

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

September 25, 2017

7:00-9:00 pm

### ATTENDEES

#### Directors

Larry Simpson, Chairperson

Linda Collins

Barbara Fralick

Brenda Quinlan

Denise Ritchie-McLean

Darrin Robertson

#### Ex Officio

Lou Belcourt, Inductee

#### Recording Secretary

Faye Stone

#### Guests

Debbie White

#### Regrets

Jennifer Coughlin, Council

Trish Campbell

Ron Belcourt, Township Resource

Mike Townes

#### Board Vacancy

One Director (Wayne Allen)

### PREP ITEMS

### DISCRIPTION/VERSION

### COMMENT

Minutes	2017,2,6 Board Minutes	Distributed
Budget	2017 Budget	Distributed
Document	2017 Primary & Short Term Objectives	Distributed
Minutes	2017,2,13 Induction Committee	Distributed
Minutes	2017,6,5 Induction Committee	Distributed
Minutes	2017,9,11 Induction Committee	Distributed
Documents	Constitution and 2016 Induction Guidelines	Website
Document	2017,9,11 2018 Nominee Assessment Summary	Distributed
Document	2017,9,11 2018 Board Nominee Assessment	Distributed
Document	2017,9,6 2018 Athlete Nomination Form Draft	Distributed
Document	2017,9,6 2018 Builder Nomination Form Draft	Distributed
Document	2017,9,11 2018 Team Nomination Form Draft	Distributed
Document	2017,9,11 2018 Induction Guidelines Draft	Distributed
Document	2017,9,11 2018 Nomination Support Material Draft	Distributed
Document	2017,9,11 2018 Critical Path	Distributed

### **1. Confirmation of a Quorum and Call to Order**

*Moved by: Barb*

*Seconded by: Linda*

***THAT the meeting of the Springwater Sports Heritage Board of September 25, 2017 has a quorum present and will come to order at 7:00 pm***

***Carried***

### **2. Opening Remarks**

- Larry welcomed those present and introduced Debbie White as a new potential member of the SSHHoF team*
- Regrets from Jennifer Coughlin and Trish Campbell*

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- *Focus of meeting outlined as a review and confirmation of Induction documents; Constitutional amendments and Committee short and long term objectives.*

#### 3. Board Vacancy

- *As a result of Wayne Allen's need to withdraw from his Directorship for personal reasons consideration was given to if it's necessary to add a Director at this time or wait until 2018 when any vacant Director positions will be filled*
  - *Constitution states*  
*"When a Director vacancy arises the Board will solicit new Directors to serve as needed. Each new Director will be approved by an absolute majority (6) vote of the Board. If Director vacancies exist the required number of votes for an absolute majority will be based on the actual number of positions that are occupied. In the event that a Director is unavailable for a temporary period a substitute may be appointed by the Chairperson on an ad hoc basis."*
  - *A discussion re Board options took place*
  - **Decision:** *it was decided to hold off on replacement until the January AGM where two other Board member replacements will need to be addressed following the Succession plan of the Board. Presently sufficient numbers can be on hand for votes and quorums)*

#### 4. 2017,2,6 Board Minutes Approval

*Moved by: Lou*

*Seconded by: Linda*

***THAT the Board minutes of February 6, 2017 be approved as distributed***

***Carried***

#### 5. Constitution Amendments

- *The current Constitution is the initial one that was developed over time at the beginning of SSH start-up and is identified as "Version: 1, Board Approved: 2014,11,26"*
- *The following time requirement for amending the Constitution was reviewed*

##### **Section C.8. Amendments**

**"All proposed amendments must be distributed to each Board member a minimum of four (4) weeks prior to it being presented at a Board meeting."**

**ACTION:** *The proposed amendments were discussed and tabled until the next Board Meeting to meet the Constitutional time requirement*

