

Agenda for SEPLL Board of Directors Meeting

Monday, December 12, 2016 @ 7:00 pm

Location: Lisa and Jeff Keller's home

Call to Order, Attendance and Introductions 2 minutes
Matt Duckworth, Rachel Ray, Jeff Keller, Lisa Keller, Tony Bornstein, Heather Adams, Morgan Delany, Janelle Brinda

Approve Minutes of prior meeting 2 minutes
No quorum at this time.

Treasurer's Report - Janelle Brinda/Rachel Ray 6 minutes

- Audit Committee – *Rachel will talk with Janelle and Julie about how to do this.*
- Tax return filing deadline – *February 2018 – Janelle is working on this/almost done*
- Update authorized check signers – *Janelle will verify who the current check signers are – 2 signers are needed for purchases over \$500.*
- *Will determine how long we have to keep records*
- *Balance as of end of this fiscal year is 19,465 (22,800 was the balance last year), we spent more on Portland Parks this year than last year, but this year they began an itemized billing. This year we paid 9,000 in fees this year to make up for unpaid fees from last year. 30,000 to OC Sports (just over 20,000 last year). Spring reg 63,000 this year (higher than last year, but we charged for uniforms this year).*

New Business 10 minutes

- Board contact info – must provide to District #2 and to Little League Int'l through Little League Data Center – *We need to give names, numbers, and addresses to provide to the League*
- Oregon Leadership Training Conference, December 1-3, 2017 in Medford – *The league will pay for volunteers to go. Matt reviewed the schedule.*
- Local League Resource Guide
(<http://www.littleleagueu.org/article/2016/10/28/Local+League+Resource+Guide>)
 - Sections on Operations, Marketing Resources, Risk Management, & Finance
- Little League University (<http://www.littleleagueu.org/>) available as a training tool.
 - Sections for Parents, Umpires, Coaches, and League Officials
- Review Constitution and Bylaws *Matt/subcommittee will review*
- Schedule Annual Meeting – *To vote in new board members – Lisa can set this up. We will do the 2nd Monday of December at 7.*

Officer Reports 6 minutes each

- Secretary – Rachel Ray/Shannon Berger-Hammond

- VP of Softball – Julie Smith, Morgan Delaney: *The position entails rostering softball, supporting families, communicating, coach recruiting.*
- VP of Baseball – VACANT Matt and Heather have filled in for this, and will continue.
- Player Agent – Heather Adams
 - Registration *Will open Dec. 1st – Programs, Ages, Fees*
 - Assessments – dates and locations *Matt will send out a calendar of the whole season.*
 - Team Announcements Night – eliminate? *Group agrees to eliminate this. Distribute rosters via email*
- Coaching Coordinator – VACANT *Matt will work on this*
 - Recruitment
 - Training – manuals & clinics
- Concessions – VACANT
 - What to do with snack shacks? *Jeffrey will work on this.*
- Equipment Manager – VACANT
 - Equipment Return
 - Inventory
 - Purchases USA Bats *All baseball bats, except t-ball will be donated; Heather is working on this.*
 - Prepare equipment bags for spring *Helmets... should we downsize the number of helmets in a bag? They can be handed out at the beginning of the season instead of coaches carrying them to each game.*
 - Training – manuals & clinics
- Fields Manager – Tony Bornstein
 - Off season maintenance @ Brooklyn, Essex, & Woodstock – *buying a weed sprayer for shed. Access to water (there is broken access to water at Essex – maybe some communication is needed between the league and the Parks?)*
 - Expand dugouts at Essex – *Tony can communicate with the city to set this up*
- Marketing Manager & Information Officer – Kim McAdam *not present today*
 - Social media: Facebook, Instagram, & Twitter
- Safety Officer – Burke Hammond or Rebekah Spencer *not present today; David will help Burke and Rebekah to transition into this position*
 - Background checks – first 125 free
 - All board members must be checked
 - Safety kits
 - Safety training
 - Masks for helmets *Mostly all softball girls are wearing helmets with masks. Consideration of having baseball players wear masks as well.*
 - Instruction to coaches on high risk activities (e.g., batting practice, warming up pitchers, sliding, covering a base)

- Sponsorship/Fundraising Officer – Lisa Keller
 - Strategies for 2018 *Will start sending out letters in January*
- Umpire in Chief – David Munro *not present today*
 - Recruitment
 - Training – manuals and clinics
 - Uniforms & Equipment needs
- Uniforms Manager – Betsy Halvorson *not present today*
 - Purchase new tee shirts and jerseys for spring
 - Spirit gear

F. Committee Reports

G. Old Business

H. Adjourn

8:30 pm

The next meeting will be held on December 11, 2017 @ 7:00 pm at location to be announced, for voting in new board members.