

Agenda for SEPLL Board of Directors Meeting

Date/Time: Monday, November 9, 2015 @ 7:00 pm

Location: Round Table Pizza

A. Call to Order, Attendance and Introductions

Matt, Kerry, Heather, Gary, Cindi, Betsy, Julie, David, Eric, Jeff, Colette

Unable to attend: Marni, Rocky, Janelle

B. Approve Minutes of October 12, 2015 meeting

Minutes handed out from last meeting. Heather motions to approve minutes; approved.

C. Treasurers' Reports

1. Powell Cindi Carrell

Cindi handed out reports. How did Fall Ball do: we made a profit, an improvement from last year. Please see reports for specifics. We share almost all expenses. "Cash flow is really good." Cindi is available for questions. Any questions/concerns about breaking out the finances between the two groups (Powell/Portland)? Cindi will talk with Janelle, but the system is currently working well. Matt suggests we split the finances now before it gets too involved. Some issues with taxes due to gross receipts; one side requires a different tax form. How long would it take to split it out? About two hours – Matt asks that Cindi and Janelle go ahead and balance out the books between the two groups. If/when the two leagues merge, is there a financial benefit? Small benefits here and there.

Cindi asks that we vote on signers – the rule for Powell is every check has two signers and you cannot sign your own check. The rule for Portland is any check over \$500 needs 2 signers. Can we vote to make it universal. She motions that we add Matt as a signer because he is "the CEO of the organization." Current signers are Colette, Cindi, Janelle and Kerry.

MOTION:

* Add Matt as a signer.

Cindi motioned; Eric seconded. Approved unanimously.

MOTION:

* Make \$500 the maximum the standard for both leagues and only requires one signer.

Eric motioned; Heather seconded. Approved unanimously.

MOTION:

Add Julie as a signer.

Heather motioned; Eric seconded. Approved unanimously.

2. Portland Janelle Brinda

E. Officer Reports

1. Secretary Kerry Beeaker

(1) Description of responsibilities: Per the LL bylines: Maintain a register of members and directors [Team Sideline], record the minutes of meetings, is responsible for sending out notice of meetings [President], issues membership cards [irrelevant] and maintains a record of league's activities.

(2) Major goals: stepping up social media posts as both a source of info as well as engaging facet of the SEPLL organization to encourage community and ownership of the league; assisting with marketing needs [will work with Marni]; alerting the local media about events (i.e., Mariners game), fundraisers, etc.; maintaining the minutes for the year in a fashion that works best for all; I misunderstood that the meeting minutes were accessible by all on Google Docs – will be emailing them out this year for immediate posting online.

(3) Questions/concerns: Matt's spreadsheet lists a Communications Officer, although it seems as though the duties of this position (website maintenance, mass emailing, etc., have been covered by others – so what/who is that role – do we need to assume those responsibilities or create a separate officer?; can't attend many events, so send images, content ideas, suggestions my way for social media/communications; ask coaches for content, photos, story ideas, etc.

Add photos of board members to FB, more photos of kids, etc.

What about sensitive material in the minutes – we want to be discrete about personal issues with kids, parents, coaches, etc.

2. Communications & Social Media Kerry Beeaker

See above

3. Concessions Gary Gibson

(1) Description of responsibilities: Maintain the snacks!

(2) Major goals: Bring in more than we spend. And meet Cindi's expectations.

(3) Questions/concerns: Did we make money last year? Yes, about \$6k. Jeff says he was impressed with the money concessions brought in. The All-Stars tourney brought in a huge amount. How can we market it better? Tell people what the money bought for the kids. We should run a report about closed time (due to lack of volunteer time) versus open. We need the coaches to realize the huge importance of getting their parents to volunteer. It makes a big difference. **SNACKS EQUAL UNIFORMS! EQUIPMENT! PARKS FEE!** Make this a board priority to coordinate the volunteers – shack managers, hourly workers, etc. We have something to sell here! It is important, it makes money, and it's our only fundraiser. Eric asked if we can also sell stuff – t-shirts, etc. We have in the past.

