

ESSPA Board of Directors Meeting
Minutes

Date: January 11, 2022

Start Time: 7:00pm

Location: ESSPA Office

Present:

| | |
|-----------------|----------------------------|
| Bill Donlevy | Karen Armstrong |
| Lorne Belley | Mary Ellen (M.E.) Mimeault |
| Mario Scrivano | Tracie Campbell |
| Darlene Pruden | Darrell Bignell |
| Darrell Shivak | Larry Christensen |
| Dennis Stucke | Brent Schell |
| Brenda Marshall | |

Absent:

| | |
|--------------|--------------|
| Kerri Pasqua | Danny Ruesch |
| Dan Leclair | |

Meeting called to order at 7:05pm

Acceptance of Minutes

Motion: to accept minutes from December 15th meeting by Darrell S
2nd 2nd by Darrell B
Passed

Vote in Acting Treasurer

Larry Christensen has resigned from acting Treasurer due to work commitments. Brenda Marshall has agreed to step up in to this role, effective immediately

Motion: to accept Brenda Marshall as our new acting Treasurer by Brent Schnell
2nd 2nd by Larry Christensen
Passed

With Brenda assuming Treasurer role, ESSPA will be looking to backfill the Registrar position. Ivan Whitson's name was put forward as a potential candidate, both Bill and Brenda will discuss with him and report back.

Action Items Review/Update

See Action Item log for details

Marketing/League Awareness

- Darrell S would like business cards to hand out as he talks to people
- Tracie to send ME the log in information for ESSPA Facebook page
- Creation of a poster that we can share and post at venues plus also digitize so can advertise on some websites (Lorne has suggestions)
- Send out email to 2019 registrants (last full year) to start them thinking of coming back to ball

Reports

See attached information from Dennis Stucke

Motion: To proceed in going to contract with Jamie Parliament and Richard Osadchuck for field maintenance duties for 2022 at the rate of \$22.00 per hour. Also to employ Barb Clifford for janitorial duties for 2022 at the rate of \$20.00 per hour
2nd 2nd by M.E.
Passed

Other Business:

1. Cuthbertson does want to have umpires again in 2022, as does Women's division. Send schedule to Darrell Bignell as he will co-ordinate booking umpires as part of his role as Tournament Director
2. Women's Division will follow same guidelines as Cuthbertson – fee will be \$2,600 for team
3. Determined that ESSPA is a Mixed League vs a Co-Ed League
4. Monitoring of info@esspa.ca mailbox – Darlene Pruden will monitor along with Brenda
5. Updates to Registration form
 - a. Questions are Division specific on form
 - b. Will have a Returning Player and New Player Question
 - c. Brawner has a question if able to run to first, is only one who has
 - d. Addition of Emergency Contact info
 - e. Add a note in registration process saying
 - i. If a returning member did not play in the 2020 or 2021 ESSPA season, it is strongly encouraged that the player take part in evaluations. This will ensure that player is assigned to a Division that best fits their ability, and promote an enjoyable ball experience.
 - ii. if a player wishes to play 'up' a division from where they played the year prior, they need to attend evaluations.
 - f. For Cuthbertson and Women's Division – players will register in RAMP, and a question will be added if they are joining an existing Team
6. Discussion about moving away from SPN to NSA. Brent & Lorne know local SPN rep (Scott, we had not been dealing with him), and they will talk to him to validate what they can do for us. Will stay with SPN for this year.
7. Registration fee set at \$225 for upcoming year
8. If a member registers for multiple teams (i.e., a team that is charged fees per team entry (i.e., Cuthbertson or Women's) and registers for a 2nd team (i.e., 60+ or Hansen) the registration fee for 2nd team is \$50

Next Meeting – Wednesday, February 9, 2022, location TBD

Adjournment of Meeting

Motion: to adjourn meeting at 9:17 by Mario.
2nd by Brent
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 | 1/11/22 | <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 • <u>Update 1/11/22</u> – definitely worth keeping, has lots of historical data on it. She will keep at home til warms up and then install it in the ESSPA office |
| 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 | ESSPA related documents – where are these stored? | All ME | 12/8/21 | 1/11/22 | <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 • <u>Update 1/11/22</u> – RAMP does not have storage, outside what we put on website. Brenda going to secure a MS Office account so we will have access to OneDrive |
| 11/9/21 | Mailbox keys – collect and assign to two board members - TBD | ME/Bill | | | <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 • <u>Update 1/11/22</u> – Carrie Runnalls has one key and Bill to check with Bert to see if he has the other. ME to move mailbox under her name and get key from Carrie |
| 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 | | <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 |

