

EDMONTON SENIORS SLO-PITCH ASSOCIATION BOARD OF DIRECTORS

Minutes of Meeting held July 1, 2020 Via Zoom, phone & at diamonds
Approximately 8:10pm Zoom was shut down

Director's in attendance: Kerri Pasqua, Chair & Vice-President; Bill Donlevy, Past President; Brenda Montgomery, Secretary (via Zoom & phone – could not hear everything); Karen Stucke, Treasurer; Kevin McCunn, Director at Large; Carrie Runnalls, Social Director (assisted with minutes); Bruce Romaniuk, Tournament Director; Brenda Marshall, Registrar (via zoom); Grant Huys, Maintenance Director

Division Coordinator's in attendance: None

Director's regrets: Dewayne Brown, Equipment Director

Guests: None

1) Call to Order at 7:10pm

- a) Welcome – Kerri appreciates all the work everyone is doing, hopefully we can get some things accomplished today and then take a break
- b) Approval of Agenda. **Motion:** To approve the agenda as presented. By Kevin, 2nd Bill. **PASSED**
- c) Approval of past minutes. **Motion:** To approve the minutes of May 21, 2020, Jun 17, 2020 and Jun 22, 2020 By Carrie, 2nd Grant. **PASSED**

2) Financial Matters

- a) Treasurer's report – Report not prepared. Karen reported that refunds are almost completed
- b) Maintenance Agreements (Diamonds, Washrooms)
 - i. No signed board approved contracts to date.
 - ii. Grant requested he be informed of the Airways diamond booking schedule, including outside rentals officially booked thru the city, to adjust maintenance as required (i.e. no need to cut grass more than once/twice a week if no one has officially booked the diamonds).
 - iii. Maintenance contractors report to Grant only.
 - iv. Grant must approve time sheets submitted by Maintenance contractors
 - v. In the past, based on an agreement between ESSPA and Edmonton Sport and Social Club (ESSC) they have paid the extra fees for use of the bases and \$25/night for the washrooms. Because their usage was for multiple nights the agreement included invoicing for their usage rather than paying up front. In the past ESSC informed Rick of what nights they played (this was probably because he was Maintenance Director on the Board at one time).
 - vi. Barb Clifford (cleaning contract), comes in twice a week, randomly (except Fridays), for 10 hours at a cost of approximately \$3000 per year.
 - vii. Because we don't have full-time cleaning we must ensure washroom signage "Use at your own risk" in order to keep us in line with Covid-19 guidelines.
- c) Controls because finances are tight – Discussion that there is to be no extravagant spending by anyone without the board approval that is not clearly indicated in a reduced budget due to covid-19.

3) New Business

- a) Non-member use of facilities- **Motion:** To send letter re non-members using facilities to all current members and 2019 members per attached. By Carrie, 2nd Bill. **PASSED**
- b) Keys & codes –
 - i. Kerri confirmed that keys went missing Jun 22, 2020. Discussion ensued about too many members and past members having access and the possibility of liability and loss of equipment. Karen reported power to keypads was removed by removing batteries and keys were required. Concern over outdated keypads (require Windows 7 which is no longer supported) and the time/cost required to update codes. Kerri reported insurance covers \$5000 with a \$500 deductible if keys went missing and we had to re-key. **Motion:** Research insurance policy into replacing locks due to missing/stolen keys. By Grant, 2nd Bruce. **PASSED.** Grant will do this.
 - ii. Access Controls needed - Need a record of who has access with what codes. Need people to sign a document that they have access as long as they are a member in good standing and only for the purposes of the association, any other use is a violation, the requirement to return keys and no longer use access codes if no longer a member. This will provide the option for recourse if required
- b) Non-paying members
Associate Member: A search did not find a definition of Associate Member, what was required to be an associate member or what privileges if any an associate member had. Associate member privileges, if any, were not finalized.
Motion: An Associate Member is defined as a high contributing non-player (i.e. board member, coach/manager) By Grant, 2nd Kevin. **PASSED**

Lifetime members: A Lifetime member is voted in by the ESSPA board, have no voting privileges, and receive free playing registration. Brenda Montgomery will share information on the requirements to become a lifetime member and some history.
- c) Diamond Rentals
 - i. Who – city to report to Bill, who will prepare a spreadsheet for Grant
- d) ESSPA Diamond Bookings
 - i. CH – diamond 1 – Tues, Thurs – 6-7:30, second time slot for make-up games as light allows. They also asked for the early time slot Mon-Thurs for first 2 weeks of September. Bill will look into this.
 - ii. HB – diamond 3 – Tues, Wed, Thurs – 6-7:30, second time slot for rain outs
- e) ESSPA Mini League Rules
 - i. Coaches will be provided with binders to include items such as division or cohort rules, Covid-19 Rules, current SPN rule book, ESSPA code of conduct, Coach/Manager Job description.
 - ii. Karen asked about increasing our membership by allowing teams to enter or having small groups that could be drafted into teams. **TABLED**
- f) Tournaments
 - i. SPN – Will ESSPA host the 2016 60+ Nationals. **TABLED**
 - ii. SPN insurance refund – Karen requested, if the refund is by cheque, that it be spent to her home address. Kerri will check on this.
 - iii. Peter Brown volunteered to be the SPN representative for ESSPA. **TABLED**
- g) Board positions
 - i. Missing Board members – any recommendations to fill these positions?

- ii. Duties - We need Board members to outline their role and responsibilities, including deadlines, contracts, budget, schedules, etc. This will help in the transition from board member to new board member.
 - iii. Treasurer – Karen has assumed many duties that are not part of the Treasurer role. She will provide a summary so they can be divided up to avoid overload
- h) AGM - **TABLED**
- i. Bylaws need review.

4) Correspondence

- a) None to report

5) Adjournment – at approx. 9:10 pm

6) Next Meeting/Upcoming dates

Board meeting Wed Aug 12 7:00 pm,
AGM Tues Sep 22

Approved