

Minutes
2016 Induction Committee Meeting
Springwater Sports Heritage
July 5, 2016

Elmvale Curling Club

7:00-9:00

ATTENDEES

	Darrin Robertson, Chairperson	
	Larry Simpson	Mike Townes
	Denise Ritchie-McLean	Lou Belcourt
<u>Recording Secretary</u>	Faye Stone	
<u>Regrets</u>	Barb Fralick	Trish Campbell

PREP ITEMS

DISCRIPTION/VERSION

COMMENT

Document	2016,5,3 Induction Minutes	Distributed
Document	2016,6,28 Heritage Minutes	Distributed
Document	2016 Critical Path	Distributed

1. Call to Order

The Sports Heritage 2016 Induction Committee meeting came to order at 7:05 p.m.

2. Opening Remarks

Darrin welcomed all present and noted the focus of meeting would be to review the status of actions outlined in meeting 2016,5,03.

3. Approval of Induction Minutes 2016,05,03 as distributed. These minutes were approved by the Board 2016,5,13

4. Review 2016 Induction Critical Path Status

- Darrin reviewed the status of the 2016 Induction Critical Path. (Updated version **Appendix A**)

5. Status of Notices:

- Darrin, or via an assistant, has contacted all elected 2016 Inductees
- Darrin reported that he has personally contacted all unsuccessful nominators and outlined the rationale for their nominee's unsuccessful election during this Induction cycle. He shared with the nominators some of the areas that might be extended/broadened for the 2018 cycle.
- Larry noted that all successful nominees have been sent a formal letter confirming their induction into Springwater Sports Heritage Hall of Fame. (sample **Appendix B**)
- Unsuccessful nominators have not yet been informed by a formal letter
ACTION: Larry will compose letters for the unsuccessful nominees and review with Darrin prior to mailing.

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6. Awards:

- At the June 28, 2016 Heritage Committee Meeting each Inductee was assigned to a committee member as their contact (**Appendix C**).
- That committee member will contact their Inductee(s); introduce themselves and seek a photo (a head shot). A very short synopsis will be developed which will become part of the plaque, programme syllabus and Inductee banner. The final wording will be shared with and approved by the Inductee or their delegate.

ACTION: The deadline for forwarding these to Trish and Larry is July 15th.

7. Tickets:

- Price:
 - The price of tickets will be set at \$50.00 each.
- Printing:
 - Larry has updated the ticket design and is awaiting final confirmation of the Sponsors.

ACTION: Sponsors to be confirmed and tickets printed ASAP
- Complimentary:
 - Inductees or their delegate will receive 2 complimentary tickets
 - Five event Sponsors, Arena TV Sponsor (Don Stoddart), "Chapters" digital assets (George Allen) and Springwater News (Mike Jacobs) - 2 complimentary tickets each
 - Emcee (Dan McGinnis) - 1 complimentary ticket
- Availability Schedule:
 - Up to the end of July tickets sales will be confined and available only to 2016 and 2014 Inductees/Delegates guests, Sponsors, Invitees, and SSH Board/Committee Members
 - Commencing August 1st tickets will be available for the general public to purchase.
- Request to Inductees/Delegates:
 - Order form has been updated

ACTION: Larry to email copy to Assigned SSH Committee Members and they will provide their Inductee/Delegate with a ticket order form to identify:

 - Number of additional tickets required
 - Guests' names if possible
 - Any preferred table seating arrangements.
- Payments:

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- All payments flow through the Township
 - Payments by cheque to be made out to "Township of Springwater" and referenced "SSHOF Induction Tickets"
 - The Township Trial Balance Reports will detail ticket sales including name and amount to allow reconciliation with tickets.
 - Control: (Post Meeting Arrangements)
 - Darrin will maintain control of all tickets
 - Shelley will send timely emails and Trial Balance Reports to Darrin and Lou as they will provide names and payments
 - Distribution: (Post Meeting Arrangements)
 - Ticket distribution will be made through Darrin via SSH members or others as approved by Darrin
 - Can be available at the door for pickup on September 30th.

8. Induction Fraternity/Alumni:

- Follow-up discussion took place around the philosophy of the evening being an inviting and engaging environment for current and incoming Inductees/Delegates as well as for sport aficionados and SSHOF enthusiasts.
- As the evening program is being assembled and solidified efforts will be made to assist in creating this desired ambiance.
- The first step will be to prepare an explanatory invitation for the current Inductees/Delegates that will emphasize the evening's mission and stimulate their interest.

ACTION: Larry and Lou will formulate an explanatory and persuasive letter to be sent to all 2014 Inductees/Delegates as an invitation for them to join in the 2016 Induction Ceremony as admired and the cornerstone Hall of Fame Members.

9. Banners:

- A similar format and style as 2014 layout was approved; same company to be approached for the job
- At least two new banners re Inductees and Sponsors

ACTION: Larry to fwd the 2014 graphics to Wayne and review the 2014 process with him.

10. Promotion:

- Mail strike may have a negative impact on Springwater News and other media.
- Additional opportunities will be used to promote the 2016 Induction and Inductees

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ACTION: Mike T.