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| | | | | | <p>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?</p> <ul style="list-style-type: none"> • <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? |
| 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 • <u>Update 1/11/22</u> – discussion on content, ME to format and send out for one last review |
| 11/9/21 | Rules of Play reviewed/finalized | Coord Bill Coord | Finalized 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 |
| 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 is run? |
| 11/9/21 | Diamond time request for city | Lorne/Bill | | 1/11/22 | <ul style="list-style-type: none"> • <u>Update 1/11/22</u> - Request for diamond time has been submitted and Bill was informed that they were going to carry over 2019 diamond allocation hours (basically Mon-Thurs), will have lots of hours! City has also acknowledged receipt of tournament dates. Next step there will be a virtual meeting to |

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| | | | | | carve out the diamond hours amongst other organizations interested in using Airways |
| 11/9/21 | Share ESSPA's requirement/plan with ESSC | Lorne | | | • |
| 11/9/21 | Inventory of Kitchen | TBD | | | • |
| 11/9/21 | Filing required | TBD | | 1/11/22 | <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 files? • <u>Update 1/11/22</u> – Bill and Karen spent time organizing files, they discarded information from 2014 and older. Looks awesome! |
| 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 |

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| 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 | Paid positions - check bylaws to see if required to send to membership to see if anyone interested | Kerri | | 1/11/22 | • <u>Update 12/15</u> – Dennis checked bylaws and there is nothing in them stating this has to be issued |
| 11/9/21 | Meeting to plan out ESSPA's 1, 3 and 5 year direction | | | | • Plan for a Saturday or Sunday? |
| 11/9/21 | Budget meeting after 1, 3 and 5 year direction discussed | | | | • |
| 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 | 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 • <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 |
| 12/15/21 | League jersey – who owns? | All | 1/11/22 | 1/11/22 | <ul style="list-style-type: none"> • Decision required on whom should own/retain the jersey • <u>Update 1/11/22</u> – discussion held and it was determined for ease of facilitation that member should own jersey. This year's registration fee will be \$225 – incl 2 jerseys, no volunteer fee. A bit higher this year so that we can start to build up jersey inventory |
| 12/15/21 | Remove from ESSPA website reference to 'see ESSPA for washroom and bases' | ME | ASAP | 1/11/22 | <ul style="list-style-type: none"> • ME to send email to Brenda asking her to remove this from website • <u>Update 1/11/22</u> – Brenda removed reference from website |
| 12/15/21 | Ask Brenda to send out Christmas wishes to ESSPA membership | ME | ASAP | 1/11/22 | <ul style="list-style-type: none"> • ME to ask Brenda to send out a Christmas greeting to membership • <u>Update 1/11/22</u> –email sent 12/22/2q1 |

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| 12/15/21 | Red Seal Financial – follow up | Larry | | | <ul style="list-style-type: none"> Larry has been in discussions with 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 Update 1/11/22 – 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 |
| 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 |
| 1/11/22 | Internet service at ESSPA facility | Brenda | Feb mtg | | <ul style="list-style-type: none"> Brenda to research options to have internet service at the ESSPA office. Brent suggested MTS Net |
| 1/11/22 | Purchase MS Office account for ESSPA | Brenda | Feb mtg | | <ul style="list-style-type: none"> Brenda is going to secure a MS Office account which will give Executive access to OneDrive storage |
| 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 | Mailbox – moved over from Carrie's name and get key | M.E. | ASAP | | <ul style="list-style-type: none"> Carrie still has mailbox key and the actual mailbox is in her name. ME to contact Carrie and change over mailbox ownership and get the key |
| 1/11/22 | Bank visit to replace Larry with Brenda | Brenda/Larry | ASAP | | <ul style="list-style-type: none"> ME to find out when Larry available so that can get to bank to update Treasurer name |
| 1/11/22 | ESSPA Facebook account | Tracie | ASAP | | <ul style="list-style-type: none"> Tracie to send ME the Facebook credentials so can see about using to get the word out |
| 1/11/22 | Marketing poster created | ME/Kerri/Lorne | ASAP | | <ul style="list-style-type: none"> ME to work with Kerri to create a marketing poster that we can post at indoor venues plus also different websites to advertise our league |
| 1/11/22 | Email to 2019 registrants to spark interest for those that sat out during Covid | ME | ASAP | | <ul style="list-style-type: none"> ME will draft up an email and send to Bill for review |

