



Newmarket Baseball Association
EMC Meeting – Tuesday, November 4, 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 Registration, Awards & Special Events | Peggy Hawksworth |
| Secretary | Ray Bassett |
| Honorary Life Member | Carr McLeod |
| Executive Director | Donna Trempe |

Absent:

| | |
|-------------------------------|---------------|
| VP Equipment and Diamonds | Paul Pipitone |
| VP Rules of Play and Umpiring | Sam Sproule |
| Honorary Life Member | Don McKnight |

Call to Order

A meeting of the NBA Executive Management Committee (EMC) was convened on Tuesday, November 4, 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.

Action Items from previous meetings

This item was deferred.

Business:

1.0 Opening & Welcome New Members

- 1.1** The President thanked the members of the EMC for volunteering their time and energy to the NBA, and welcomed new EMC members to their roles.
- 1.2** The NBA's AGM (October 8, 2008) was well attended and considered a successful and positive meeting.
- 1.3** The President had an opportunity to meet with the VP Equipment & Diamonds prior to this meeting to discuss VP's role. There may a second volunteer to assist the VP.



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1.4 Honorary Life Member Carr McLeod has been elected to the board/executive of the York Simcoe Baseball Association, providing the NBA with a third representative at York Simcoe along with Honorary Life Member Ted Williams (YSBA Treasurer) and Honorary Life Member Don McKnight.

1.5 Review of Agenda

1.5.1 The President provided a brief overview of the meeting agenda and suggested that this meeting was intended primarily to introduce and encourage discussion leading into the 2009 season. It was not expected that this meeting would result in decisions on key issues.

1.5.2 Intention was to schedule a second EMC meeting in November 2008 to arrive at decisions around key issues including budget, by-laws and registration.

1.6 The President and the Executive Director attended the Town of Newmarket *Sports Listening Session* on behalf of the NBA, presenting the material discussed ad hoc with the EMC after the conclusion of the Oct 8/08 AGM.

1.6.1 The NBA presentation was well received and set a standard for professionalism.

1.6.2 The NBA continues to approach the relationship with the Town of Newmarket on a co-operative and constructive basis, and this appears to be leading to good results, including power provided to the College Manor diamond and a new 80' screen/net backstop for the McKnight diamond, for example.

1.6.3 The Town of Newmarket is motivated by and seems to act on issues of safety.

1.6.4 The Town indicated that the new NBA office in the Magna Centre is still targeted for occupancy by the end of December 2008. Tenders for the tenant fit-up were out in early October and the Town is currently evaluating bids and expected to proceed with a contract award shortly. The budget for the tenant fit-up has come in considerably above the Town budget.

1.6.5 The Town intends to levy a surcharge for players registering from outside of Newmarket. The Town will advise NBA of the amount of the surcharge, and there will need to be discussion around how to communicate to new and potential non-Newmarket registrants the geographical boundaries and the surcharge amount. The President advised that any Town surcharge for non-residents would be collected by NBA but remitted to the Town. There was discussion about whether it is appropriate for the NBA to administer this collection for the Town, leading to consensus that this is the only practical



approach. **Action: follow up with Town to confirm amount of the surcharge, and develop communication plan.**

