

EDMONTON SENIORS SLO-PITCH ASSOCIATION BOARD OF DIRECTORS

Minutes of Meeting held Sep 1, 2020 at diamonds

Director's in attendance: Kerri Pasqua, Acting President & Chair; **Brenda Montgomery**, Secretary; **Kevin McCunn**, Bookings Director; **Carrie Runnalls**, Acting VP & Treasurer; **Brenda Marshall**, Registrar (via phone); **Grant Huys**, Maintenance Director

Division Coordinator's in attendance: Dan Leclair

Director's regrets: Dewayne Brown, Equipment Director **Bruce Romaniuk**, Tournament Director;

Guests: None

1) Call to Order at 9:44pm

- a) Welcome – Kevin moves to appoint Dan Leclair as temporary board member. Second Carrie.
PASSED
- b) Approval of Agenda. **Motion:** To approve the agenda as presented. By Grant 2nd Kevin.
PASSED
- c) Approval of past minutes. **Motion:** To approve the minutes of Jul 1, 2020, By Carrie, 2nd Grant.
PASSED

2) Financial Matters

- a) Audit Report – Karen requested an audit to follow her resignation effective Jul 31. In an email vote the board appointed Bert Carruthers and Dan Leclair and each produced some audit notes after reviewing the details with Karen Stucke. The \$'s balanced but some concerns were raised in regards to proper accounting procedures. These concerns will be addressed going forward and procedures and bylaws will be put in to place to ensure better reporting in the future. As acting treasurer, Carrie, will communicate with the auditors to finalize their report(s) for signature.
- b) Preparations for Aug 31 year end reports – Carrie reported on the review of the books. Karen kept records to the best of her ability. Some records are difficult to follow as receipts related to an expense voucher were split up to be filed relative to the accounting for the expense rather than being kept with the voucher and copied for the accounting. Based on the auditor's notes Carrie is preparing new procedures to more closely follow standard accounting practices.
- c) Financials
Current balance in general & casino accounts are: \$6151.89 & \$3146.55 for a total of \$9298.44
Current Balance in savings Account is: \$118.43
Maintenance is paid only until August 23rd.
Outstanding bills: Maintenance - ~3000.00 (if we stop 3rd week of Sept); Cleaning - \$1520.00 (year); Kerri P - \$36.56; Utilities – Casino;

3) New Business

- a) Bylaws – A draft revision of the bylaws was reviewed. The revision was prepared following Alberta government guidelines: “Drafting and revising bylaws for not-for-profit organizations in Alberta”. The primary areas of enhancement included: adding definitions, identifying the need for written resolutions for Special Meetings, identifying and spreading out the duties and

responsibilities of all the directors to share the workload and avoid having duties fall thru the cracks, modifying the definition of a quorum for meetings when the board is reduced in numbers and still allow the management of the affairs of ESSPA and adding “arm’s length” requirements for the people with signing authority. **Motion:** To approved proposed bylaws, as amended, for AGM distribution. By Carrie, 2nd Kevin. **PASSED**

- b) AGM
 - Date – Sunday October 4, 2020 at Clansmen facility, tentatively 1pm. If unavailable Oct 18, 2020. Kerri to arrange the booking
 - Notice Date – no later than Sept 13, 2020 for an Oct 4, 2020 AGM
 - Positions to recruit – to be included with the notice of the AGM
- c) Maintenance
 - Met with Clansmen. ESSPA & Clansmen will do research & meet again regarding approaching the city on the requirements for drainage on the Airways fields
- d) Diamond Bookings
 - ESSC has not submitted a request for further use they were discussing
- e) Safety
 - In accordance with our lease agreement we cannot be in violation of any provincial or city law or ordinance, which means we must follow AHS Guidelines and City of Edmonton guidelines regarding covid-19
- f) Assign responsibility
 - Access control – Facilities & Booking Director is responsible
 - Signing for access - Carrie will create a combined form to be signed for keys and access codes. The Facility & Booking Director will be responsible to keep a record of who has received keys and/or access codes by having forms signed. They will also be responsible to maintain the Kaba lock access codes.

4) Correspondence

- a) Bill Donlevy resignation July 19, 2020, effective immediately
- b) Karen Stucke resignation July 20, 2020, effective July 31, 2020

5) Adjournment – at approx. 10:25 pm

6) Next Meeting/Upcoming dates

Board meeting Wed Sep 23 7:00 pm, at Airways
AGM Sun Oct 4 or 18, tentatively 1 pm, depending on availability