



**Newmarket Baseball Association
EMC Meeting – Tuesday, December 9, 2008
Minutes**

Present:

President	Tim Brown
VP Senior Houseleague	Catherine MacNeil
VP Junior Houseleague	Stephen Fenn
VP Rep Program & Past President	Ted Williams
VP Finance	Ron Clarke
VP Equipment and Diamonds	Paul Pipitone
Secretary	Ray Bassett
Honorary Life Member	Carr McLeod
Executive Director	Donna Trempe
VP Rules of Play and Umpiring	Sam Sproule

Absent:

VP Registration, Awards & Special Events	Peggy Hawksworth
Honorary Life Member	Don McKnight

Call to Order

A meeting of the NBA Executive Management Committee (EMC) was convened on Tuesday, December 9, 2008 at the Newmarket Recreation Centre and was called to order at 7:33pm.

ED Position Update

The President advised that a meeting and discussions with Donna Trempe toward finalizing a new contract for the Executive Director position have been positive and that he believes that this will be finalized in the next few days along the lines approved by the EMC.

The contract will include payment provisions for a base salary amount payable on the 15th of the month, with sponsorship-tied compensation payable by the 15th of the month following receipt of sponsorship proceeds based on a summary and report by the VP Finance.

Final contract terms are expected to be provided to Donna Trempe within a few days.

Approval of Minutes of September 10, 2008 meeting

This item was deferred until the next meeting.

Approval of Minutes of November 20, 2008 meeting

Moved by Carr McLeod and seconded by Ted Williams that the minutes of the November 20, 2008 meeting be approved. Carried.



Action Items from previous meetings

Open Items from Nov 4/08 Minutes

Ref	Action	Discussion and Status
1.6.5	Follow up with Town to confirm amount of the non-resident surcharge, and develop communication plan.	Open
2.2.2	VP Registration is considering improvements to the process for tracking the actual number of registrations, and will give consideration to showing breakouts of net refund figures.	Open
2.2.6	Follow up with Daryl Blanko re Senior division refund.	Open. President has sent an e-mail follow up.
2.2.8	VP Finance will inquire re the deficit <\$436.53> related to the Umpire Clinic in the 2008 figures.	Open
2.2.9	VP Finance to consider presentation of items to reflect value of inventory.	Closed. VP Finance has recommended that no change be made to this presentation. EMC agreed.
2.2.18 and 4.1	ED and/or VP Registration to follow up re compatibility of Global Payment Solutions with GoalLine application to enable credit card payment.	Open
2.2.19	Consider rep uniforms	Open
4.1	Merchant account with Global Payment Solutions needs to be established.	Open
5.0	(a) Select and contact Coach(es) for Tier 2 Rep Minor Pewee team, (b) canvas potential 'volunteers' to lead a Select program at the Mosquito, Bantam and Pewee levels, (b) make a decision re dedicated or non-dedicated Select programs, (c) if non-dedicated then establish approach to education and guidelines around pitching.	Open. See update by VP Rep on agenda item 3 below.



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6.2 Senior Houseleague to e-mail to the EMC the current rules in force. Closed

Open Items from Nov 20/08 minutes

Ref	Action	Discussion and Status
Sept '08 Minutes	ED to obtain minutes from September meeting and distribute to EMC members for consideration prior to next EMC meeting.	Open. Minutes distributed and to be considered at next meeting.
Nov 4/08 Action Items	ED to forward to full EMC a copy of her e-mail to President, VP Finance and VP Registration re Action Item 2.2.18 and 4.1 from Nov 4/08.	Closed.
1.1	President, VP Finance and ED to complete transition of books to VP Finance and add Ron Clarke as authorized signing officer on the NBA bank account.	Open. VP Finance has cheque book and '07 and '08 materials, awaiting disc with files. Finalizing signature cards. 2-to-sign account signatories will now be: Tim Brown, Ron Clarke, Ted Williams. Don McKnight will be added only if necessary to avoid delay in obtaining signature cards. Considering opening a second account for umpire pay. A cheque would be issued from the primary account under 2 signatures and deposited into an umpire pay account. Umpire payments would be made from the second account under a single signature.
1.2.8	2009-2010 approved umpire rates to be posted on the NBA website.	Closed.
2.3	VP Finance to review information provided and consider cost / benefit and security issues and advise EMC for consideration.	Open
3.4	EMC to add discussion of need for new logo to a	Moved to future Agenda item below.