2.0 Budget

- 2.1** The President advised that given that the VP Finance is new to the role the President had prepared a draft budget for discussion. A copy of the draft budget was handed out and is attached to these Minutes.
- 2.2** The President encouraged the EMC to consider the draft as a starting point for discussion, and lead a discussion of some of the items as follows:
- 2.2.1** The budget figure for sponsorship revenue for H/L, Select and Rep programs includes a 10% contingency, as a potential source of funding for the Executive Director position, pending the resolution of that role.
 - 2.2.2** Discrepancies between registration revenue projected for 2007 and 2008 based on registration figures and actual registration revenue reflects the challenges around reconciling the registration figures, for example with midget and junior programs and withdrawals. There were very few bad cheques. **Action: 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.**
 - 2.2.3** Registration revenue includes provision for an increase in Rookie Rep fees to cover additional costs of pitching machines.
 - 2.2.4** Assumes \$5 increase in Pewee and Bantam Rep fees to cover costs of equipment, bats and diamonds (Whipper Watson Park).
 - 2.2.5** Assumes \$5 decrease in Midget and Junior fees given reduced equipment costs.
 - 2.2.6** There may be a refund to pursue from the Senior program given that they don't register through NBA and pay NBA only for diamonds. **Action: follow up with Daryl Blanko.**
 - 2.2.7** Discussion around administration of the Town of Newmarket non-resident surcharge. See Item 1.6.5 above.
 - 2.2.8** **Action: VP Finance will inquire re the deficit <\$436.53> related to the Umpire Clinic in the 2008 figures.**
 - 2.2.9** Several items (Pant Sales, Umpire Clothing) show a deficit for 2008 resulting from the lag between purchasing and selling the inventory. **Action: VP Finance to consider presentation of items to reflect value of inventory.**
 - 2.2.10** Rep try-out fees exceed diamond costs considerably and provide some cushion in the budget.
 - 2.2.11** Assumes \$11,000 for the Exec Director role. This is a starting point pending resolution of that role.



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- 2.2.12 Provision for website hosting and maintenance appears low, but the meeting was advised by the Exec Director that the Goalline contract is very reasonable and within the budget figure.
- 2.2.13 Assumes 2% increase in uniform costs – actual will be higher, but there is value in existing inventory.
- 2.2.14 Cost of diamonds is increasing 23% as a result of the Town of Newmarket 5-yr plan to increase its recovery of its costs from an initial 7% to 40%. A 7 or 8 hour weekend slot of diamond time in 2008 cost about \$40 and will increase to about \$70 in 2009. Hourly diamond costs (no lights) are increasing from about \$9.47/hr to about \$11.27/hr.
- 2.2.15 Assumes no increase in umpire fees, pending advice from VP Umpires. **Action: follow up with VP Umpires re maintaining current fees.**
- 2.2.16 Equipment budget includes provision for 2 new rep teams.
- 2.2.17 Assumes costs of the tenant fit-up for the new Magna centre office will be amortized over 15yrs and included as an increase in the rental cost. Annual rent for the new space is \$9.96/ft (\$4 + \$5.96). Alternative is to make a down payment against the fit-up cost now resulting in a lower rent. **Action: EMC to consider and agree approach.**
- 2.2.18 Item for Online Registration (\$4,104) is probably not required given that the \$250/yr Goalline contract includes online registration. **Action: follow up re compatibility of Global Payment Solutions with Goalline application to enable credit card payment.**
- 2.2.19 No budget assumption re the rep uniforms. **Action:**
- 2.2.20 There was discussion around the general approach to developing the budget and the merits of either using very conservative revenue assumptions and risking a surplus, versus using less conservative approach and risking a deficit. Varying views were expressed about (a) the need to develop and maintain a budget reserve, (b) the constraining affect of a conservative revenue projection on program decisions, (c) adopting or maintaining an approach that favours reinvesting any surplus that does arise in 'field-level' improvements and equipment purchases for the following season, (d) the impact on registration revenue from the current economic downturn. Issues such as the need to fund significant equipment purchases before all registration and sponsorship revenue is received were raised. It was suggested that the current reserve of about \$80,000 is sufficient and that a conservative approach to the revenue budget may lead to an unnecessary increase in the reserve. There was consensus that the draft budget is intended as a starting point for discussion and that this issue should be discussed further at the next meeting after the EMC has an opportunity to reflect on the draft budget presented. **Action: EMC to consider the approach to the revenue budget for next meeting.**



