



ECRSA Commission Meeting

Meeting Purpose	Pre-Season Commission Meeting	Chairperson: Robin Perry
		Scribe: TBD
Date: February 25, 2017	Time: 4-6 PM	Location: Freemans Quinpool Road

In Attendance:

Regrets: Doug

Item	Agenda Topic	Who	Decision/Action Summary
1.0	Approval of Agenda	Robin	
2.0	Approval of Minutes	Robin	
2A	Additions to agenda	Robin	
4.0	Business Arising	Robin	Action Items form last meeting
4A	0 minutes	Doug	KOTP Template: Template has ben developed based on previous KOTP. Some duties assigned however the document needs to be completely populated.
4B		Doug	Registration Process: Doug and Robin discussed and this is still a work in progress however anticipate there will be 2 members greeting, 1 member taking payment and 1 member issuing receipt and Doug will be tracking.
4C		Doug/Cam	PayPal: Has been transferred to account and 2016 final budget and 2017 carry over adjusted.
4D		Doug	Website: Has bee revised and refreshed and looing good.
4E		Doug	SPN Insurance/Umpires: On board and booked. Waiting to hear per/game cost. Will require SPN paper work (in drop box) once teams are known and captains identified. Insurance costs 95.00/team. This needs to be submitted before season and individual team rosters with player names, birthdate and email once the teams have been finalized. Can be submitted after season starts.
4F		Doug	Uniforms: Has received 1 quote from Golden Uniforms. ECRSA has used a number of times in the past. 2-Button Easton available in a variety of colours. Cost \$29.85 (tax included) Free delivery in Metro. Includes logo on chest, sponsor and member on back. There will be screening charges to set up logo but they are one-time charges.

4G		Doug/Robin	Mailbox: Checking regularly.
4H		Doug	Soft Balls: Will do more follow to get price quote.
4I		Doug	ECRSA Budget: Draft budget complete and requires review and approval. Several cost centres merged. KOTP contribution decreased from last year to prevent deficit. Projection based on 6 paid sponsors and 80 Paid players.
4I.2		Doug	Current Bank Balance: See attached
4J		Doug	KOTP Budget: Drafted and requires approval. Budget shows projected a deficit based on costs and 6 team registration, however this can be mitigated with the contribution form the braider ECRSA budget.
4K		Doug	Directors and Officers Liability Insurance and Recreation Nova Scotia: Emails have been sent to renew membership for 2017. Invoices pending.
4L	20 min	Heidi	Field Booking Update
4M	20 min	Kent	Registration Event Venues
4N		Kent	AGM Venue
4O		Kent	First Aid Kit Update
4P		Kent	Special Event Night
4Q	2 min	Robin	Sponsor Update
5.0		Robin	New Business
5A	30 min	Robin	Preparation for Registration Events: Confirm dates, times and location (if there are changes we will need to update the website) supplies needed. DOUG will get receipt book.
5B		Robin	Poster/Advertisement
5C		Robin	Pre-Season Warm up
5D		Robin	Team selection Date
6.0			Other Items as Needed
7.0			Next meeting Date and Time