne
11/9/21	Provide examples of schedules from previous years	Brenda	ASAP	12/15/21	<ul style="list-style-type: none"> Download 2019, 2020, 2021 and send to Coordinators <u>Update 12/15</u> - completed
11/9/21	Code of Conduct document	Coordinators ME/All	1/12/21		<ul style="list-style-type: none"> Pertains to all of ESSPA <u>Update 12/15</u> – Darlene to send ME copy of document which she will send out to Board for discussion at January meeting
11/9/21	Rules of Play reviewed/finalized	Coord Bill	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) <u>Update 12/15</u> – Bill will call a meeting to discuss/finalize
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"> <u>Update 12/15</u> – Bill will pick up and organize some of the loose files, however there are a couple of filing cabinets that need to be organized (moved from Lions Club office). Once organized (removal of duplicates) look to digitize the

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					files?
11/9/21	Re-code batting cage	Dennis			•
11/9/21	Re-code garage	Dennis			•
11/9/21	Re-code meeting room	Dennis			•
11/9/21	Set registration deadline	All			•
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 • <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 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'</i>
11/9/21	Insurance policy – research a new one?				•
11/9/21	Check with City re insurance per our Home Base Agreement	Lorne/ Kerri			• Is there coverage as part of Home Base Agreement?
11/9/21	Casino Chairperson required	Darlene Bill	12/8/21		<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
11/9/21	Identify the 5 th member of ESSPA Executive			12/15/21	• <u>Update 12/15</u> – voted that Past President should be the 5 th member of the executive with voting rights in case of a time (motion recorded in minutes)
11/9/21	Concession re-established for tournaments, what required (permits, liquor licenses, etc.)				•
11/9/21	Liquor license allotment from city, see if can negotiate more	Lorne / Kerri			• Understand that ESSPA only allowed to pull 3 liquor licenses, see if can
11/9/21	Rick Patry replacement – full-time position			12/15/21	<ul style="list-style-type: none"> • Dennis to touch base with ?? to see if interested and understand his availability • <u>Update 12/15</u> – Dennis talked to Richard Osadchuk about taking on this position, and he is

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					interested in coming back (had this role previously). Dennis also confirmed that Jamie Parliament is still interested and talked to Barb Clifford about cleaning. Rick Patry will stay on to help with the mechanical aspects of the maintenance.
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"> • <u>Update 12/15</u> – Dennis checked bylaws and there is nothing in them stating this has to be issued
11/9/21	Update Police Report submitted to add the 2 nd incident	Kerri		12/15/21	<ul style="list-style-type: none"> • Break in of old garage, police report filed, then discovered attempt of a break in for other • <u>Update 12/15</u> – Dennis updated security on building (extra locks/bolts) and has instituted a weekly check of the premises. Getting quote for bars to be added on a couple of doors. Keybox will be in the meeting room, not in the garage
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		<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
11/9/21	Keys collected from past board members	Dennis	12/8/21	12/15/21	
11/9/21	Keys assigned to new board members	Dennis		12/15/21	
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
12/15/21	League jersey – who owns?	All	1/11/22		<ul style="list-style-type: none"> • Decision required on whom should own/retain the jersey
12/15/21	Remove from ESSPA website reference to 'see ESSPA for washroom and bases'	ME	ASAP		<ul style="list-style-type: none"> • ME to send email to Brenda asking her to remove this from website
12/15/21	Ask Brenda to send out Christmas wishes to ESSPA membership	ME	ASAP		<ul style="list-style-type: none"> • ME to ask Brenda to send out a Christmas greeting to membership
12/15/21	Red Seal Financial – follow up	Larry			<ul style="list-style-type: none"> • Larry has been in discussions with

Date Created	Action Item	Assigned To	Due Date	Closed Date	Status
					organization regarding taking on the book keeping for ESSPA
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

Memo

To: The ESSPA Board
From: Dennis Stucke

Date: December 16, 2021

Re: Meeting Discussion Regarding the home base agreement

1. According to the City of Edmonton records the diamonds were booked by other associations for approximately 400 hours in 2021.
265 hours from June - Aug 30 almost all on weekends
135 hours from Sept 06-Oct 18 used Monday –Thursday and then Friday and Sunday
2. The City of Edmonton has responded to the request to raise diamond rental charges. It cannot be raised. The rates of \$27.00 per hour, less 5% handling fee retained by The City of Edmonton. Is set for 2021 and 2022. The rates for diamond rentals is under discussion for 2023 now and ESSPAs concerns have been noted. The rates are set for all associations with Home Base Agreements (at least 7 for baseball) and they cannot have a different rate for ESSPA alone. The rates are set and then voted on by council and set as a bylaw.

3. In 2021 Sept 06-Oct18
Revenue for Sept06-Oct 18 \$ 3,526.88
Labor to prepare diamonds and supervise washroom open and close \$ 3,990.00
Net loss \$ 463.12

4. June – Aug 30
Of the remaining 265 hours most were on Fridays and Sundays (no long weekends)
Revenue \$ 6,922.00
Cost of supervision and diamond setup \$ 4,525.00
Net Profit \$ 2,397.00

(Note 2 games Fridays 3 games Sundays on some diamonds, more usage, less diamond setup cost)

5. I spoke to Cherri Onushko our City of Edmonton liaison for the Home Base Agreement
According to The Home Base Agreement

- Grass must be cut to 2.5-3 inches
- The shale must be floated once per week to prevent dips and a level surface
- The batter's box and the foul lines must be line

The City of Edmonton leases the diamonds this way.

