



Newmarket Baseball Association
EMC Meeting – Thursday, November 20, 2008
Minutes

Present:

President	Tim Brown
VP Junior Houseleague	Stephen Fenn
VP Rules of Play and Umpiring	Sam Sproule
VP Finance	Ron Clarke
Secretary	Ray Bassett
Honorary Life Member	Carr McLeod
Executive Director	Donna Trempe

Absent:

VP Senior Houseleague	Catherine MacNeil
VP Rep Program & Past President	Ted Williams
VP Equipment and Diamonds	Paul Pipitone
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 Thursday, November 20, 2008 at the Newmarket Recreation Centre and was called to order at 7:35pm.

Approval of Minutes of September meeting

This item was deferred until the next meeting pending receipt of these minutes for consideration. **Action Item: ED to obtain minutes from September meeting and distribute to EMC members for consideration.**

Approval of Minutes of November 4, 2008 Meeting

Moved by Sam Sproule, seconded by Ron Clarke, that the minutes of the November 4, 2008 be approved with the following amendments:

- At item 1.4 Ted Williams, Honorary Life Member of the NBA is the Treasurer of the York Simcoe Baseball Association.
- At item 1.6 NBA was represented at the Town of Newmarket *Sports Listening Session* by the President and the Executive Director.

Motion carried. Amended Minutes for November 4, 2008 EMC are issued and attached to these minutes.



Action Items from previous meetings

Reference	Action	Discussion and Status
Nov 4/08 Minutes		
1.6.5	Follow up with Town to confirm amount of the surcharge, and develop communication plan.	Remains open. Nothing further from the Town and no follow up.
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.	Remains open.
2.2.6	Follow up with Daryl Blanko re Senior division refund.	Remains open. President sent e-mail to Senior division requesting refund.
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.	Open.
2.2.15	Follow up with VP Umpires re maintaining current fees.	Resolved. VP Umpires tabled proposed umpire rates for 2009-2010 seasons. See discussion below at Business item 1.0 Budget.
2.2.17	EMC to consider and agree approach to amortizing or paying cost of tenant fit-up.	Resolved. Moved by Ray Bassett, seconded by Carr McLeod, that the tenant fit-up costs be amortized over future years, subject to the discretion of the President based on a 10, 12, or 15 yr period. Carried.
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.	Remains Open. The ED sent e-mail to President, VP Registration and VP Finance re issues. Action: ED to forward copy of e-mail to EMC.
2.2.19	Consider rep uniforms	Remains open.
2.2.20	EMC to consider the approach to the revenue budget for next meeting.	Remove from Action Items. Consensus that this will remain of ongoing interest to the EMC.



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| 3.3 | VP Finance to prepare funding scenarios, EMC to consider job description and compensation approaches for decision at the next EMC meeting. | Resolved. See discussion below at Business item 1.5 Budget. |
| 4.1 | Merchant account with Global Payment Solutions needs to be established. | Remains open. |
| 5.0 | (a) Select and contact Coach(es) for Tier 2 Rep Minor Peeewee team, (b) canvas potential ‘volunteers’ to lead a Select program at the Mosquito, Bantam and Peeewee 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. | Remains open. |
| 6.2 | Senior Houseleague to e-mail to the EMC the current rules in force. | Remains open. |
| 8.1 | The President undertook to review the proposed changes to OBA constitution and rules (posted on the OBA website) and provide feedback to Carr McLeod. | Resolved. No substantive concerns. At all rep levels there is a new rule to the effect that pitchers may not pitch on 3 consecutive days, regardless of pitch count or innings pitched. The view was expressed in the EMC that this rule may penalize rep teams having to play tournament games on a Friday night. |

Business:

1.0 Budget

- 1.1 The President, VP Finance and ED noted that there needs to be a transition of finance business to the new VP Finance, including such items as the cheque book and adding Ron Clarke as a signing officer on the bank account. Currently the bank account is a 2-signature account, with authorized signatories including: Tim Brown, Ted Williams and Don McKnight.
Action Item.



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1.2 VP Rules of Play and Umpiring tabled proposed umpire rates for the 2009-2010 seasons as attached.