4. Equipment Manager Rocky Smith

[unavailable]

(1) Description of responsibilities:

(2) Major goals:

(3) Questions/concerns:

Heather says: Rocky is great, for many reasons; we would like more of his involvement in board meetings, if possible. He has an off schedule, so it can be difficult for him and his time is appreciated. We are ordering equipment to make all the bags full and up-to-date. We ordered 85

new helmets (they need decals); work party? Heather reviewed what equipment has been ordered – everything from catcher’s gear to game balls to a spring-loaded pitching machine. Heather would like another one (\$230). Matt approved that. It will be stored at Woodstock. And she would like another one. This one would go to Mt. Hood as a goodwill gesture since they store our stuff for the entire off-season. Matt approved that. There are some other pieces of equipment that we need – a push mower, possibly a drag and some other stuff. Matt and Cindi will let Heather know if the budget allows for the needs she has identified. We may actually split the current drag to make it two.

5. Fields Manager Eric Herr

(1) Description of responsibilities: Took a photo of inventory at Essex. There is a generator at Kern. Heather thinks that may belong to Rocky; Eric will check. A sign has been taken down at Essex;

(2) Major goals: He will check field supplies weekly. Will ask some of the older kids to help with field maintenance. Get the fields in nice shape as early in the season as possible – maybe schedule a Spring Work Party? Get a sponsor for that? Ask the city about the Essex bases sets – they are supposed to provide those. Who does Eric work with at PP&R – Heather will connect the dots on that. Cindi will bring him in on the PortaPotty issues. Suggested he get a lock on the power at Essex; we get a lot of people hanging out using the power source at Essex while we’re trying to play. Are we charged for the power? Yes, all year long – at Brooklyn, Essex, Sewallcrest. About \$16/month, except when we have the Snack Shack at Essex. It’s good to have leverage with the police, when we complain about transients using the power sources. Re: the home run fences, let’s just leave it at Essex. The city was non-responsive. Eric would like to chain it up – Eric will chain and lock it. Eric will also secure the foul poles in the Essex box. Matt adds that the Woodstock fields need some work – can Eric assess those and determine what needs to be done? The t-ball fields are in rough shape. Don’t go through PPS, per Cindi – talk to the PE teacher at Woodstock.

(3) Questions/concerns: New position; he’ll learn as he goes.

6. Player Agent Heather Adams

(1) Description of responsibilities: Assist Matt with registration, website, player program; field questions about player placement, make exceptions for players when necessary; assist in draft and assessments and player selection; create team rosters, validate players’ ages, affidavits.

(2) Major goals: A smooth season.

(3) Questions/concerns: [none]

Registration will roll out December 1. Website is updated for ease of use for registration. We have an interactive site that now goes mobile.

7. Safety Officer David Munro

(1) Description of responsibilities: Looked into ASAP (safety awareness plan); background checks.

(2) Major goals: Continue the current path, assess where needed. He has contacted Jerome and they will meet.

(3) Questions/concerns: Is the PortaPotty a safety issue? No; more of a facility issue. We had two major injuries last year; the protocol for handling both situations was vague and should have

been handled more quickly. The national LL handled it very well and insurance covered the injuries. There is now a protocol in place in which the President and/or the Safety Officer calls and touches base immediately, offers to help navigate the insurance process with the league.

As for concussion awareness, there are state regulations in place for handling this. Parents have to click a box about concussions at registration; but do they read it? Julie suggested we include in all coaches' equipment a "signs of concussion" so they are aware on the field when an issue occurs. Players/parents should be encourage to seek a doctor clearance – is it required legally? Who decides – LL International? Doctor? Parent? What are the regulations?

Why did we get a refund from LL on our safety? Yes, we made deadlines.

We need to submit the safety guidelines by Jan. 1, but we'd like to be earlier. David will go through inventory and contact Jerome.

8. VP of Softball Julie Smith

(1) Description of responsibilities: LL bylines are vague. She takes it as overseeing the entire softball program, making sure it doesn't get overlooked in the baseball shadow. She addresses all concerns from players and families; making sure we have coaches; all other random issues.

(2) Major goals: Increase the number of softball players into the program; up the level of instruction and play. We had four all-girl tee ball teams last year, which was cool – ages 3-6. We are hopeful that this will built the softball program. Parents were able to choose if they wanted all-girl or co-ed.

(3) Questions/concerns: Knowing the younger kids' families and who to contact and pull into the organization. She needs more managers! Can we do an intro to coaching softball, so we can build the program of coaches?