3.0 Executive Director Role

- 3.1** The Executive Director presented the meeting with a Working Paper (copy attached to these Minutes) outlining the background for the ED position, highlighting the scope of the position, and making recommendations about potential sources of additional funding to bridge the potential gap between the current annual contract of \$24,000 and the draft budget of \$11,000 available. The gap arises with the expiry of the 2-yr Trillium Foundation Grant.
- 3.2** The President thanked the Executive Director for her Working Paper and recommendations, and invited her to withdraw from the meeting to allow the EMC to consider the issue.
- 3.3** There was a fulsome discussion among the remaining members of the EMC of the ED role and an acknowledgement of the valuable contribution made by the Executive Director to the NBA. Discussion focussed around the relative value to the NBA of those job functions that are primarily administrative (including support for VP's) and those job functions that are primarily focused on developing corporate and other sponsorship commitments and revenue, and around alternative approaches to compensation related to performance. It was agreed that the VP Finance would consider and provide the EMC with several funding scenarios given the draft budget and that the EMC would convene its next meeting prior to the end of November 2008 with a view to deciding the position description and compensation for the ED role such that a contract offer could be advanced to the Executive Director by the end of November 2008. In the interim it was agreed that the Executive Director's contract, which expired October 31, 2008, would be treated as extended through the end of November 2008 pending negotiation of a new contract. **Action: VP Finance to prepare funding scenarios, EMC to consider job description and compensation approaches for decision at the next EMC meeting.**
- 3.4** The Executive Director was invited to rejoin the meeting, and the President again acknowledged and thanked her for her valuable contribution and confirmed that the EMC would meet again in about two weeks with a view to providing her with a new contract offer before the end of November 2008. In the interim the President confirmed that her contract would be treated as extended through November 2008 pending negotiation of a new contract before the end of November 2008.

4.0 Registration Update – Goal Line

- 4.1** The VP Registration and the President updated the meeting and advised there is need to set up a merchant account with Global Payment Solutions, and to ensure that the Global Payment Solution application is compatible with the Goal Line application. **Action: The**



Executive Director will call Goal Line to ensure compatibility. Merchant account with Global Payment Solutions needs to be established.

5.0 Tier 2 Rep / Select

- 5.1 The VP Rep advised the meeting that he would support and would establish a Tier 2 Rep team at the Minor Pewee level for the 2009 season.
- 5.2 There was discussion about the merits of moving away from a Select program at the Mosquito, Bantam and Pewee levels. There appeared to be some support within the EMC for Select programs at these levels provided someone is willing to provide leadership and take on a 'VP Select'-type role. It appeared that there may be a willing candidate.
- 5.3 There was discussion about the relative merits of these Select programs being dedicated to Select only, or non-Dedicated with participation in the Houseleague program.
 - 5.3.1 There were views expressed in favour of both approaches, including challenges around finding sufficient dedicated programs to establish a meaningful or competitive Select 'loop', potential depletion of the Houseleague programs, opportunities for player development between the Houseleague and Rep programs, and the effects of playing both a Houseleague and a Select schedule on younger players (great opportunity for motivated players but with increased risk of wear and tear and injury, especially in the pitching positions at younger ages.)
 - 5.3.2 There was consensus that head to head tournament play between dedicated and non-dedicated Select teams should be avoided.
 - 5.3.3 There was also consensus that if NBA proceeds with non-Dedicated Select programs, especially in the younger divisions, the NBA should (a) provide better focus on educating coaches and parents about the benefits and risks associated with playing two schedules, and (b) the EMC should consider establishing guidelines to avoid over use of players, especially at the pitching position and, if feasible, an approach to monitoring and policing these guidelines.

Action: (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.

6.0 Recommendations for 2009



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- 6.1 The President suggested that this agenda item was intended to invite VPs and EMC to consider and advance suggestions for changes and improvements to the various programs. Substantive discussion was deferred until the next meeting.
- 6.2 The VP Senior Houseleague undertook to e-mail to the EMC the current rules in force.
Action.