- 1.2.1 It was noted that the proposed rates at the younger levels are comparable with the minimum wage of \$8.75/hr available to 14 yr olds in other part time jobs.
- 1.2.2 It was noted that a full survey of umpiring rates for other southern Ontario baseball associations was done in 1997 and that rates have been spot-checked periodically since. VP Rules of Play and Umpiring believes the NBA is not the highest, but is in the upper end of the range, being consistent with having some of the highest qualified umpires in the area.
- 1.2.3 It was proposed that the rate for House League Mosquito games remain at the current \$20 because the demands on an umpire in these games is much closer to a Rookie game rather than to a Peewee game, which is considered to be a significant step up.
- 1.2.4 Demand for umpires varies with registration. Recruiting for younger divisions has not been a problem historically, although it can be a challenge at older divisions. There has been reluctance on the part of adult umpires to work in the Midget and especially Junior divisions because of behavioural issues with players.
- 1.2.5 It was proposed that the rate for Junior games be increased from the current \$50 to \$55 per game as a way to recognize the challenges in umpiring at that level.
- 1.2.6 There was discussion about measuring the impact of the proposed rate changes on the proposed budget. There was no budget tool available that allows the EMC to see accurately how the proposed rates, when combined with projected registration for 2009, will impact the expense budget. It was thought that based on an assumption of an overall average increase in rates of about 6% the increase in the umpire fees for the budget year would be about \$2,720.
- 1.2.7 Sam Sproule moved that the proposed rates for the 2009-2010 seasons be approved, with the following revisions:
 - House League Mosquito to remain at \$20 per game
 - Junior Rep to increase to \$55 per game.

Seconded by Ron Clarke.



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Carried.

- 1.2.8 It was agreed that the approved 2009-2010 rates should be posted on the NBA website. **Action.**
- 1.3 VP Finance noted that contrary to the discussion at the Nov. 4/08 EMC meeting (Minutes item 2.2.18) some portion of the \$4,104 variable expense item for On-Line Registration would be required regardless of how online registration is handled.
- 1.4 The Executive Director was invited to withdraw to allow the remaining EMC members to consider the description and funding for the ED role for 2009.
- 1.5 VP Finance led a discussion based on 7 scenarios for funding the ED position for consideration by the EMC.
- 1.5.1 There was agreement on an approach that would involve a refined position description including both administrative (E.g. website maintenance and in-office admin) and sponsorship responsibilities, with funding partly from registration revenue and partly from a portion of sponsorship revenue generated by the ED over a minimum threshold.
- 1.5.2 It was agreed that the position should focus on sponsorships and that conventional fund raising (event based or unit sales based fund raising) is not within the scope of the ED position.
- 1.5.3 There was consensus that the EMC would maintain a close oversight and approval function for the types of sponsorship revenue pursued and the tone and image associated with any sponsorship opportunity, and that the position description would include general guidance in this area, subject to frequent reporting and approval by the EMC.
- 1.5.4 It was agreed that the ED would be asked to provide a sponsorship plan for consideration and approval by the EMC as part of the negotiation of a new contract.
- 1.5.5 It was agreed that the position description would include regular updates from the ED on the sponsorship plan in advance of EMC meetings.
- 1.5.6 The President proposed to:
- 1.5.6.1 provide a draft position description by November 23, 2008 to remaining EMC members for review and comment ASAP
- 1.5.6.2 with this input would prepare an offer for the Executive Director role based on the EMC's agreed scenario, and
- 1.5.6.3 present this offer to Donna Tempe during the week of November 24, 2008 for her consideration.



Ray Bassett moved that the President proceed as proposed at 1.5.6. Seconded by Ron Clarke.

Carried.

Action: President to provide draft position description by November 23, 2008 to remaining EMC members for review and comment ASAP, then with this input will prepare contract offer for the Executive Director position based on the EMC's agreed scenario, and present this offer to Donna Tempe during the week of November 24, 2008.

2.0 Registration

2.1 The ED has provided the President and the VP Finance with information necessary to consider the merits of both the Goal Line and the Quick Enrolment options for on-line registration.

2.2 The VP Finance will review the information provided and consider issues of cost / benefit as well as security issues.

2.3 The ED suggested that live testing should be part of the consideration and evaluation.

Action: VP Finance to review information provided, consider cost / benefit and security issues and advise EMC for consideration.

3.0 Logo Issue

3.1 The President briefed the EMC about resistance by Silverstar Sports to releasing the NBA logo to another supplier to enable the 2008 Mosquito Rep OBA Champion team to have jackets made. Silverstar created the logo and, while it is not asserting copyright or trademark rights, it is looking to retain exclusivity with NBA for logo apparel and is resisting efforts to use other suppliers.

