

## KMFS Executive – Meeting Minutes

**Date & Time:** Monday January 28<sup>th</sup> - 5:30 pm – Nelson confirmed

**Location:** Holiday Inn Express & Suites Kelowna - East, 1620 Powick Rd, Kelowna, BC V1X 7G5

**KMFS Members Present:** Blair Keillor, Jim Walcott, Michelle Kirkbright, PJ Forbes, Nelson Hughes, Darren Bennett, Robin Stauble, Helen McConnell, Lindsay Gabelhouse

**Absent:** Del Kohnke

### Call Meeting to Order – Time 05:32 pm

**Agenda Items:**

1. Review past meeting action items:

Action Items			
Item	Responsible	Due Date	Completed Date
Purchase Softball BC books	Michelle	Jan 28 Meeting	Contacted SBBC – LTP updated and sent out in March, other manuals not being updated (no stock) – expect them by end of February.
Supply Jackie Desilets costs for pitching clinic	PJ	Jan 28 Meeting	Nov 21/18
Check batting cage netting stock	Jim	Jan 28 meeting	Netting at coast about \$400 – Jan 28
Park keys to executive	Nelson	Jan 28 meeting	Jan 28
Check into used netting for stock	PJ	Jan 28 meeting	Used netting not available for this season
Inventory equipment list to PJ	Nelson	Jan 28 meeting	Jan 28
Rep coaches' responsibilities – package provided from other softball associations for discussion by executive	Lindsay	Jan 28 meeting	Jan 28
Paul Welbourne Contract	Nelson	Jan 28 meeting	Jan 28 - signed - \$7300 contract
Seek new design for Kiwanis sign	Ramon	Jan 28 meeting	Still working on
Confirm hotel rates	Nelson	Jan 28 meeting	Hotels confirmed, hotel links on Kelowna Fastball website, rates available.
Electronic signatures for SoftballBC Consent forms	Blair	Prior to registration open	
Reach out to Senior 55 group to gather information about their event	Nelson	February meeting	

Constitution and bylaw changes	Del, Jim, Darren and Nelson	February meeting	
Install roofing on fields #5 and #6	Jim	Mar 1/19	
Park keys to coaches	Nelson	Prior to start up	Jan 28
Team Management app recommendations to coaches in annual packages	???	Prior to start up	
Install PVC ball returns on back stops	Paul	Prior to start up	
Promote positive cheering for teammates rather than cheers against opponents – provide package to coaches in annual packages	???	Prior to start up	

2. Financial Report (Michelle)
  - a. Reviewed.
3. Criminal record checks – held over from November meeting (Helen)
  - a. Helen has access code to complete online record checks. Handout to be provided in coaches handbook.
4. Player evaluations at CNC – use the last two sessions at CNC? (Blair)
  - a. Use the last 2 Fridays at CNC for evaluations for U12 up. Agreed. Table evaluation process for February meeting.
5. Will Tim Horton’s sponsor T-shirts again for U8? (Blair)
  - a. Go with Kelowna Heat jerseys to promote the brand – to be ordered with MVP shirts.
6. Where and when do we want to have the coaches meeting this year? (Blair)
  - a. Tabled for February meeting.
7. Healthy food options at concession (Lindsay)
  - a. Agree on the idea for testing healthier food items – Lindsay to provide more concrete plan on healthy food options.
8. Advertising around Kelowna (Blair)
  - a. Handouts supplied for people to post at good locations.
9. New registration (Blair)
  - a. Updated registrations.
10. Coaches Handbook (Blair)
  - a. PJ to update 2019 binders.
11. Quote on dugouts for fields 5/6 (Blair)
  - a. Jim to investigate labour to install donated materials.
12. Should Kelowna bid to host U16C Provincials as there have been no bids so far? (Blair)
  - a. Get the go ahead from the U16C coaches to host provincials then executive can vote on the motion.
13. Sports engine program (Blair) – may be covered off under action items for “Team Management App”?
  - a. Voted in sportsengine for February 1 for everything other than registration
14. Budget for Pitching Clinic Dec 1. (Nelson)

