



## Palm Harbor Little League (PHLL) Board Meeting Minutes

**Date:** 02/02/2022

**Location:** Blue Building at Sunderman Complex

**Time Called to Order:** 6:57 PM by President Dimitri Porter

### BOD Attendees:

Name	Present?	Name	Present?
Julie Aaron (JA)	YES	Matt Iannuzzi (MI)	YES
Brien Bourbeau (BB)	YES	Lisa Kaiser (LK)	YES
Shane Bozeat (SB)	YES	John Kloster (JKlos)	YES
Tyson Conrad (TC)	Absent	Jennifer Lich (JL)	YES
Trisha Dorsett (TD)	YES	Guinevere Motl (GM)	YES
Brian Farrell (BF)	Absent	Mark Motl (MM)	YES
Chris Fasting (CF)	YES	Brian Myrback (BM)	YES
Davie Gill (DG)	Absent	Danielle Parker (DPark)	Absent
Lisa Hall (LH)	Phone	Dimitri Porter (DPort)	YES
Garry Hall (GH)	YES	Shawn Porter (SP)	YES
Sam Harp (SH)	Absent	Justin Welan (JW)	Absent

*Quorum requirement met.*

### Approval of Minutes:

Motion to approve January 5, 2022 Board meeting minutes-Julie Aaron; 2<sup>nd</sup> motion to approve-John Kloster; motion passed unanimously.

### President's Report:

- ASAP plan approved;
- District Umpire Clinic February 5<sup>th</sup> at Countryside Little League;
- Softball VP meeting scheduled for February 3<sup>rd</sup>;
- Baseball Majors in-season tournament April 6-14
- Day at the Trop April 10<sup>th</sup>
- District 12 Golf Tournament – April 24<sup>th</sup>
  - Foursomes are \$400 each; league gets two foursomes as part of District dues;
- Picture Day March 29-30
- Majors and Juniors will need an intra-league (within PHLL) Top Team tournament to choose one team to advance to District Top Team Tournament; tentative dates around May 9<sup>th</sup>
- All Star games begin around June 17<sup>th</sup>
- New cancellation policy with District interleague games: 24 hour notice of cancellation must be given to District or the leagues will be charged a \$100 fee.

### Treasurer's Report:

Motion to approve January 2022 financial statements pending final Finance Committee review-Jennifer Lich; 2<sup>nd</sup> motion to approve-John Kloster; motion passed unanimously.

Finance committee reviewed financial statements for Oct – Dec and sent Lisa Hall a list of adjustments to be made to financial statements. No major findings but Committee will report back once February statements are reviewed.

**Officer and Committee Reports:**

**VP Baseball**-Practice started; local rules coming soon; not a lot of complaints but it is early in season; equipment pick up for managers will be 5-7 pm on 02/03/2022.

**VP Softball**-Practices started; Manager meeting Friday 2/4 to review safety and chalking;

**Player Agent**-37 total teams; Baseball skills evaluation completed; successful turnout in 2 sessions; out of 118 kids only 9 not evaluated; Softball skills assessment completed in 1 session; Drafts completed for Majors, AAA and Juniors; all teams have been formed; Majors practiced started 2/2; AAA starting 2/3; Game changer app to be used by managers; all managers need to register as volunteers in order to get access to Bluetooth master locks; 26 new locks on the way and will be used for field access and cages; younger divisions having difficulty getting managers.

**Information Officer**-Family banners and opening day information to be posted soon.

**Safety Officer**-No updates.

**Umpire in Chief**-Local clinic held on Feb 1<sup>st</sup>; only 4 attendees; will have another session to be announced; have reached out to other leagues and Jim Felce for additional resources; question about adequate coverage for 200 games in spring; PBU can cover if we send them a schedule ahead of time; they prefer majors games and up; \$45 per game; no contracts and will bill league monthly; all umpires insured and background checked; Countryside group Horizon also an option; if PBU is hired, LK requested we increase our rates to match PBU and other agencies; current is \$40 for plate and \$35 for bases; LK will send out policy to Board with new rates for Board to approve via email.

Motion to backfill open games with PBU umpire company – John Kloster; 2<sup>nd</sup> motion-Shawn Porter; motion passed with 12 votes to approve, 0 votes opposed and 3 abstentions.

**Coaching Coordinator**-Manager's meeting tentatively scheduled for February 12<sup>th</sup> or 13<sup>th</sup> at 1:00 pm; will do a live meeting to review field maintenance policy and concession policy; safety training completed online via questionnaire.