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- future agenda.
- 4.2 VP Junior HL and VP Senior HL to advise EMC on progress in filling coaching positions for 2009 season. Open.
- 5.1.1 Secretary to set up 2009 NBA Calendar and work with ED to find an efficient method to maintain and allow access to the Calendar. Open. ED and Secretary have draft calendar underway.
- 5.1.2 ED to provide EMC members with new passwords and instructions for accessing NBA e-mail accounts. Closed.
- 5.1.3 ED and President to speak with Town of Newmarket about signage protocol, including ensuring that risks of vandalism are addressed in a way that NBA does not incur expenses that would diminish the value of the sponsorships. Open. ED to set up meeting (with President) with Becky Bell of Town.
- 5.1.4 VP Finance to provide ED with final budget figures to support Trillium Report due January 1, 2009. Closed.
- 5.2 EMC to schedule planning session preferably by the end of the year, but in any event by late January or early February 2009. Preference would be a Saturday or Sunday. Open.
- 5.4 President and VP Rules of Play and Umpire to have follow-up discussion re mentoring program. Open. Agreed to add VP Jr H/L and VP Sr H/L to discussion.
- 5.6 VP Junior Houseleague and VP Rules of Play and Umpires to consider and make recommendations regarding T-Ball rules changes. Open.



Business:

1.0 Review and Approval of 2009 Budget

- 1.1 President and VP Finance tabled a budget for consideration that incorporates adjustments and discussion from Nov 4/08 and Nov 20/08 EMC meetings. Highlighted revisions to earlier drafts include:
 - 1.2 Sponsorship revenue has increased from the earlier draft, but is shown net of pursuit costs.
 - 1.3 Registration revenue assumes no change in registration numbers. There will be increased attention and tracking by VP Finance in this registration cycle of refund activity, and a line item has been added to the budget for this purpose.
 - 1.4 “Rogers Sponsorship Income” (\$1,224) is the OBA credit for registrations for HL, Select and Rep. It is available for things like registration credit for the OBA Best Ever Clinic. This is a non-cash item and is lost if not used.
 - 1.5 Office rent has been increased from earlier draft – reflects a 9-month figure based on the Town rate for 260 sq ft and a 15-yr amortization. Assumes NBA will occupy in January 2009.
 - 1.6 Finishing costs have increased from earlier draft to include carpet, paint and sundries related to the move.
 - 1.7 Equipment item in Variable Expenses has increased from earlier draft to allow for netting on all batting cages.
 - 1.8 On-Line registration has decreased from earlier draft reflecting assumption that GoalLine will be used for registration at a lower cost.
 - 1.9 Training has increased from earlier draft – allowance for additional tickets for the Best Ever Clinic.
 - 1.10 Mentoring item was not on '07 or '08 budgets since it was covered in the Trillium grant.
 - 1.11 Registration to Umbrella Organizations in the Variable Expense list may over run slightly from budget due to additional teams.

Moved by Sam Sproule and seconded by Steve Fenn that the Fiscal 2009 Budget Working Document be approved as the 2009 NBA Budget. Carried. **Action:** Budget is not to be posted on NBA website.

2.0 Review & Approval of 2009 By-Laws



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- 2.1 Proposed by-laws for 2009 were presented for discussion and consideration by the EMC. The President advised that the document is taken from the 2008 by-laws with revisions as follows:
- 2.1.1 At 1.2 fees remain the same as for the 2008 year.
 - 2.1.2 At 1.3 there have been modest changes to the Rep and Select surcharges, reflecting relative costs of running the program at the different age groups, including wear and tear on pitching machines, diamond and equipment costs.
 - 2.1.3 At 2.1 the ED advised that considering the advertising value offered she would recommend increasing the sponsorship fee for HL from \$400 to \$500. The EMC agreed, noting that this fee should probably not be increased again next year. This change will add about \$3,000 (net of pursuit costs) in revenue.
 - 2.1.4 Discussion of adding pages to NBA web site publishing standings with Sponsor logos and recognition as added value. **Action:** consider logistics and value of adding new page.
 - 2.1.5 At 4.3 the language has been strengthened such that technical training for Managers is “strongly encouraged.”
 - 2.1.6 At 4.4 there was some discussion about the definition of the term “official” with a view to being clear about the scope of an umpire’s authority to remove a Manager. The term is used to indicate both a member of a team’s staff (team official) as well as an NBA official. There was reference to a definition in the constitution.
 - 2.1.7 At 6.1 the phrase, “Managers will be strongly encouraged to undertake” training is to be changed to read, “Managers shall have completed or be working towards ...” to make this consistent with the requirements for Rep Managers at paragraph 5.1.
 - 2.1.8 Renumber paragraph “6.4” as “6.5” and insert new 6.4 with same wording as paragraph 5.4 relating to tournament participation.
 - 2.1.9 Moved by Ted Williams and seconded by Catherine that the 2009 By-Laws be approved with amendments as noted. Carried. **Action:** Revise and publish 2009 By-Laws with amendments as approved.