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- *Three amendments reviewed as follows*
- **AMENDMENT #1** *(From June 13, 2016 Board Meeting, Item 4.2., Page 3)*
  - Section B.2. Ex Officio Members and Rights
  - **Rationale**
    - *No reference to Ex Officio Inductee term of office or method of replacement*
    - *Action from Board meeting was to bring forward when amendments being made to the Constitution*
  - **Current**  
**"b. One SSH Hall of Fame Inductee."**
  - **Proposed**  
**"b. One SSH Hall of Fame Inductee with an open-ended term. The active Inductee Ex Officio representative will reasonably attempt to contact each Inductee Member/Delegate to encourage and fairly establish their replacement when appropriate".**
- **AMENDMENT #2**
  - Section B.2. Ex Officio Members and Rights
  - **Rationale**
    - *No reference to Township Council Ex Officio term or method of selection*
    - *Provides clarity and consistency with Inductee Ex Officio*
  - **Current**  
**"a. One member of Springwater Township Council."**
  - **Proposed**  
**"a. One member of Springwater Township Council as determined by Council."**
- **AMENDMENT #3** *(from February 13, 2017 Induction Committee Meeting)*
  - **Rationale:**
    - *Builders may move from the Township and ensue their associated activity*
    - *Remove **"in the Township of Springwater"** as wording is geographically restrictive*
  - **Current** *(Section A.5. Overview Paragraph 2 page 3 of 13)*  
**"Builders inducted will have demonstrated they were successful in creating a climate which significantly benefitted athletes and athletics in the Township of Springwater."**
  - **Proposed**  
**"Builders inducted will have demonstrated they were successful in creating a climate which significantly benefitted athletes and athletics"**

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- **Other Amendments Considered**

- A procedure to allow **Absentee Voting** is not presently in the Constitution. Most present felt that –In Extenuating circumstances, the Board could approve the necessary arrangements to accommodate absentee voting.

**ACTION: None required at this time. As technology develops and if the need increases the Board will revisit**

- **Disclosure of Pecuniary Interest & Conflict of Interest.** It was felt that at all meetings an opening Agenda Item/Line might be added to give those attending the opportunity to disclose any Pecuniary Interest and/or Conflict of Interest.

**ACTION: All future SSH agendas will include an item covering “Disclosure of Pecuniary Interest & Conflict of Interest”**

## 6. Standing and Ad Hoc Committees

### 6.1. Facilities & Displays

#### 6.1.1. New Chairperson

- A new chair was not assigned at this time

#### 6.1.2. Primary & Short Term Objectives

- Items discussed briefly

Facilities & Displays	<ul style="list-style-type: none"><li>• Hall of Fame Venue</li><li>• Awards</li><li>• Displays</li><li>• Artifacts &amp; Memorabilia</li></ul>	<ul style="list-style-type: none"><li>• Expand membership</li><li>• Storage Township Admin Centre</li><li>• Increase community displays</li><li>• Initiate Bricks &amp; Mortar concepts</li></ul>
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#### 6.1.3. Springwater Administration Centre Storage

- No activity undertaken
- Items have been offered by Julieanne White’s brother

**ACTION: Larry checking on the status of SSH storage and protocols and will contact Julieanne White’s brother**

#### 6.1.4. Displays

##### 6.1.4.1. Elmvale Community Arena

- **May 2, 2017 Ad Hoc Facilities Meeting** re: Arena TV/Kiosk (see Minutes)
  - Attendees: Lou Belcourt, Linda Collins, Faye Stone, Larry Simpson and Brenda Stanley met at the Arena
  - Purpose:

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- 
- *To view and review the Arena TV/Kiosk and critique/applaud the initial efforts*
  - *To review where we are and where we are going*
  - *Thorough discussion to come to some consensus re design and content*
  - *Summary*
    - *Log in to Kiosk1 and review the design*
      - *Four sectors*
      - *Three dynamic and one static*
      - *Large dynamic left sector for Inductee and Heritage photos. Occasional slides of relevant and timely notices*
      - *Two right dynamic sectors for Patrons and Active Elite*
      - *Centre sector for SSH promotion*
    - *Request feedback*
  - **May 4, 2017 Working Group Ad Hoc Facilities Meeting** re: Arena TV/Kiosk
    - *Attendees: Lou Belcourt, Brenda Stanley, Faye Stone, Larry Simpson*
    - *Purpose*
      - *Review/consider the available photos/media to develop the desired material for the primary sector of the Arena TV*
      - *Review and considerations from May 2 meeting*
  - **May 23, 2017 Training Session** at Admin Centre
    - *Attendees: Brenda Stanley, Faye Stone, Larry Simpson*
    - *Purpose*
      - *Review/consider issues that arose during the labeling activity*
      - *Review/consider the initial TV/Kiosk photos that have been relabeled and additional ones to be added*
      - *Prepare Faye and Larry to assist with the inputting and updating of the Arena TV/Kiosk*
  - *Larry has been monitoring over the last month*
  - *Currently working with Brenda and Township to*
    - *Find the necessary solution(s) to avoid the extremely high downtime*

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- *Ensure it's operational during the Fall Fair*

**ACTION:** *Linda and Brenda to forward to Larry or Faye any photos they may have of the pending Active Elites that will be added to the TV/Kiosk. The three recent additions to Active Elite will also be added*

**POST MEETING NOTE:** *Larry has scheduled a meeting at his place with Brenda for Thursday (28th) at 3:30. All welcome*

### 6.1.4.2. Additional

- *Important to ensure the Elmvale arena display is where we want it to be before expansion*
- **ACTION:** *Promote and document any potential opportunities but hold on future expansion until satisfied with the current display*

### 6.1.5. Elmvale Community Arena Renovation

- *Larry reported that Ron Belcourt advised no change at this time*

### 6.1.6. Chairperson's Other items

- *No Chairperson at this time*

## 6.2. Finance

### 6.2.1. Primary/Short Term Objectives & Membership

- *Reviewed*

Finance	<ul style="list-style-type: none"><li>• Financial Administration</li><li>• Sponsorship &amp; Funding Strategies</li><li>• Protect assets, data, personal information</li><li>• Mitigate financial risks, fraud and theft</li></ul>	<ul style="list-style-type: none"><li>• Ongoing financial monitoring and reports</li><li>• Look into on line payment status</li><li>• Reinstitute Patronage Committee</li><li>• Prepare 2018 budget</li></ul>
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### 6.2.2. 2017 Statements and Budget Status

- *Township Statement **APPENDIX A***
- *SSH Statement **APPENDIX B***

### 6.2.3. Online Payment

- *Quantity of transactions low but for Induction tickets*
- *With limited seating those present felt it was essential to maintain strict control over the ticket sales re the 2018 Induction.*

**ACTION:** *The committee will continue to familiarize themselves with this on line payment procedure but for the 2018 Induction SSHHoF will handle ticket sales and payment as in the past.*

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### 6.2.4. Financial Patronage Ad Hoc Committee

- *Action from previous meeting was to reactivate Committee considering the fact that a potential construction at the Arena may include a Hall of Fame inclusion. **Results and Action: This was put on hold***

### 6.2.5. Chairperson's Other items

- *Township is in the process of commencing their 2018 budget*  
**ACTION: Lou to develop 2018 budget for Board approval and submission to the Township**

## 6.3. Induction

### 6.3.1. Approval of three 2017 Induction Committee Minutes

*Moved by: Darrin*

*Seconded by: Lou*

***THAT the Induction Committee Minutes of: February 13, 2017; June 5, 2017; and September 11, 2017 be approved as distributed***

