

Agenda for SEPLL Board of Directors Meeting

Date/Time: Monday, February 8, 2016 @ 7:00 pm

Location: Round Table Pizza, 6250 SE Foster Rd.

Minutes taken by: Kerry Beeaker, *Secretary*

A. Call to Order, Attendance and Introductions 2 min
Matt, Kerry, Cindi, Betsy, Marne, Janelle, David, Eric, Heather, Julie, Gary, Colette

B. Approve Minutes of January 11, 2016 meeting 2 min
Motion: Kerry
Second: Collette
All approved.

C. Treasurers' Reports 10 min

1. Powell - Cindi Carrell

Not much to report at the moment; refer to Cindi's report. Funds are moving quickly through the credit card card via Team Sideline. She will extract sponsorship numbers at a later date. Cindi can spend \$50 purchase a new acct system that everyone would have access to (QuickBooks online; annual fee), through Tech Soup. Another form to submit – a year-end financial statement to LL; Cindi took care of it, for the past two years. Matt has added it to the annual calendar. The CT12 form/fee is also done; Cindi will add it as an item to the annual SEPLL calendar.

She has also been working on the merger; she was able to sign all the paperwork, as former secretary/treasurer. The merger fee has been charged; next step would be going to the bank, closing the US Bank account and moving the funds over. Heather and Matt have copies of the documentation. Will also let the extraneous P.O. box run out, etc.

Audits are being readied. Taxes were finished last weekend. Portland was simple; Powell was a 990EZ, because there was more income (registration fees).

Our constitution says the Treasurer *cannot* sign checks; we have been in violation for more than a year. Oops. So, to correct the error, we will tell our members we have been in error and call a general meeting to get the membership to adopt the change to allow the Treasurer to sign checks. It HAS to be 14 days in advance to call a general meeting. Matt will add this to the agenda for the next meeting.

We are also in violation that officers have taken responsibility at the time of election; we need to change our own constitution to reflect this. Matt will handle it so that the bases are covered.

2. Portland - Janelle Brinda

See above.

Mergers notes:

1) Was there a mirror organization that ran a different league?

Heather was president of Portland LL. In 2013, we began meeting as a joint board with Powell LL. See merger documents for further details. It took all this time to get approved as ONE league; LL International thought we'd be too big a league.

2) There wasn't a separate safety officer for each league before, for example?

Because both boards weren't full, we "shared" officers, but kept separate board. Both constitutions were identical, but with separate ID numbers. Powell survived the merger; so we are using that ID number as our merged league number now. The only negative point so far is that as ONE league, we only get one day at the Alpenrose tourney; Matt is working on it.

E. Officer Reports 72 min (6 each)

1. Secretary - Kerry Beeaker

Minutes are posted quickly. Will let people know on social media that they are publically available – provide the entire page, not just the site.

2. Social Media - Kerry Beeaker

Will try to improve content – more interesting stuff. Sponsorships (list to come from Marne), interesting stories, articles, photos, etc. Feel free to send Kerry content. Is it OK to post photos of kids? Yes, it is an option on registration.

3. Concessions - Gary Gibson

Rocky's company will be donating the hamburgers again this year. He'd like a sponsorship – the company name on something. Travel banner, signage on the concessions stand, etc. – Gary will check with Rocky on the preference. We will figure out a good way to represent Rocky's company AND advertise the food we offer at concessions.

4. Equipment Manager - Rocky Smith

All the new stuff is present and accounted for – thank you, Gary. Half of the equipment bags are tagged and bagged; we need volunteers to help out with the remainder. Let's pick a date and see who can help out. Should take a few hours, no more. Gary will check with Rocky since it's his gig. We'll pick a date and then hopefully we can staff it with parents.

5. Fields Manager - Eric Herr

We cannot reserve the south of Field 2 space, and Field 3 will take too much work. So we'll be using Kenilworth (\$3200 for the season); total fees \$24,452. He will work with Cindi and Janelle to get a check. This is based on field dates being reserved; we need to take care of it. Sellwood is also looking at Woodstock, so Eric has made it clear that we need that as our home field. Kenilworth is reserved on Sat and Sun; why don't we use Clinton? Does it make more sense to have lots of games at the same time, at the two fields? Per Heather, Kenilworth is more favorable. Clinton is expensive though – it's a public park, not a school park. We should push the envelope on the parks fees, as we have for years; OR we should pay the bill and then just get a credit for fields we don't use. If there are fields we don't use every year, why not cut them out at the beginning and start with a lower fee? Eric is tracking that so we can get a more true estimate at the beginning of the season. Colette and Heather will review Eric's permits and Eric will coordinate with Donna at Parks & Rec; cc Matt.

Eric got some new estimates for Turface and supplies. Should he order and move it to Woodstock, in advance of the repair-the-fields day? Order maybe 30-40 bags – but what about storage? Heather said the storage should work; they will check into it.

Sorting out a date for Field Day: Eric is working on an announcement, with a template from Matt. We need to put up fences at three fields, do some grading, pulling weeds, etc. "Meet at Woodstock Park and we'll disperse from there..." Can we offer coffee/doughnuts/bagels to volunteers? 9am 'til done? Volunteers from each team? Let's get lots of kids. Coaches and parents should be responsible for their division's field. Portland Parks & Rec takes care of their own fields (or they are supposed to); we need to deal with the school fields -- Sunnyside, Kenilworth, etc. At the PP&R fields, should we repaint the

benches, install bat racks, improve the dugouts, etc. Eric will sort this out. If we need to transport the fences, we can always get a U-Haul. *Date:* Sat., March 5, 9am.