3.0 Rep Update

- 3.1 NBA has 12 tickets for Best Ever clinic. Jan 9th is deadline for additional registrations at the \$45 rate.
- 3.2 YSBA Intact House League tournament is scheduled July 10-12, 2009
- 3.3 NBA may host Peeewe tournament at Armstrong. VP Rep to advise.
- 3.4 YSBA Bantam and Midget playoff scheduled Aug 7-9, 2009
- 3.5 OBA Bantam and Midget is scheduled for the following week (Aug 14-16, 2009)
- 3.6 All Rep coaches have been sent by e-mail the requirements to complete Making Ethical Decisions before Dec 31, 2008.

4.0 Preparation for Opening of Registration

- 4.1 Need merchant account set up with Goal Line ASAP. **Action.**
- 4.2 Peggy has user-tested Goal Line and it works. Still to get comfortable with the security process and determine whether NBA needs a merchant account.
- 4.3 Plan to do an e-mail blast with Quick Enrolment before the current contract expires.
- 4.4 School flyer blitz to be done 2x - mid-late January, and again before March break (Mar 16-20)
- 4.5 EMC agreed that plan outlined by ED at Nov 20th meeting, but removing 1 of the 3 proposed newspaper spots, is fine and should be implemented.
- 4.6 Discussion and review of calendar – issues with scheduling NBA playoffs and finals early without knowing SOBA and YRBA schedules, which may not be finalized for some months.

5.0 Other Business

- 5.1 Discussion about whether to utilize the Umpire Management Page on Goal Line. Deferred to January 5th meeting.
- 5.2 Decision about the number of players per team needs to be made shortly. VP Houseleague to advise.
- 5.3 Sam Sproule advised that Aurora is running OBA level 1 and level 2 clinics in April. He will advise when date is known.
- 5.4 Rep team list needs to be distributed to coaches ASAP.



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5.5 YRBA Select convenors meeting scheduled for February.

5.6 NBA is awaiting permits for indoor house league conditioning – likely to run 8 – 10 sessions beginning last week of January 2009.

5.7 VP Rep advised that he would like to get a coach in place for the Pewee Tier II team within the next week, and prior to the next Rep meetings.

Moved by Ted Williams and seconded by Catherine MacNeil that the meeting be adjourned. Carried. The meeting was adjourned at 9:30 pm.

Attachments

- **Agenda**
- **Fiscal 2009 Budget as approved**
- **Executive Director Report**
- **Proposed 2009 By-Laws**

New Action Items

Reference	Action
2.1.4	Consider logistics and value of adding page to NBA web site publishing standings - ED
2.1.9	Revise and publish 2009 By-Laws as amended and approved – Secretary.
5.1	Consider use of Umpire Management Page on Goal Line



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- 5.1.3 ED and President to speak with Town of Newmarket about signage protocol, including ensuring that risks of vandalism are addressed in a way that NBA does not incur expenses that would diminish the value of the sponsorships.
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Items to be added to future agendas:

Reference	Item
Nov 20/09	EMC to add discussion of need for new logo to a future agenda.

Prepared by R. Bassett



Newmarket Baseball Association
EMC Meeting
Tuesday December 9, 2008 – 7:30 pm

Agenda

- 7:30 Call to Order**
- 7:35 Approval of Minutes from November 20, 2008**
- 7:40 Action Items from previous meetings**
- 8:00 Business to be discussed**

- 1. Review & Approval of 2009 Budget**
- 2. Review & Approval of 2009 By-Laws**
- 3. Rep Update**
- 4. Preparation for Opening of Registration**
 - **Advertising / Flyers**
 - **Web Site**
 - **Goal Line / Quick Enrolment**
 - **Internal Communication**

Next Meeting: January 6, 2009 7:30 PM

9:00 Adjournment

EXECUTIVE MEMBER COMMITTEE
EXECUTIVE DIRECTOR REPORT
DECEMBER 9, 2008

Working Items

Website -Calendar approval required, Nov. 4 approved EMC Minutes added. Online Registration process

Sponsors - confirm Sponsor Rates for Houseleague and Rep

Trillium - final Report due January 1

BEC Clinic - 12 spots reserved for Coaches. Confirm names and advise coaches.

Office Move - Update

Advertising Plan - Approval from EMC required

Correspondence - Rookie Rep, telephone messages

Planning Calendar - Guidelines for dates for expected completion.