- **To send Inductee Announcement press release to SSH media contacts.**
- **To contact Nicole, Township Branding Advocate & Communications Officer re:**
 - **Inclusion of Inductee announcement in the “Springwater Links” section of paper**
 - **Potential distribution through her twitter contacts**

11. Music and Vocalist(s):

- Inclusion of a volunteer group of musicians from EDHS was approved subject to the new music teacher agreement
- The planned format is:
 - Background instrumental at social time before ceremony (5:30 to 7:00)
 - Call to order followed by a musical/vocal presentation – 15 minutes
 - Leading/singing of Oh Canada

12. Photography/Video Recording:

- Three possible contacts were reviewed but no positive commitment has been established.
- Larry stressed the importance of capturing the evenings’ activity to ensure a complete (photo & video) visual record could be added to the website.
- A contact chain was established and encouragement given to do so ASAP.

ACTION: As early as possible

- **Denise to contact Jane Belanger the 2014 lead of video assets and editing.**
- **If unsuccessful inform Trish who will contact her connection at Rogers**
- **If unsuccessful Trish to inform Larry who will follow up with his contact.**

13. Presenters:

- It was agreed to follow the 2014 format whereby each Inductee will be given the option of choosing/requesting that the presenter of their plaque be of their choosing.
- If they do not elect to choose someone; the SSH Board will do the honour.
- **The Inductee Contact of each 2016 Athlete and Builder will discuss this with each Inductee and seek their decisions.**
- It was felt that the Sponsors should have every opportunity to be included in the programme in various capacities; one of which may be the presentation of team Inductees.

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14. Next Meeting

- The next meeting of the Induction Committee will be held at The Elmvale Curling Club on Tuesday August 2, 2016 at 7:00 pm

15. Adjournment

- The Induction Committee of Springwater Sports Heritage adjourned at 8:45 p.m.

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APPENDIX A

CRITICAL PATH 2016 INDUCTION (as of July 5, 2016)			
DATE	ACTION	COMMENTS	✓
2015			
May	Induction Committee Prep Meeting	Met May 6, 2015	✓
Sept	Board to review/amend/approve critical path & recommended action	Board approved November 24, 2015	✓
Sept	Confirm Venue with Barrie Country Club	Confirmed & deposit made	✓
Oct (mid)	Nomination Forms available	Accomplished	✓
Oct	Contact Previous Unsuccessful Nominations	Concluded	✓
Nov-Apr	Monitor nomination process	Accomplished	✓
2016			
April	Confirm Sponsors	3 confirmed, 2 remain to be confirmed	
May 2	Deadline for Nominations	Concluded	✓
May (end)	Board Nomination Evaluation	Concluded	✓
June (wk 2)	Inductee Election	Concluded	✓
June (end)	Inform Inductees/Delegates/Nominators	Concluded	✓
July (early)	Inductee Announcement Press Release	Proceeding	
July (mid)	Inductee/Delegate Communiqué	Proceeding	
July (mid)	Tickets for Inductees/Delegates & Sponsors	Proceeding	
Aug (wk 1)	Tickets available to public		
Aug (mid+)	Inductee/Delegate Communiqué		
Sept 30	Ceremony		

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APPENDIX B



Springwater Sports Heritage
2231 Nursery Road
Minesing ON
L0L 1Y2
www.springwatersportsheritage.ca
info@springwatersportsheritage.ca

Inductee: XXXXXXXXXXXXXXXXXXXX

Nominator: XXXXXXXXXXXXXXXXXXXX

Delegate: XXXXXXXXXXXXXXXXXXXX

June 20, 2016

(**delegate's first name**), the members of the Springwater Sports Heritage Board and its Committees would like to express their congratulations on the successful election of your **father/other** into the Springwater Sports Heritage Hall of Fame (SSHHoF) as a Builder.

We and the 2014 Inductees are extremely pleased and honored that **Inductee's** memory will be part of this Induction as **he/she** is inducted into the SSHHoF. **His/Her** admirable and exceptional accomplishments will bring added distinction to the Hall and contribute to its outstanding characteristic as a revered and admired location where **he/she** and **his/her** associate Inductees will be appreciably celebrated.

In the near future we will contact you with further details and an invitation to the September 30, 2016 Induction Ceremony where **he/she** will be ceremoniously recognized and formally inducted into the SSHHoF. We are looking forward to this special occasion and are very appreciative and grateful that **he/she** will be part of it.

A media announcement will soon be released to publicize the successful 2016 SSHHoF Athletes, Builders and Team Inductees.

Once again, congratulations and thank you.

Darrin Robertson
Induction Committee Chairperson

Larry Simpson
Springwater Sports Heritage Chairperson

cc: Board Members:	Wayne Allen	Louis Belcourt	Trish Campbell
Linda Collins	Jennifer Coughlin	Barbara Fralick	Brenda Quinlan
Denise Ritchie-McLean	Mike Townes		

2016 Builder posthumous Announcement Letter

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APPENDIX C

SSH MEMBER & INDUCTEE CONTACT

CATEGORY	INDUCTEE	CONTACTS*
ATHLETES	Leo Belcourt	Lou Belcourt Leo Belcourt
	Stanley Ritchie	Denise Ritchie-McLean Stanley Ritchie
BUILDERS	Percy Frankcom	Mike Townes Ron Frankcom
	Elmer McFadden	Mike/Faye Stone Elmer McFadden
	Stanley Ritchie	Denise Ritchie-McLean Stanley Ritchie
	Paul Rowat	Mike Townes Diane Rowat
TEAMS	Elmvale Lions Club Juvenile Hockey Team-Harvesters 1955/56	Larry Simpson Joe Marley
	Elmvale Lions Club Juvenile Hockey Team 1958/59	Larry Simpson
	Elmvale Palace Hotel Fastball Team 1964	Lou Belcourt Dave Campbell

* SSH Member in bold