***Carried***

### 6.3.2. Primary/Short Term Objectives & Membership

- *Reviewed*

Induction	<ul style="list-style-type: none"><li>• Biennial Inductions</li><li>• Nomination Material &amp; Publicizing</li><li>• Inductee Selection</li><li>• Ceremony</li></ul>	<ul style="list-style-type: none"><li>• Critique 2016 Induction process &amp; ceremony</li><li>• Review/update guidelines</li><li>• Launch 2018 nomination process</li><li>• Actively promote 2018 nominations</li></ul>
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### 6.3.3. Review and Approve 2018 Induction Committee Recommendations

- *The following Induction Committee Recommendations were reviewed and discussed (Prep documents were provided prior to meeting)*
  - *Critical Path*
  - *2018 Board Nominee Assessment Guidelines*
  - *2018 Nominee Assessment Summary*
  - *2018 Inductee Nomination Forms (Athlete, Builder and Team)*
  - *Quota and Limitations*

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### 1. Quotas

The number of inductees elected to the SSHoF each two year term shall be a total of five (5) with the ideal being two (2) Athletes, two (2) Builders, one (1) team. Based on the number of eligible nominations received, any exceptional circumstances, and the perceived number of future prospective Inductees these numbers may be adjusted at the discretion of the Board

### 2. Team Member Limitations

Members of Teams shall be limited to players, coaches, trainers and managers (i.e. Carded Members of team or part of an Official Roster).

- 2018 Election Process
- 2018 Induction Guidelines This booklet was reviewed page by page with additions in red type and replaced wording in over strike
- 2018 Nomination Support Material

Moved by: **Darrin**

Seconded by: **Denise**

**THAT the above Induction Committee recommendations be approved as amended.**

**The recommendations are: Critical Path; 2018 Board Nominee Assessment Guidelines; 2018 Nominee Assessment Summary; 2018 Inductee Nomination Forms (Athlete, Builder and Team); Quota and Limitations; 2018 Election Process; 2018 Induction Guidelines; 2018 Nomination Support Material**

**Carried**

### • **Selection/Booking facility for 2018 Induction**

- Concerns were expressed at Induction Committee meetings re finding a venue that may be able to accommodate a larger number of seated guests than the Barrie Country Club.
- Larry and Trish (Darrin unable to attend) toured "The Heights" at Horseshoe Valley last Thursday to evaluate first hand.
- Larry shared a photo presentation of the facility and an interior floor plan.
- Impressions: Ample parking; unique post and beam construction; two-story. Accommodation throughout the facility may say 600 but on one floor- with round table seating- 200. Acoustics and media presentation technology were not confirmed. Up-front deposit was \$1000. Price per meal similar to BBC



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- *After discussing the pros and cons it was felt, for this cycle, the 2018 Induction should be held at the Barrie Country Club*

**ACTION: Darrin to make a deposit with the Barrie Country Club (\$800) and confirm the date as Sept. 28, 2018.**

### 6.3.4. Chairperson's Other items

- *The following items will be tabled until next Induction Meeting:*
  - Nomination marketing strategies
  - Ceremony
    - Changes and additions
    - Music, vocalists and other cultural related activity that would complement the ceremony
  - Ticket cap
  - Sponsors participation
  - Photography/Video Recording

## 6.4. Promotion

### 6.4.1. Primary/Short Term Objectives & Membership

- *Reviewed*

	Primary Objectives	Short Term Objectives
Promotion	<ul style="list-style-type: none"><li>• Promotional Strategies</li><li>• Applicable Content Development</li><li>• Media Organizations &amp; Contacts</li><li>• Liaison Sport Associations</li></ul>	<ul style="list-style-type: none"><li>• Continue SSH communication support</li><li>• Aid Heritage Committee community outreach</li><li>• Develop/implement SSH promotional strategies</li><li>• Expand membership</li></ul>