Question: According to The Home Base Agreement ESSPA should only need to prepare the diamonds once per weekend say on a Friday for users to play on those diamonds for Friday night and Sunday.

Answer: Yes, except if rain occurred and floating of the diamond was required to make the diamonds playable.

Question: In the fall after the ESSPA League is completed we could make up the diamonds twice a week, say on Tuesday and Friday and still comply with the Agreement

Answer: Yes except for the same rain item.

The City Bookings refer the user to ESSPA who have a fee structure in place to rent washrooms, the concession, base rental, and additional floating of diamonds.

The City bookings state that the group must enter into a separate agreement for these rentals, the agreement does not have anything to do with The City rental of diamonds. I believe that the original proposal from ESSPA was meant to be used for tournaments. That is by concession rental and additional floating are listed. I don't believe that the original intent was for the regular rental of the washrooms.

6. I propose that ESSPA remove washroom rentals from the Bookings by ESSPA. A specific clause for tournament rentals could be substituted in the Bookings document. Further that ESSPA Advise the City of Edmonton bookings department that washroom rentals will no longer be offered except for tournaments.
7. I would also propose that ESSPA speak to Kyle of Edmonton Sport and Social about the washrooms and base rentals. If desired a lockable box could be provided to hold home plate and the bases locked by a combination lock. His teams would obtain the bases and return the bases to the box. With rentals of \$5 per diamond we would recover 75% of the cost of a second set of bases and the lock box in one year. This would provide base

but still prevent hole spikes in the diamonds. Whether ESS requires the washrooms and could provide a responsible person to open or lock them up would be an item for discussion. They may not require washrooms.

8. According to The Home Base Agreement we must notify The City of our end of season as it pertains to the maintenance staff.

It appears that after the regular ESSPA season that special conditions apply. I have asked the city to clarify this point. However, ESS started their fall league on Sept 06 this year. Since they are our primary renter, it would be wise to advise them when the various diamonds would be available. It means setting the dates of completion of our seasons for the various divisions. (Diamonds could still be used by our people as long as they were not booked by renters.

9. There is a risk that our major renter ESS may not want to rent the diamonds if washrooms are not available. However, it is proposed that we meet with them to discuss our situation that we cannot proceed with the present situation with the washroom rentals. Once the City of Edmonton replies confirming that diamonds prepared once on a Friday and after the season on a twice weekly basis meets the definition in The Home Base Agreement, we could the schedule meetings with ESS.
10. If the diamonds were rented for the same time periods as this year (keep in mind that we missed rentals for all of May) and we did diamond maintenance on a Friday with no washroom open and close and no base placement and

If season was the same as this year for Sept 06-Oct18 Fridays and Sundays

Revenue	\$1920.00
Costs	\$ 600.00
Profit	\$625.00

Season Sept 06 – Oct 18 Monday – Thursday

Revenue	\$1345.00
Costs	\$720.00
Profit	\$625.00

Season June – Aug 31 Almost always Fridays and Sundays

Except 3 games on the Sundays and 2 on Fridays

Revenue	\$7155.00
Costs	\$1440.00
Profit	\$5715.00

MEMO

To: ESSPA Board Meeting

From: Dennis Stucke

Date December 15,21

Re December Maintenance Report

1. The old equipment room and the garage have been secured after the break-in in late October. additional slide bolts were added to the doors along with padlocks thru the slide bolts. The door can no longer be pried up.
2. Weekly checks of the building for vandalism, lock security and to ensure that the heaters and furnace are operating have been ongoing since Nov 04.
3. The keys have been retrieved from old board members and distributed to the appropriate personnel. All key holders have been recorded.
4. I have met with Jamie P. and Barb Clifford about their returning and engagement for the 2022 year. I have met with Richard Osachuk about returning to the on-field maintenance staff for 2022. Richard was ESSPA's groundkeeper for 18 -20 years. He only left because his mother had to go into a senior's residence, and he was taking care of the farm. His mother has since passed, and he no longer is involved with the farm. He is the most experienced person available for the position and is being recommended for employment to the board. Rick P. has agreed to volunteer to look after on field maintenance along with Dennis S for irrigation repairs, spreading shale and the other items to maintain the diamonds.
5. Larry C. advised the writer of equipment and manpower available to non-profit organizations by Pembina. These will be gratefully accepted.
6. The grounds were inspected in the fall and a list of to do items was compiled with Jamie and Rick.

7. We intend to ask for ESSPA volunteer members to assist with pickup of garbage and leaves from the diamonds in early April as the weather permits.
8. The combination operated key box has been moved into the meeting room. All keys except for the ones for concession padlocks will be labelled and put in this key box. (Will be done week of Dec 19)
9. The list of to do items will be presented to the board once we obtain clarification on a few points from The City of Edmonton. This may have to wait until January. In January maintenance will present the staff and the overall budget proposed. Once again see separate report on items being discussed with The City as it pertains to the staff and supervision on weekends.
10. The date of completion of our league play is required. It may be different dates for different diamonds but must list the date when ESSPA no longer need to make up diamonds for their use. Once again, this point or what the intent of this point is under discussion with the City of Edmonton.
11. Question: Do we leave the exterior security light on during the dark hours. It uses power but improves our building security. After discussion leave the lights on.
12. I have requested a price on addition security plates for 4 of the metal doors to prevent prying the deadbolt back. Pricing underway.
13. Green mesh is it needed. Answer no for diamond 2 yes for diamond 1.