6. Player Agent - Heather Adams

Registration is up; we are pushing 400. Last year was 250 at this time. Nice work, all around! Even with the email and social media *today*, we got 40 last-minute registrations. We will next get an email out about evaluations. The leftover flyers will be distributed again to schools, for another registration push. Registration doesn't actually close until... the Friday before assessments, for minors and up. For the younger kids, it goes later. See the calendar online. LL says we cannot turn any child away at any time, but our rosters get very full and we eventually have to cut off sign ups.

7. Safety Officer - David Munro

He prepared a draft of the safety plan for Matt and Heather. Should be returned NO LATER than April 1. And it should be before practice starts, so he'll submit it by the end of February. We have to turn in a field assessment, as well, so it would be good if he knows which fields will not be used so we can avoid that. It gets pretty detailed, so we can reuse "details and facts" from last year. All covered. Let's check with Jerome about what he did last year(s).

District 2 wants to do a safety training, which we'd be invited to – our coaches needs to attend. David will confirm this is happening with D2's Georgia or Jim. Then we need to make sure our coaches attend. Is there an online test of some sort that would work for our coaches? Eric will ask Georgia.

He and Heather will meet about volunteer background checks. They'll sort it out in the next week.

Are the safety supply boxes filled with stuff like splints, etc.? Yes – they are at concessions. But Eric will need help putting together the safety kits. It may require a work party to assemble these. Janelle may be able to help with the donation of supplies; Eric will coordinate with her.

8. VP of Softball - Julie Smith

She has been working with CHS to put together a softball clinic – it's a fundraiser for them and a way to work out the kinks. It is this Saturday; Julie will send the flier to Kerry for social media. We also got a lot of registration response from that flier – it's walk-in at the door.

Julie is also working on the 2013-14 audit; paperwork from Jeff Livermore. Everything is well-kept. Cindi gave Julie some guidelines – we had a couple missing receipts, some checks over \$500 with only one signer (including one for the Mt. Tabor concession, that cleared), no record of one check, need a better way to record cash. Otherwise, everything looked OK.

9. Sponsorship - Marne Duke

We have about 50-60 businesses on the prospect list; 8 are completed (some in kind) and another 10 in process. Everyone has been contacted in person or in writing. We have several businesses on the list who have been contacted at least once. Sports Authority, for example, gave \$100 plus coupons for parents on a certain day. Slappy Cakes is in, Lowell's Printing (in-kind), Portland Eye Care, Craig Huston Photography, Pine State Biscuits are in process, Blitz, etc.

10. Uniforms Manager - Betsy Halvorson

She contacted Kurt at OR City Sports. Use order list from last year? At what point will Betsy know about numbers/teams/etc.? Per Heather, we should order ASAP – we should go off last year's team numbers, not the spreadsheet numbers. Matt will email those to Betsy. Betsy will talk with Heather about softball hats/visors. Heather has tons of old Portland LL shirts – can we add the SEPLL logo? Or sell them for \$5? We still have a bunch of old Powell LL shirts/jerseys as well. We should sell those.

Is a kid getting his own t-shirt a big deal, versus jerseys that have to be returned? Yes. Kids like to be able to keep their jerseys and wear them over and over. We can discuss another time. There is a sustainability issue, which is a good thing.

11. Website - Heather Adams

Nothing. All is good. Scholarship fund – we ordered thank you cards, which will go out to anyone who added in that option in.

12. Vacant Board Positions - Matt Duckworth

- Coaching Coordinator

Jeff Keller is taking the lead on this – we have a Sat., March 12, coaches clinic taught by his brother, a former HS coach. We need an indoor location – maybe an auditorium setting? Perhaps with an outdoor space for drills. Maybe try Creston? Will cost about \$100 + \$50 per hour. Or maybe at Warner Pacific, if someone has a contact? Or St. Ignatius?

On March 13 is the D2 safety clinic, plus a Positive Coaches Alliance clinic.

We have many of our usual upper-level coaches back, still filling in the lower-level teams for both baseball and softball.

- Umpire-in-Chief

Email went out today from Matt about umping clinics. One for mechanics, one for rules. Matt and hopefully Jim Martin (D2 ump in chief) will teach these classes. Kids are welcome; all prospective umps should attend at least one clinic. We do need more umpires!

As for the board title, we still don't have one. Matt will ask Adam Serchuk to fill this spot. Eric may be interested in filling that spot. Matt would appreciate the time in coordinating umpires. Junior umpires are great, but you still need an adult “game coordinator” to observe (as a base umpire or even in the stands, to call for weather, or parent fights, etc.). Eric and Matt will discuss offline.

E. Committee Reports

None.

F. New Business

Opening Day: still two months away. No point person on this yet. It was a little uncoordinated last year – people (especially new families) didn't know where to go or why they were there. We will discuss a more organized way to assign spots for each team so everyone has a place to go. Parents can see their children, rather than feel like they need to walk with them. We should do a map beforehand, so parents can see where to take their children. We did an Easter egg hunt, so we may do that same type of thing again. 9am 'til 10am again. In the past, we got donations for coffee, donuts, etc. – can we sort out an Opening Day committee? Janelle, Colette, Gary. Either Franz or Krispy Kreme can donate donuts and then we sell them as a fundraiser.

G. Adjourn

Matt adjourned the meeting.

8:45 pm

The next meeting will be held on March 7, 2016 @ 7:00 pm at Round Table Pizza (unless someone wants to host).