3.2 The President will request that Silverstar release the logo for use by other vendors.

3.3 There was discussion of the larger issue of having the NBA logo available for other approved purposes without risk of complaint by Silverstar or others. There was discussion about the potential for moving to a new logo for NBA to ensure that NBA has full rights of use. Given the current inventory of logo jerseys and crests it would not be economical to consider a



logo change before the 2010 season. It was suggested that any proposed logo should be presented to the EMC for consideration within the next 3 – 4 months.

3.4 This item should be considered at a future EMC meeting. **Action.**

4.0 Coaches for 2009

4.1 The President explained that this agenda item was intended as an action item for VP Junior HL and VP Senior HL to make best efforts to get coaching commitments early in the process.

4.2 Action: VP Junior HL and VP Senior HL to advise EMC on progress in filling coaching positions for 2009 season.

5.0 Other Business

5.1 The Executive Director presented an “Executive Director Report” (copy attached) and briefly highlighted current items. Specific references to :

5.1.1 NBA calendar needs to be created and maintained for the 2009 season. A copy of the 2008 calendar was provided to the Secretary who will set up and maintain a 2009 calendar. It was proposed that ideally the calendar would be maintained on the NBA website to allow access by all EMC members.

Action: Secretary to set up 2009 NBA Calendar and work with ED to find an efficient method to maintain and allow access to the Calendar.

5.1.2 Agreement that EMCs do not want to have NBA website mailboxes forwarded to personal e-mail accounts.

Action: ED to provide EMC members with new passwords and instructions for accessing NBA e-mail accounts.

5.1.3 ED has a commitment for sponsorship signage in the Richardson Park batting cage from **Restored Sports \$500.**

Action: 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.

- 5.1.4 Trillium report due January 1, 2009 and final budget figures are required.

Action: VP Finance to provide ED with final budget figures to support Trillium Report due January 1, 2009.

- 5.1.5 \$535 received from Molly Maid for its 2008 sponsorship.
- 5.1.6 \$400 receivable from Tom & Jerry's for 2008 sponsorship is doubtful, although the owner has advised that a cheque will be forthcoming.
- 5.1.7 ED has approached snow tire companies re Houseleague sponsorship renewals for 2009 and has had no objection to an increase in the sponsorship fee to \$500 from the budgeted \$400.
- 5.1.8 ED provided the EMC with a chart entitled "2008 Season Advertising Plan", copy attached.
- 5.1.9 ED provided the EMC with a chart entitled "2009 Registration Fees Comparison by Association", copy attached.

- 5.2 Honorary Life Member Carr McLeod proposed that the EMC should convene a planning meeting at which the EMC would focus on more strategic and longer term opportunities and issues. This proposal was well received and supported by the EMC with a consensus that the EMC should make best efforts to schedule a weekend day for this purpose, ideally before the end of the year, but in any event by the end of January or early February 2009.

Action: EMC to schedule planning session preferably by the end of the year, but in any event by late January or early February 2009.

- 5.3 HLM McLeod provided the EMC with a report on his attendance as an NBA representative at recent York Simcoe Baseball Association and the Ontario Baseball Association functions. He suggested that while there are some approaches by other associations that are not to be envied, especially in the appropriate use of budgets for association business, there are many new and interesting ideas that the NBA should be willing to learn from and implement where appropriate.

- 5.3.1 Regarding the YSBA, there is reason to be concerned over the YSBA's use of its budget in some areas. This is a concern that will be voiced in due time as Mr. McLeod becomes a more familiar member of the YSBA board.
- 5.3.1.1 Involved in the YSBA are some senior business people who have some ideas and approaches that are worth considering by the NBA EMC. Examples cited included a differently structured executive structure in



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the Bolton Association that includes Directors-at-large that can take on specific tasks.

5.3.1.2 HLM McLeod has taken on the role of Convenor for the YSBA Select program. While there is some bias towards a non-dedicated Select program, this may not be practical based on input from the current president of Select Ontario Baseball Association (SOBA).

5.3.2 HLM McLeod attended the Ontario Baseball Association General Meeting on November 15-16, 2008. Some of the proceedings were unproductive and there is a concern about the appropriate use of budget.

5.3.2.1 The formal seminar program presented by OBA was productive. In particular, sessions focussing on Marketing and on Volunteers. Mr. McLeod cited as examples several marketing techniques, as well as a presentation by the Volunteer Director for the City of Toronto who stressed the importance in a volunteer organization of having well crafted job descriptions.

5.3.2.2 The EMC had an enthusiastic discussion of the merits of revisiting existing job descriptions during the proposed planning session.

