

**Lake Cowichan & District Minor Baseball Association**  
**EXECUTIVE MEETING \*MINUTES\***  
**OCTOBER 21, 2020 - 7:00pm @ Lower Centennial Hall**

**Present:** Roxanne Garnett, Kelly Bergstrom, Rachel Zalinko, Brianne Thomassen, Jada Forrest, Chad Linge

**1. Call to order 7:09pm**

**2. Motion to approve previous meeting minutes:**

2.1. FIRST - Roxanne / SECOND - Rachel / CARRIED

**3. Approve/Amend Agenda - add Registration & Refunds**

**4. Correspondence - NTR**

**5. Reports**

5.1. President's Report

5.1.1. LCDMBA Return To Play has been submitted to CLR - awaiting approval

5.1.2. Exec. members need to be familiar with Constitution and By-Laws, Policy Manual and Robert's Rules of Order.

5.2. Vice-President's Report - NTR

5.3. Umpire-In-Chief's Report - NTR

5.4. Registrar's Report - more emails from 2020 season parents asking about refunds. She has asked people to wait until after today's meeting for further direction. Refunds have to have a paper trail - no e-transfer. Due to Covid, any event we host has to be carefully orchestrated with Covid Safety Plan submitted to CLR. (See NEW BUSINESS)

5.5. Equipment Manager Report - NTR

**6. Old Business - None**

**7. New Business**

**7.1. REFUNDS**

7.1.1. Suggestion from the floor that refunds be distributed by cheque in the mail for those who request, if their child does not plan to return for 2021.

Discussion and agreement.

7.1.2. **MOTION:** To issue full refunds to those who request, no processing fees.

**FIRST - Roxanne / SECOND - Brianne / CARRIED**

7.1.3. **ACTION ITEM:** REFUNDS WILL BE DISTRIBUTED for anyone who has requested. Brianne will send email to all 2020 families to submit their request by November 30. Contact to be made via website only.

**ACTION ITEM:** Roxanne to contact LCS to promote refunds.

**7.2. REGISTRATION**

7.2.1. **January 18 & 19 2021** at Lower Centennial Hall. Possibly one more date in February.

**ACTION ITEM:** Brianne to promote Refund registration online.

**ACTION ITEM:** RZ to write letter to CLR to arrange building rental for regi

**ACTION ITEM:** Kelly to arrange banner signage for registration

**8. NEXT MEETING: MONDAY DECEMBER 7, 6:30pm**

**9. MOTION to adjourn: 7:45pm**

**FIRST - Rachel / SECOND - Roxanne / CARRIED**