**Budget-**

No request for any budget increases at this time.

**By Laws-**

No activity.

**Concession-**

Committee met Monday January 10<sup>th</sup> and drafted policy that was emailed to Board; policy will set limits in Square for inventory and log into Square; volunteers to sign up through signup genius site; home teams from Field 1, 2 & 4 to be responsible for volunteers; Concession Committee commits to provide the Board a monthly sales and inventory report; will have one designated person to handle inventory purchases (Garry Hall volunteered); there is a separate locked safe for the opening till that is separate from deposit lockbox.

Proposed changes to policy:

- 1) Anywhere email is [support@palmharborlittleleague.com](mailto:support@palmharborlittleleague.com) should be changed to [accounting@palmharborlittleleague.com](mailto:accounting@palmharborlittleleague.com).
- 2) Cash controls: Page 5, 2<sup>nd</sup> paragraph – change “or an appointed designee” to “President”;
- 3) Cash controls: Page 6, last paragraph add: “After emailing form, the form and any cash over \$100 should be placed in an envelope, sealed and put into cash lockbox.”
- 4) Inventory control and purchasing: Page 6, 4<sup>th</sup> paragraph: change Concession Manager to “inventory Coordinator” and delete “or designee”
- 5) Inventory control and purchasing: Page 7, 1<sup>st</sup> paragraph, bullet points should be deleted and the following bullet points added:
  - All order purchasing will be on a PHLL approved credit card.

- No purchases are allowed to be cashed out of Concession till. All expenses for concessions not on PHLL credit card should follow PHLL expense reimbursement guidelines.
  - A valid PHLL credit card will be kept on file with the approved retailers allowing for a more effective ordering process and timely pickup of product.
- 6) Concession Manager Responsibilities: last bullet point should be changed to “Responsible for managing the designated inventory coordinator and ensuring proper inventory controls are maintained.”

Motion to approve concession policy and procedures with proposed changes listed above: John Kloster; 2<sup>nd</sup> motion to approve: Mark Motl; motion passed unanimously.

**CSA**-No updates on field dragging status; no reps at last CSA meeting due to evaluations; CSA did find bases in storage and will replace bases on fields; Putnam home plate has been fixed; Putnam unavailable on some weekends due to travel ball tournaments scheduled; PHLL will get to use field on Friday nights in exchange for lost time on Saturdays.

**Events**-Opening Day will be February 19<sup>th</sup>; Glory Days Grill will provide food; line up at 9:30 am; parade of teams at 10:00 am; vendors on site from 9:00 am to noon; DJ booked; concession will be open until 2:00 pm; games are the main event and start at noon; two mascots booked.

**Sponsorship**-Team sponsors sold out; Banner deadline for sales is February 11<sup>th</sup>; Family Banners will be sold again for the season for \$50; Committee thinks we should consider selling sponsorships for Fall teams; Baker Boys provides a \$300 credit on the invoice as a sponsorship; Dick’s Sporting Goods will donate league \$1,500 credit in gift cards; need to ensure proper accounting for the equipment is received.

**Financial Review**-Finance review committee met and emailed Board recommendations; identified 3 areas of concerns- sponsorships, concessions, and umpire reimbursement; recommendations are attached. Need to see the profitability of concession and ensure inventory controls are in place, need to ensure all sponsorship contributions to league are received and recorded on books, i.e. gift cards for equipment used for league equipment and recorded as expense and income; set up better billing system for umpires as the number of games requiring coverage grows.

**Field & Equipment-**

Equipment distribution to managers scheduled on Feb 3<sup>rd</sup>; safety net on field 1 has not been repaired by CSA; new equipment needed includes tees and catcher equipment.

**New Business:**

**Schedules-**

Player Agent Mark Motl indicated schedules had been completed through Feb 18<sup>th</sup>; requested to split up scheduling duties to multiple Board members as it is too much for one person and a good training opportunity; Chris Fasting will handle softball schedules; Mark Motl will handle Putnam schedule; Matt Iannuzzi agreed to handle Sunderman baseball.

**T-ball managers-**

Final list to be approved via email Board vote.

Motion to adjourn meeting made by Jennifer Lich; 2<sup>nd</sup> motion made by Mark Motl. Meeting adjourned at 9:15 pm.

***\*Next meeting Wednesday March 2<sup>nd</sup> at 6:45 pm.\****