9. Sponsorship Marne Duke

[unavailable]

(1) Description of responsibilities:

(2) Major goals:

(3) Questions/concerns:

10. Uniforms Manager Betsy Halvorson

(1) Description of responsibilities: Taking inventory on the uniforms; ordering for the spring; collecting and taking new inventory.

(2) Major goals: A new position. Order and distribute on time. An entire team of uniforms is still missing; she is working on it. We will save money this coming year on uniforms that were purchased last year.

(3) Questions/concerns: New position; still trying to sort out which uniforms belong to which team. Matt asks if we can order uniforms early for a discount? If order one too many, no problem – we can always use them next year. But if we can order way before March 1 (so they are in hand for March 1), that would be great. We need visors for softball again. How does the "spirit gear" for Bashor's work? Heather did that last year; she can work with Betsy. We are opening up the spirit gear on December 1 this year, open for two months; not in time for the holidays. There

will be three open stores online at Bashor's this year, instead of two. Should we try selling them outside of the league, like in SE Portland? Let's think about it.

11. Website Heather Adams

[see previous notes]

- (1) Description of responsibilities:
- (2) Major goals:
- (3) Questions/concerns:

12. Vacant Board Positions

- Coaching Coordinator – Matt would like to do coaching clinics prior to selecting coaches. You don't have to commit to being a coach – come and check it out. David agrees; demystify the entire process and show all the resources that are available so that people understand it's not a major commitment, it's fun and the kids benefit from it. A clinic is not mandatory – it's for people on the fence to make an informed decision. Do a coaching open house? – in January, at a welcoming place, to show people who are considering it that there is support and others to talk to about what it entails. We do have an education budget that is available.
- Umpire in Chief – no one available at the moment. Matt will continue to handle this in the meantime. It's difficult because other coaches end up being the umpires. Matt would like to get the older kids to ump the younger kids' games, but it requires a game coordinator (if the kid/ump is under 18). Matt would like the majors or 50/70 kids to learn to ump – with an adult. And can we get high school kids to ump, since their season ends? Or college kids? We talk about this, but we should look into it as a marketing/organizational issue.

E. Committee Reports

1. Merger Colette Livermore

Lents did not recharter, as far as we know. That area will be divided; Georgia (District 2 administrator) wants to know population numbers before she moves forward with our merger until this is decided. Mt Hood and Taborvilla may merge – one is not on board. We should wait 'til the PPS boundary decision goes through before we can re-adjust; there will be a lot of confusion and discord, so let's let it all settle before we agree or suggest to a merger between leagues. What can we do before PPS makes their decision? What will bring the SE Portland (including all the leagues) community closer together while the redistribution is happening? Colette suggests we maintain status quo for another year 'til it all settles out.

F. Registration Fees Cindi, Matt

1. Tee Ball – raise from \$75 to \$90? It's been the same for years. They actually have more field time. Our website is not set up to handle the tiered pricing. Are we scaring away families? It doesn't seem outrageous; little-kid basketball is \$120. How many scholarships? About 20 a year; totally worth it.

MOTION: Raise tee ball pricing from \$75 to \$90; increase family max to \$160.

Eric motions; Colette seconds. All approved.

2. Family maximum

[see above]

3. Setting registration dates for Early, Regular and Late Registration – we have calendar dates already.

G. New Business

1. Oregon LL Leadership Training Conference

Canyonville, January 22-24, 2016 Matt

Matt would like to attend; he and Colette went in years past. There is training, breakout sessions, it is \$90.

MOTION: Send Matt to the convention; cover registration plus two hotel rooms in case someone else (Heather?) would like to go.

Cindi makes a motion; Eric seconds that. Unanimously approved.

2. Update League Constitutions (Powell, Portland and SEPLL) Colette

Matt asks that we work on that – Colette will do that.

3. Positive Coaching Alliance Matt

Matt will put a presentation together about it. There is a Portland rep now; maybe we can have the guy do a presentation for the league. Maybe we get a sponsor?

4. SEPLL spirit gear Heather

[discussed above]

H. Adjourn 9:00 pm

Next meeting:

Mon., December 14th

7 pm * Eric Herr's house (3406 SE Gladstone St., Portland)