5.4 VP Rules of Play and Umpiring acknowledged that the draft budget included a provision for the umpire mentoring program, and cited the importance of training should the interlock proceed in 2009.

Action: President and VP Rules of Play and Umpiring to have follow- up discussion.

5.5 ED Donna Trempe advised the EMC that she had been offered a contract to assist the Markham Baseball Association in its application for an Ontario Trillium grant. She expressed the view that this contract did not place her in any conflict of interest with her role with the NBA. The EMC agreed.

5.6 VP Junior Houseleague noted that he needs clarity on any changes to the T-Ball rules. There was consensus that rather than wait for the interlock to move on this that NBA would proceed with minor rules changes as recommended.

Action: VP Junior Houseleague and VP Rules of Play and Umpires to consider and make recommendations regarding T-Ball rules changes.

5.7 VP Financed got confirmation from the EMC that a separate practice schedule would be developed for the batting cage.

5.8 Next EMC scheduled as follows:



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Tuesday, December 9, 2008

7:30pm – Newmarket Community Centre

Moved by Sam Sproule, seconded by Ron Clarke, that the meeting be adjourned at 9:55pm. Carried.

Attachments

- **Agenda**
- **Approved (amended) Minutes of November 4, 2008 EMC meeting**
- **Proposed NBA Umpiring Rates for 2009-2010**
- **Executive Director Report**
- **2008 Advertising Plan (chart)**
- **2009 Registration Fees Comparison by Association (chart)**
- **21-Nov-08 e-mail from ED re costs related to online registration**



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 Minutes

Action Items

Outstanding From Nov 4, 2008 EMC Minutes	
Reference	Action
1.6.5	Follow up with Town to confirm amount of the surcharge, and develop communication plan.
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.
2.2.6	Follow up with Daryl Blanko re Senior division refund.
2.2.8	VP Finance will inquire re the deficit <\$436.53> related to the Umpire Clinic in the 2008 figures.
2.2.9	VP Finance to consider presentation of items to reflect value of inventory.
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.
2.2.19	Consider rep uniforms
4.1	Merchant account with Global Payment Solutions needs to be established.
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.
6.2	Senior Houseleague to e-mail to the EMC the current rules in force.
New Action Items	
Reference	Action
Sept '08 Minutes	ED to obtain minutes from September meeting and distribute to EMC members for consideration prior to next EMC 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.
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.
1.2.8	2009-2010 approved umpire rates to be posted on the NBA website.
2.3	VP Finance to review information provided and consider cost / benefit and security



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	issues and advise EMC for consideration.
3.4	EMC to add discussion of need for new logo to a future agenda.
4.2	VP Junior HL and VP Senior HL to advise EMC on progress in filling coaching positions for 2009 season.
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.
5.1.2	ED to provide EMC members with new passwords and instructions for accessing NBA e-mail accounts.
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.
5.1.4	VP Finance to provide ED with final budget figures to support Trillium Report due January 1, 2009.
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.
5.4	President and VP Rules of Play and Umpire to have follow-up discussion re mentoring program.
5.6	VP Junior Houseleague and VP Rules of Play and Umpires to consider and make recommendations regarding T-Ball rules changes.

Prepared by R. Bassett



Newmarket Baseball Association
EMC Meeting
Tuesday November 20th, 2008 – 7:30 pm

Agenda

- 7:30 Call to Order
- 7:35 Approval of Minutes from November 4th, 2008
- 7:40 Action Items from previous meeting

1. Budget Discussion – VP Finance Presentation
2. Registration
 - Goal Line vs. Quick Enrollment analysis
3. Logo Issue to be discussed
4. Coaches for 2009
7. Other Business:

Agenda Items for Next Meeting

Next Meeting: February 5, 2008, 7:30 PM

9:00 Adjournment

20-NOV-08

NBA Umpiring Rates						
HL	1998-00	2001-02	2003-04	2005-06	2007-08	2009-10
Rookie Ball	10	12	14	14	16	16
Mosquito	12	15	18	19	20	22 20
PeeWee	15	18	22	22	22	24
Bantam	18	22	25	26	26	28
Mid-Juv	25	30	34	34	36	38
Junior					40	42
Rep						
Rookie Ball	14	16	18	18	18	20
Mosquito	17	20	24	24	25	27
PeeWee	20	25	28	30	30	32
Bantam	25	35	38	40	40	42
Midget	35	40	45	45	45	47
Junior	35	42	47	50	50	52 55

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EXECUTIVE MEMBER COMMITTEE
EXECUTIVE DIRECTOR REPORT
NOVEMBER 20, 2008

Working Items

Website -Suggested Peggy and Cheryl test for 2009, registration and umpire scheduling and payments. Merchant Number. Email aliases.