7.0 2009 Contact Sheet, 2009 Calendar

- 7.1 Thanks to the Executive Director for assembling and distributing by e-mail the 2009 Contact Sheet following the Oct 8/08 AGM.
- 7.2 The President advised invited the EMC to consider calendar tools for use for various scheduling requirements.
- 7.3 **Next EMC meeting scheduled as follows:**

Thursday, November 20, 2008

7:30 pm - Newmarket Community Centre

8.0 Other Business

- 8.1 Honorary Life Member Carr McLeod made reference to proposed amendments to the OBA Constitution, primarily involving rules changes, and asked for input from NBA that he can pass on to York Simcoe (to be passed on to OBA) in his capacity as a rep for Newmarket. The President undertook to review the proposed changes (posted on the OBA website) and provide feedback. **Action.**

Moved by Peggy Hawksworth, seconded by Catherine MacNeil, that the meeting be adjourned at 10:04pm. Carried.



Newmarket Baseball Association
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Minutes

Attachments

- Draft Budget
- Working Paper re Executive Director position

Action Items

| 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. |
| 2.2.15 | Follow up with VP Umpires re maintaining current fees. |
| 2.2.17 | EMC to consider and agree approach to amortizing or paying cost of tenant fit-up. |
| 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 |
| 2.2.20 | EMC to consider the approach to the revenue budget for next meeting. |
| 3.3 | VP Finance to prepare funding scenarios, EMC to consider job description and compensation approaches for decision at the next EMC meeting. |
| 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, (c) make a decision re dedicated or non-dedicated Select programs, (d) 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. |
| 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. |

Prepared by R. Bassett



Newmarket Baseball Association
EMC Meeting
Tuesday November 4th, 2008 – 7:30 pm

Agenda

7:30 Call to Order

7:35 Approval of Minutes from September

7:40 Action Items from previous meetings

8:00 Business to be discussed

- 1. Opening & Welcome New Members (President)**
- 2. Budget Discussion - Handout (President/VP Finance)**
- 3. Executive Director Role (All)**
- 4. Registration Update – Goal Line (VP Registration)**
- 5. Tier 2 Rep / Select (VP Rep)**
 - **Select**
 - **Tier II Rep (Considerations)**
- 6. Recommendations for 2009 (Discussion – All)**
(Umpire Mentor Training, Rules, Coaches, Players, Games, Practices)
 - **VP Jr. House League**
 - **VP Senior House League**
 - **VP Rules**
- 7. 2008 Contact Sheet, 2008 Calendar (Secretary)**