- a. Lost \$170 (approx.) due to some girls dropping out late.
- 15. Pay Pal option for all clinics to get money up front (Nelson)
  - a. Mute point as we decided to go with sportsengine in point 13.
- 16. U12 Allstar Team (Nelson)
  - a. Tabled for February.
- 17. Info on infield/outfield clinic put on by coach and 4 players from UBC Thunderbirds – Div. 1 NAIA (Nelson)
  - a. Sept 21/22 clinic for 7 hours of training. Voted in as per Nelson’s break down of costs.
- 18. Info on Medical Personnel required at Provincials and Western Championships (Nelson)
  - a. Decide if we’re hosting provincials first.
- 19. Clothing (Nelson)
  - a. Nelson to bring plan and pricing to next meeting.
- 20. Bottle Recycling (Nelson)
  - a. Jim has someone that will pick them up. (Brielle?)
- 21. Tournaments – payments to teams (Nelson)
  - a. Tabled for February.
- 22. Consistent apparel for all teams (Nelson)
  - a. Details of clothing and colors is posted on the website.
- 23. CANhit clinic in Enderby (Nelson/Blair)
  - a. Clinic put on by Joni Frei, program is pilot program for Softball Canada along the lines of CANpitch. Nelson petitioned Softball BC for Kelowna to be able to host one.
- 24. Equipment deposits from teams – should we have coaches/teams supply a deposit (\$200) for equipment that is borrowed from the association. When all the equipment is returned, the \$200 deposit is returned. Have a carbon triplicate sheet that the equipment manager goes over with the coach when handing out equipment, both sign and each get a copy. Review the sheet upon equipment return. (PJ)
  - a. Coaches will receive all jerseys and equipment at one time, pay a \$200 deposit, sign the form that shows what they’ve received. When they return the equipment and jerseys as the end of the season, they will be reimbursed their \$200. It is expected that not all balls that are loaned out will be returned, however all larger equipment, bow nets, batting t’s, catcher’s equipment and jerseys shall be returned in full. Voted in.
- 25. Signing of contracts – can all executive members be able to sign contracts when an event is approved by the executive? Constitution says only 3 executive members can have financial signing authority. (PJ)
  - a. Executive agrees the signing of contracts by executive members is ok when the contract item (skills clinic or venue rental) is approved by the executive. Signing of cheques will remain with the 3 designated members as per the constitution.
- 26. Community leaders to deliver 15 min presentations at the end of practices to athletes on positive character traits (PJ):
  - a. Business leader discussing the benefits of hard work, discipline and goal setting,
  - b. RCMP discussing integrity and honesty, (drugs and gangs for older kids?)
  - c. Sports leader to discuss leadership, team work and what it means to be a good teammate – discipline, dedication and sacrifice?
    - i. Discussed as an improvement item.

27. U12 Allstar – Team is building in a hitting coach to the team budget at a cost to the players. Is this supported by KMFS? (PJ)
- Board (Blair) to request the hitting coach be optional for U12 Allstar team rather than be built into team fees as the pitching and catching coaches were optional.
28. U12C coaches (PJ)
- Discussed and tabled for next meeting.
29. Schedule next meeting – February 25 - 5:30 pm
30. Tabled for next meeting:
- Where and when do we want to have the coaches meeting this year? (Blair)
  - U12 Allstar Team (Nelson)
  - U12C coaches (PJ)
31. New Action Items list (including ongoing items):

Action Items			
Item	Responsible	Due Date	Completed Date
Coaches to attend CANpitch clinic in March – check with Jackie Desilets if this is ok	PJ	February 25	
Order Kelowna Heat jerseys for U8 and U10	Darren	Prior to start up	
Park clean up list for duties to be completed at beginning of season	Lindsay	February 25	
Sign board advertising	Jim	February 25	
Update coaches' binders	PJ	February 25	
Roofs on dugouts 5/6 – contact Kurt	Jim	February 25	
Clothing prices and plan	Nelson	February 25	
Request hitting coach be optional for U12 Allstar team and not built into team budget	Blair	February 25	
Evaluation process for February meeting to split teams	??	February 25	
Detailed food plan, budget and expectations of revenue for healthy food options at concession	Lindsay	February 25	
Contact U16C coaches to see if they support the bid to host provincials in Kelowna	Blair	February 25	
Electronic signatures for SoftballBC Consent forms	Blair	Prior to registration open	
Reach out to Senior 55 group to gather information about their event	Nelson	February 25	
Constitution and bylaw changes	Del, Jim, Darren and Nelson	February 25	

Purchase Softball BC books	Michelle	February 25	
Install roofing on fields #5 and #6	Jim	Mar 1/19	
Team Management app recommendations to coaches in annual packages	???	Prior to start up	
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Promote positive cheering for teammates rather than cheers against opponents – provide package to coaches in annual packages	???	Prior to start up	
Seek new design for Kiwanis sign	Ramon	February 25	

Meeting Adjourned – Time 08:26 pm