Batting Cage Signage, Sponsors - Discuss with Town, potential sponsors. Two confirmed.

Trillium - Report requires final budget figures. (Tim or Tom) Due Jan.1

Office Move - Cost of carpeting. Storage space rent.

Sponsor Plaques - Received, distributing and getting commitment for 2009, along with outstanding amounts. Acquiring new potential sponsors.

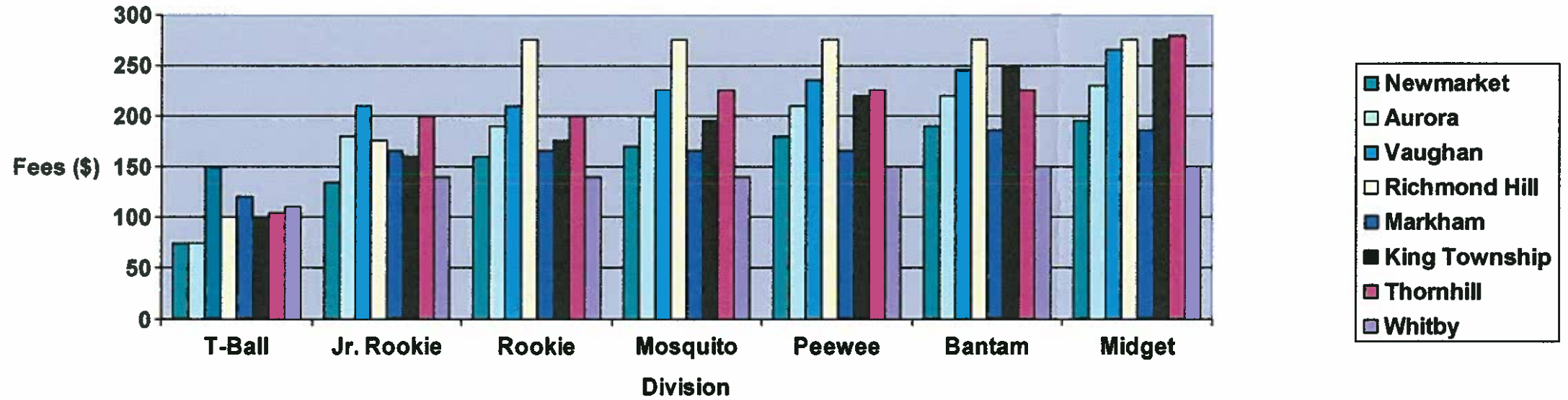
Revenue Generating - 2009 Planning Meeting
Advertising on website, proposed cost.

Correspondence - Interest in registration for T-Ball, Junior Rookie.

Registration Trends - Attached chart
We have 140 players that from out of Town, expect increased fees

Planning Calendar - Guidelines for dates for expected completion.

2009 Registration Fees Comparison by Association



Association

2009 Registration Fees

Association	<u>T-Ball</u>	<u>Jr. Rookie</u>	<u>Rookie</u>	<u>Mosquito</u>	<u>Pee wee</u>	<u>Bantam</u>	<u>Midget</u>
Newmarket	75	135	160	170	180	190	195
Aurora	75	180	190	200	210	220	230
Vaughan	150	210	210	225	235	245	265
Richmond Hill	100	175	275	275	275	275	275
Markham	120	165	165	165	165	185	185
King Township	100	160	175	195	220	250	275
Thornhill	105	200	200	225	225	225	280
Whitby	110	140	140	140	150	150	150



Newmarket Baseball Association 2008 Season Advertising Plan

	Jan	Jan	Jan	Jan	Feb	Feb	Feb	Feb	March	March	March	March	March	April	April	April	April	May	May
	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11
									March Break		Easter								
Office Registration Dates						Feb-16		Feb-27	Mar. 1		Mar.19	Mar. 29							
OTF Grant Press Release			Jan.18																
Town Marquees																			
Era Banner Ad						1			2				3						
Batting Cage Press																			
Registration Posters																			
School Flyers																			
Yonge Street Billboard																			
Registration E-Mails					All Divisions							Peewee Bantam							

Registration Opens Online

Opening Day

REGISTRATION

2008	188	118	150	113	37	93	87	57
2007	173	103	108	69	112	60	52	57
2006	156	97	72	112	74	60	52	57