Next Meeting: Date / Time

10:00 Adjournment

4-Nov-08
 DISTRIBUTED BY TSK/MSD

Newmarket Baseball Association
 Month Ending Oct 31, 2008

| | Working Budget - Draft 1 FYE 30-Sep-09 | | Adjusted * FYE 30-Sep-08 | | Adjusted * FYE 30-Sep-07 |
|------------------------------------|--|----|--------------------------------|----|--------------------------------|
| Revenue | | | | | |
| Sponsor House League | \$ 22,410.00 | \$ | 24,850.00 | \$ | 19,100.00 |
| Sponsor Rep | 8,640.00 | | 7,500.00 | | 9,000.00 |
| Sponsor Select | 720.00 | | 450.00 | | 1,950.00 |
| Total Sponsor Revenue | 31,770.00 | | 32,800.00 | | 30,050.00 |
| Registration, Net of Refunds | 142,300.00 | | 134,378.95 | | 126,716.19 |
| Refunds | | | | | - |
| Total Select & Rep Fees | 22,400.00 | | 18,476.00 | | 22,460.00 |
| Pant Sales ① | 200.00 | - | (147.00) | | 809.80 |
| Blue Jay Clinic | 1,250.00 | | 1,778.42 | | 1,305.00 |
| Bank Interest | 800.00 | | 1,419.55 | | 2,229.82 |
| Tournaments | 1,000.00 | | 1,066.70 | | 1,363.81 |
| Kanata Day | 750.00 | | 956.68 | | 771.71 |
| Umpire Clothing ② | 200.00 | - | (653.06) | - | (150.87) |
| Umpire Clinics | 100.00 | - | (436.53) | | 76.74 |
| Misc. | 200.00 | | 594.20 | | 2,408.00 |
| Trillium 2008 FYE Forward | 2,126.73 | | | | |
| Rogers Sponsorship Income ③ | - | | 3,195.95 | | |
| Try-out Fees, Net of Diamonds | 2,500.00 | | 486.69 | | 2,170.00 |
| Player Handbook | 200.00 | - | (492.67) | - | (561.80) |
| Total Revenue | \$ 205,796.73 | \$ | 193,423.88 | \$ | 189,648.40 |
| Expenses | | | | | |
| Overhead | | | | | |
| ED Role | \$ 11,000.00 | \$ | 9,053.88 | \$ | 13,300.00 |
| Business Office Rent | 1,870.05 | | 9,867.50 | | 11,841.00 |
| Finishing Storage & Moving Costs ④ | 2,500.00 | | 973.26 | | - |
| Advertising | 3,500.00 | | 3,461.36 | | 3,466.81 |
| Umpiring Admin. | 3,000.00 | | 3,087.01 | | 3,276.36 |
| Umpire Mentor Program | 1,200.00 | | - | | - |
| Office/Postage/Phone/Internet | 2,500.00 | | 2,224.24 | | 2,376.78 |
| Pitching Machine | 2,200.00 | | 4,178.74 | | - |
| Volunteer Appr. | 1,600.00 | | 1,600.00 | | - |
| Website | 600.00 | | - | | - |
| Bank Charges | 300.00 | | 287.24 | | 328.09 |
| Misc. | 200.00 | | 219.98 | | 103.88 |
| Total Overhead | \$ 30,470.05 | \$ | 34,953.21 | \$ | 34,692.92 |

- ① why (-)? - INVENTORY
- ② why (-)? - INVENTORY
- ③ To confirm number
- ④ BELL, PAINT, ETC.

Notes to Financial Statements

Sponsorship Revenues

Total of \$31,770

| | | | | |
|----------------------|----|-----|----|------------------|
| | | | \$ | 2,500.00 |
| House League | 56 | 400 | \$ | 22,400.00 |
| Rep | 12 | 800 | \$ | 9,600.00 |
| Select | 2 | 400 | \$ | 800.00 |
| | | | \$ | 35,300.00 |
| Less 10% Contingency | | | \$ | 3,530.00 |
| | | | \$ | <u>31,770.00</u> |

Registration (2009)

assumes no registration increase

| | 2009 | | | 2008 | | 2007 | | | | |
|------------|------------|-----|----|-------------------|------------|------|-------------------|------------|----|-------------------|
| T-Ball | 75 | 75 | \$ | 5,625.00 | 72 | \$ | 5,400.00 | 55 | \$ | 4,125.00 |
| Jr. Rookie | 144 | 135 | \$ | 19,440.00 | 144 | \$ | 19,440.00 | 136 | \$ | 18,360.00 |
| Rookie | 144 | 160 | \$ | 23,040.00 | 144 | \$ | 23,040.00 | 132 | \$ | 21,120.00 |
| Mosquito | 136 | 170 | \$ | 23,120.00 | 131 | \$ | 22,270.00 | 114 | \$ | 19,380.00 |
| Peewee | 98 | 180 | \$ | 17,640.00 | 97 | \$ | 17,460.00 | 101 | \$ | 18,180.00 |
| Bantam | 103 | 190 | \$ | 19,570.00 | 98 | \$ | 18,620.00 | 83 | \$ | 15,770.00 |
| Mid/Junior | 60 | 195 | \$ | 11,700.00 | 62 | \$ | 12,090.00 | 55 | \$ | 10,725.00 |
| | <u>760</u> | | \$ | <u>120,135.00</u> | <u>748</u> | \$ | <u>118,320.00</u> | <u>676</u> | \$ | <u>107,660.00</u> |

