



Guelph Minor Baseball Association Inc.

5C – 100 Crimea Street, Guelph, ON N1H 2Y6
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Special Board of Directors Meeting

Monday October 18th, 2021

Meeting was called to order at 7:02 pm

Meeting was held virtually, using Google Meet video conferencing.

Present: Jeff Hoffman, Steve Marshall, Kirk McNabb, Erik Tremblay, Iain Durk, Rob Robinson, Adam Fanjoy, Ryan Herron, Heather MacPherson, OJ MacDonald, Donato DiBucchianico

Delayed: Dave Shapka, Jill Gillis

Absent: Stefanie Mocuik,

Guests: Auditor's from Curtis-Villar LLP

Jenalle Vanhie, Vicki Curtis

Approval of the October 18th 2021 Agenda

Moved by Erik, seconded by Adam, motion carried

Declaration of Conflicts

Jeff and Erik acknowledged a conflict with the 50/50 Agenda item.

GMBA Audit

- Auditors from Curtis-Villar LLP walk the board through a draft of the Balance Sheet, Income Statement, Statement of Cash Flow and Financial Notes.
- There were 9 adjustments made to the Balance Sheet to account for current and prior year activity changes based on how some transactions were recorded.
- Key items of note
- Auditors noted that changes should be made on how Diamond & Facility (Marden/University) rentals are tracked.
- Changes were also put in place for the treasurer to further track items with the additional of new accounts and contra accounts.
- Current Income statement will show a profit of \$50,560, which is double what was projected
- Final versions of the document are expected in time for the AGM, however auditors are still pending some outstanding documentation.

Action: Jeff/Donato to reach out to the city for confirmation of payment of last Diamond invoice.

- GIC has not been repurchased as of now
- Lease on the office runs to March 31st, 2024 and we have \$59,589 in remain payments over that term.
- Information within the Auditors report is safe to publish on the website, although we may want to remove the Cash Flow and Balance Sheet items.

Primary areas of concern discussed

- Equipment and Inventory tracking
- Identify health and life cycle of equipment
- Purchasing process, approvals & receipts
- Segregation of Duties
- Facility and Diamond Time Tracking

A detailed report of recommendations will be provided with the final Audit

Dual Signatures

- They are a best practice for our Organization on both Cheques going out and on approvals of large expenses.
- Auditors noted that dual signatures are not required for teams.
- It is a GMBA preference to require dual signatures at the team level
- Donato noted that some teams paid via e-transfer from the team accounts, which circumvented the dual signature approach, so it was not applied/enforced uniformly across rep teams.
- Auditors also noted that digital programs (Tellapay/Pluto) exist that allow for digital dual signatures.
- GMBA Rep committee can revisit this in and adapt the policy as needed

Audit Results and Financial Position at the AGM

- Donato to present
- Donato to include a walk from the approved Budget to Actual results
- Finished close to 25K under budget, and we should be prepared to explain why.

Key factors

- Less umpire usage - less games, umpire shortage
- 6K under for PRCs
- 7.5K under for coaches training
- 4.6K under House League Clinics
- Lower equipment costs (1/2 the baseballs)
- Additional sponsorships and Fundraising income

Rep Uniforms

- HomeTown Sports has confirmed they can replicate all 3 jerseys
- Quoted price is the same as our current price
- They will also provide a 2\$ rebate back to the organization on every jersey sold.

Motion to approve home HomeTown Sports as the Rep uniform provider for the 2022 year was moved by Dave and seconded by Heather. Motion Carried

Guelph Storm 50/50

- GMBA has been provided 5 dates by the Storm for 50/50 sales
- More may be available, including playoffs.
- Each team must sell 200 ticket vouchers as part of the package (5 games and 1000 vouchers total)
- GMBA buys the vouchers for 15\$ and has option to resell at any price. Fundraising committee recommends selling to teams for 16\$ and letting teams for 17\$ or more on their own.
- Fundraising committee recommendation is to
 - Keep one 50/50 for GMBA
 - 1 to the 8U teams to help offset equipment purchases for the new team
 - 3 to the 12U Teams to offset larger travel tournaments

Adjournment

Motion to Adjournment the meeting was moved by Adam seconded by Rob, motion carried. Meeting was adjourned at 8:53 PM.