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| 1/11/22 | Talk with Scott, the local SPN rep about what he can do for ESSPA | Brent/Lor ne | | | • |

Memo

To: ESSPA Board

From: Dennis Stucke

Date: January 11, 2022

Re: ESSPA Board Meeting of Jan 11, 2022

1. A motion to proceed in going to contract with Jamie Parliament and Richard Osadchuck for field maintenance duties for 2022 at the rate of \$22.00 per hour.
Further to employ Barb Clifford for janitorial duties for 2022 at the rate of \$20.00 per hour
2. The city of Edmonton through our liaison has responded to the e mail sent to the City clarifying the requirements of ESSPA regarding rentals of the diamonds to other organizations and The Home Base Agreement. The response from the City was that maintaining the diamonds on a Friday for use for Friday and Sunday is acceptable and complies with the Home Base Agreement. The only two issues would be, a need to verify that the dugouts are free of human waste and the diamonds may need to be floated before the Sunday rental if they were not playable due to rain.
3. A meeting has been set up with ESSC our major renter of the diamonds to discuss what their needs and requirements are and how our proposed actions will affect their proposed rentals.
4. It has been proposed to ESSC that ESSPA will advise their association in late August of the tentative dates when the diamonds would be available for rental by his association. Their fall league started this year in the week of Sept 06.
5. Discussion regarding bleachers.
 - It is proposed to relocate the smaller 3 seat by 15 feet long set of bleachers from diamond 2 to the west side of diamond 4
 - It is proposed to move 1 set of the 5 seat by 20 feet long set of bleachers to diamond 3.
 - For diamond 2 since there will be no green mesh is the present larger bleacher ok located where it is
 - For diamond 1 there will be new green mesh installed on the backstop. Is the best location for the bleacher the west location with no mesh in front of that bleacher. It is presently a 5 seat by 20 feet long bleacher.
 - It is proposed that each diamond only have one set of bleachers except for diamond 4 which would have two.
 - An alternate solution is to repair the wooden benches and repaint all of the benches on diamond 3 and 4. (probable cost \$800.00)
6. Proposal for the existing 3 bronze plaques is to delete the photos and inset the new ESSPA logo in place of the photos and to mount these plaques in one of the south showcases.
7. Maintenance projects for the diamonds for the year, please refer to the attached list.

Major Items

1. Shale needed on all diamonds to remove waves and redo surfaces.
2. Lightly top dress with topsoil and seed on areas required on diamond two.
3. Ongoing item for all diamonds to top dress with topsoil to fill major dips in the field. Light topsoil only will need to be done two or 3 times this year.
4. Paint the exterior of all 4 dugouts. (approx. cost \$500 , could be postponed til next year if required)
5. Relocate two set of bleachers if approved by the executive.
6. Replace poorly performing sprinkler heads. (approx. 12 units) replace timer modules on two areas
7. Add security plates to 4 garage doors.
8. Signs needed to show location of diamonds for renters of diamonds. (approx. cost \$275.00)
9. Remove graffiti from dugouts and garage door, finish pain shelves in dugouts.

Minor Items

10. Replace floor tile at mens urinals, replace tile at one toilet
11. Green mesh to backstop diamond 1
12. Diamond 2 has bow in backstop install horizontal bar near base
13. Check other fences at backstops and first bases for bows or sags
14. Paint diamond 2 foul poles
15. Need 2 battery holders for pushbutton locks
16. Put up old bronze plaques replace photos
17. Need 1 new windsock, need 1 new holder, install windsocks for 2022
18. Install 2 memorial benches somewhere
19. Paint batterers boxes on matts if needed
20. If we are not relocating the bleachers, repair old bleachers and repaint

Future Issues

1. A load of shale will be required sometime this year (\$6500.00)
2. Top dress with topsoil dips in the fields, this needs to be an ongoing more aggressive item
3. Shale is needed on the warning tracks; this has been low priority due to cost
4. If we get a casino, we should allocate funds for additional aluminum bleachers
5. Replacement of the washroom flood lights with led floods
6. Possible repairs to the batting cage