| | | Reg | Select | | | | | | | | |
|------------|------------|------|--------|----|------------------|------------|----|------------------|------------|----|------------------|
| Rookie Reg | 24 | 160* | 135 | \$ | 3,840.00 | 12 | \$ | 1,920.00 | 12 | \$ | 1,920.00 |
| | 24 | 170 | 135 | \$ | 4,080.00 | 24 | \$ | 4,080.00 | 24 | \$ | 4,080.00 |
| | 36 | 180 | 140 | \$ | 6,480.00 | 24 | \$ | 4,320.00 | 24 | \$ | 4,320.00 |
| | 24 | 190 | 140 | \$ | 4,560.00 | 24 | \$ | 4,560.00 | 24 | \$ | 4,560.00 |
| | 26 | 195 | 130 | \$ | 5,070.00 | 25 | \$ | 4,875.00 | 24 | \$ | 4,680.00 |
| | 18 | 195 | 130 | \$ | 3,510.00 | 16 | \$ | 3,120.00 | 18 | \$ | 3,510.00 |
| | <u>152</u> | | | \$ | <u>27,540.00</u> | <u>125</u> | \$ | <u>22,875.00</u> | <u>126</u> | \$ | <u>23,070.00</u> |
| | <u>912</u> | | | | | <u>873</u> | | | <u>802</u> | | |

\$ 147,675.00
-\$ 142,300.00
\$ 5,375.00

ANTICIPATED* \$ 141,195.00
ACTUAL -\$ 134,378.95
\$ 6,816.05

ANTICIPATED \$ 130,730.00
ACTUAL -\$ 126,716.19
\$ 4,013.81

Difference

Expenses

* includes increase in
rookie reg fees
because of machines.

* BASED ON REG'S
SOME DISCREPANCIES MAY BE
IN REG' TRACKING. VP REG
WORKING OUT.

| | |
|-------------|-----------------------------|
| Uniforms | 2% increase |
| Diamonds | 23% increase |
| Umpire Fees | 2% increase |
| Equipment | 2% increase + netting costs |

Newmarket Baseball Association
Month Ending Oct 31, 2008

Variable

| | | | |
|--------------------------------|-------------------------|----------------------|-------------------|
| Uniforms | 43,102.91 | 42,257.75 | 36,674.96 |
| Diamond Costs | 38,689.47 | 31,454.85 | 32,480.13 |
| Umpire Fees | 32,207.52 | 31,576.00 | 27,862.00 |
| Equipment | 25,322.59 | 21,394.70 | 27,987.53 |
| Reg. Fees to Umbrella Orgs. | 7,325.00 | 6,825.00 | 7,389.16 |
| Trophies & Awards | 7,000.00 | 6,816.23 | 9,607.52 |
| OBA Championships/ SOBA Tourn. | 4,000.00 | 3,500.00 | 2,700.00 |
| Insurance | 3,625.00 \$ | 3,529.50 \$ | 2,757.50 |
| Photos | 2,850.00 | 2,736.03 | 2,580.49 |
| On-Line Registration (S) | 4,104.00 | 3,934.03 | 4,552.53 |
| On-line Bank Chrges | 2,500.00 | 2,081.47 | 1,817.75 |
| Sel & Rep Awards | 500.00 | - | - |
| Training | 500.00 | - | - |
| Gym Costs | 325.00 | 440.22 | 533.82 |
| Total Variable Expenses | 172,051.48 \$ | 156,545.78 \$ | 156,943.39 |
| Total Expenses | \$ 202,521.53 \$ | 191,498.99 \$ | 191,636.31 |
| Net Revenue / Loss | \$ 3,275.20 \$ | 1,924.89 \$- | 1,987.91 |

| | | | |
|--------------------------------------|------------|------------|------------|
| # of Registered Players | 910 | 873 | 802 |
| # of H/L Teams (incl. T-Ball) | 64 | 62 | 57 |
| # of Rep Teams | 13 | 10 | 9 |
| # Select Teams | 2 | 3 | 4 |

