



Epsom Youth Athletic Association

April 17, 2025 Monthly Board Meeting Minutes

Content	To Be Presented By	Start Time	End Time
A. Call to Order 7:00pm	Seth Little	7:00 pm	7:01 pm
B. Attendance <ul style="list-style-type: none"> a. In Person Shannon Carignan, Seth Little, Stephanie Picott, Angela Little, Court Leisure, Natalie Casey, Jake Drouin, Megan Goodrich b. Virtual Marci Gagne 	Stephanie Picott		
C. Secretary Updates <ul style="list-style-type: none"> a. Meeting Minutes Review <ul style="list-style-type: none"> i. Prior month minutes review <ul style="list-style-type: none"> 1. March 20, 2025 <ul style="list-style-type: none"> a. Motion to file b. Approved- No edits b. Feedback Forms <ul style="list-style-type: none"> i. Basketball Feedback c. ECS Newsletter Updates <ul style="list-style-type: none"> i. Needed by Friday, April 18, 2025 	Stephanie Picott	7:01 pm	7:05 pm
D. Financial Review <ul style="list-style-type: none"> a. Treasurer's Report <ul style="list-style-type: none"> i. Review & Motion to File ii. Holding on March- Missing receipt for Amazon Charge 	Shannon Carignan	7:05 pm	7:10 pm
E. Website & Social Media Updates <ul style="list-style-type: none"> a. Confirming sponsorships b. please inform of any updates on the website 	Angela Little	7:10 pm	7:15 pm
F. Presidents Report	N/A		
G. Vice Presidents Report <ul style="list-style-type: none"> a. Board has met to discuss vacancies and filling those roles b. Shannon will cover as General Commissioner for spring sports c. Softball insurance and background checks are complete d. field clean up day was canceled- we will need to schedule for smaller projects to be completed e. SOPs are being completed 	Seth Little	7:15 pm	7:20 pm
H. General Commissioners Report	N/A		



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<p>I. Fundraising</p> <ul style="list-style-type: none"> a. Hanging Plant Sale <ul style="list-style-type: none"> i. Flower Sales will be May 3rd ii. Dollar General Parking Lot iii. Softball Commissioner will set schedule with teams b. Softball Opening Day- will work with Softball Commissioner on needs c. Sponsorships- need to have hard end date, as we have had a few trickle in late that we will use the funds for equipment 	Shannon Carignan	7:20 pm	7:25 pm
<p>J. Sports Commissioners Reports</p> <ul style="list-style-type: none"> a. Baseball- N/A b. Softball <ul style="list-style-type: none"> i. Opening Day- May 10, 2025 ii. Looking to have the 12U team play the school team or have a few add-ins from the school team and split the 12U team so they can all start and play a full game. c. Soccer <ul style="list-style-type: none"> i. Derek is preparing list of needs for soccer season to use Dick's funding d. Basketball <ul style="list-style-type: none"> i. Jake has volunteered to run summer clinic ii. Mandi is looking into tournament vs. jamboree iii. Upgrading equipment for basketball/ storage solutions 	<p>Kate Chauvette- Not present</p> <p>Marci Gagne</p> <p>Derek Hamilton- not present</p> <p>Mandy Reed- not present</p>	7:25 pm	7:55 pm
<p>K. Open Comment/ Public Forum</p> <ul style="list-style-type: none"> a. Golf Tournament- why are we taking a hiatus this year- unable to meet criteria in time <ul style="list-style-type: none"> i. Pembroke Pines <ul style="list-style-type: none"> 1. requires 120 pd golfers 2. has to be a Monday 3. only 8am start 	All	7:55 pm	8:05 pm
<p>L. Old Business</p> <ul style="list-style-type: none"> a. SOP Creation Updates b. Term Limits Proposal <ul style="list-style-type: none"> i. Update proposal, bring questions to May, vote in June c. Sports Pictures <ul style="list-style-type: none"> i. Stephanie is still putting together proposals, will be prepared prior to soccer season 	All	8:05 pm	8:10 pm



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d. EYAA Shared Calendar			
M. New Business <ul style="list-style-type: none"> a. Scribe Proposal (see page 3) <ul style="list-style-type: none"> i. Angela Little presented proposal ii. Approved- Angela will register for annual membership b. Epsom Tricentennial Opening Day <ul style="list-style-type: none"> i. Angela & Shannon are on Epsom Tricentennial Committee ii. Would like to do a large event for opening day <ul style="list-style-type: none"> 1. Invite alumni, past players, coaches 2. 2027 iii. re-dedicating fields- Briggs, Charron, Cutter 	All	8:10 pm	8:25 pm
N. Future Meeting Date/ Location <ul style="list-style-type: none"> a. May 15, 2025 b. 7:00 pm- 8:30 pm c. Epsom Public Library 	Stephanie Picott	8:25 pm	8:26 pm
O. Meeting Adjourned 8:27pm	Seth Little		8:30 pm



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EYAA SOP SCRIBE PROPOSAL

With growth of EYAA an overarching goal, the development and easy accessibility of Standard Processes and Procedures is paramount to ensure smooth functionality across our organization.. Scribe, a multifunctional process and procedure development tool will help us achieve our goal with the creation of a Standard Operating Procedures.

- Individuals will utilize the tool to capture their role responsibilities and functions thus making onboarding of a new individual to the organization a breeze!
- Finalized processes/procedures will be uploaded and housed on the OneDrive.

MORE ABOUT SCRIBE:

View this example Scribe on [Creating & Scheduling a Facebook Post In Canva](#)

PRO PLAN:

- Self-serve platform (add seats as needed)
- Manual and Smart Blur redaction
- Desktop App and Browser-Extension capture
- Custom branding (replace Scribe's logo with your own)
- Customizable screenshots with a variety of editing features
- Smart Embed via i-frame (changes are automatically updated)
- Export to HTML, PDF, and Markdown

PRICING:

Pro Personal [1-4 users]:

- Monthly billing: \$29/license/month (\$348/license/year)
- Annual billing: \$23/license/month (\$276/license/year)



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PROPOSAL:

EYAA has been approved for a 25% discount due to our non-profit status. Would suggest (2) licenses to start with a timeline of 6 months to complete SOPs for President, Vice President, Secretary, Treasurer, Webmaster and Commissioners. Licenses will have shared login information.

**Cannot be logged in at the same time. Pending clarification on if we were to drop one of the two licenses, what will happen to the content created.*