* Adjusted to reflect actual spend (remove Trillium Grant)

(S) MAY NOT BE NECESS. MAY BE
INSIDE GOALINE CONTRACT.

NBA Working Paper

Submitted to EMC Meeting November 4, 2008

Topic: Executive Director Position

Submitted by: Donna Trempe

Background

In March 2005, the Newmarket Baseball Association was awarded a two year grant from the Ontario Trillium Foundation for \$56,000. The grant funding was allocated as follows:

| OTF Budget Categories | Year 1 \$ | Year 2 \$ | Total \$ |
|------------------------------|------------------|------------------|-----------------|
| Executive Director | 20.0 | 20.0 | 40.0 |
| Marketing and Promotion | 4.0 | 3.0 | 7.0 |
| Office Rent and Supplies | 2.0 | 2.0 | 4.0 |
| Office Furniture, Equipment | 5.0 | - | 5.0 |
| Total | 31.0 | 25.0 | 56.0 |

Interviews were conducted and an Executive Director was hired to achieve the grant objectives. In November, 2007 the NBA was awarded a second grant, for \$66,000. over one year. The allocation of grant funds was as follows:

| | |
|---------------------------|-------------|
| Executive Director | \$16.0. |
| Coach and Umpire Training | 5.3 |
| Website Development | 1.8 |
| Batting Cage | 31.7 |
| Equipment | 11.6 |
| Total | 66.4 |

The NBA funded \$8.0 for the position from the budget. The current contract for the Executive Director Position ended on October 31, 2008. The EMC met in September to review the requirements of the position and possible funding.

Job Description

The following job description is based on the current contract in addition to the current responsibilities of the ED, and recommended further duties:

- √ Monitor and report to the Ontario Trillium Foundation
- √ Acquire sponsors for all houseleague, rep and select teams

- √ Monitor other sports associations and report best practices
- √ Represent the NBA when requested by EMC at town and sports association meetings
- √ Undertake special projects, eg. Kanata Day fundraising
- √ Forward phone and e-mail to appropriate VP
- √ Develop and maintain website
- √ Submit scores to newspapers
- √ Develop and implement annual advertising plan to increase awareness of NBA and encourage registration
- √ Develop Player Handbook and Tournament Programs. Obtain sponsors to fund programs
- √ Co-ordinate jersey order with suppliers
- √ Negotiate best price on Association trophies
- √ Prepare player release forms as approved by VP Rep
- √ Be responsible for organizing meeting minutes in office, preparing meeting agendas and distributing meeting minutes
- √ Liaison with members regarding registration
- √ Develop player/coach awards
- √ Maintain relationships with current sponsors and encourage new sponsors
- √ Negotiate advertising space and sponsors in new batting cage
- √ Assist VPs when required

Recommendation

The Executive Director position has evolved, with the added requirements of the NBA, to include administrative duties in addition to the original job description responsibilities. The new offices in the Magna Centre will provide, in addition to improved visibility to the community, a permanent office space for the position. The Executive Director/Administrative position will staff the office on a part time basis, as the position is responsible for generating income from sponsors, delivering the sponsor plaques and visibility in the community.

Suggested Funding

Increase the sponsorship cost of each houseleague team from \$400.00 to \$500.00, resulting in an additional \$6,200.00, increase the registration cost for 900 players by \$15.00 for a total of \$13,500.00, Kanata Day fundraiser \$1,000.00, advertising in the batting cage for \$3,000.00.