### 6.4.2. Sport Associations Developments

- *To be developed*

### 6.4.3. Chairperson's Other items

- *Not present*

## 6.5. Sports Heritage

### 6.5.1. Approval of January 24 2017, Sports Heritage Committee Minutes

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*Moved by: Barb*

*Seconded by: Denise*

***THAT the Sports Heritage Minutes of January 24, 2017 be approved as distributed***

***Carried***

**6.5.2. Primary/Short Term Objectives & Membership**

	Primary Objectives	Short Term Objectives
Sports Heritage	<ul style="list-style-type: none"><li>• Systematize Website Collections</li><li>• Develop &amp; Maintain Heritage Content</li><li>• Instigate Marketing Strategies</li><li>• Coordinate Social Media</li></ul>	<ul style="list-style-type: none"><li>• Liaison with promotion to seek out content</li><li>• Increase website heritage content</li><li>• Develop promo clip and presentations</li><li>• Expand membership</li></ul>

**6.5.3. In Memorial for Teams**

- *As notified info added to In Memory section of website*

**6.5.4. Social Media**

- *Ongoing*

**6.5.5. Projects**

**6.5.5.1. School Sports Heritage**

- *This has been put on hold*

**6.5.6. Chairperson's Other items**

- *Absent with regrets*

**6.6. Active Elite**

**6.6.1. Primary/Short Term Objectives & Membership**

- *Reviewed*

Active Elite	<ul style="list-style-type: none"><li>• Identify/Profile Active Athletes &amp; Builders</li><li>• Develop Liaison with Representative</li><li>• Maintain Ongoing Updates &amp; Activity</li><li>• Recommend Enhancements</li></ul>	<ul style="list-style-type: none"><li>• Identify potential candidates</li><li>• Develop profiles &amp; upload</li><li>• Maintain profiles &amp; "Activity Chronicles"</li><li>• Develop and maintain contact list</li></ul>
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- *Comments*

**6.6.2. Identify New Active Elite**

- *Current Members*
  - Bigras, Chris                      Ice Hockey
  - Clarke, Jaime                      Skating & other

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- Dixon, Adam                      Sledge Hockey
- Drinkill, Dave                      Ice Hockey
- Stoddart, Brooke Ice Hockey
- VanNispen, Brian                      Alpine Skiing
- *Potential Members (as of July 20)*
  - Beleskey, Matt                      Ice Hockey
  - Collins, Lauren                      Figure Skating
  - Garwood, Matthew                      Racing
  - Graves, Brittany
  - Graves, Jacob                      Ice Hockey
  - Jackson, Jennifer                      Cross-Country Skiing
  - Jackson, Ryan                      Cross-Country Skiing
  - Kerby, Derek                      Waterskiing
  - Marcelli, Kyle                      Race Driver
  - McKenna, Kelly                      Cross Country Skiing
  - Simpson-Leigh, Michelle Figure Skating
  - Wilson, Garrett                      Ice Hockey

**ACTION: Board members to inform Linda and Brenda of any additional Active Elite**

### 6.6.3. Chairperson's Other items

- *Linda and Brenda have been expanding their potential and current members' list.*
- *Getting responses from family contacts has been challenging*

**ACTION: Linda and Brenda will forward photos, as collected, of Active Elite to Kiosk "inputters" for uploading onto the Arena TV**

## 6.7. Technology

### 6.7.1. Primary/Short Term Objectives & Membership

- *Reviewed*

Technology	<ul style="list-style-type: none"> <li>• Website Development &amp; Maintenance</li> <li>• Strategic Design &amp; Implementation</li> <li>• Board &amp; Committee Support</li> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• Establish committee</li> <li>• Review Training requirements</li> <li>• Critique website design/ functionality</li> <li>• Identify potential issues and opportunities</li> </ul>
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- *Items to address*
  - *Control, security, pathways, manage, contact, directions/renewal, other technology (displays, virtual meetings), archive management*

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**ACTION:** *Larry to establish a committee to attend to the above items*

### 6.7.2. Website Usage Report

- See **APPENDIX C**

### 6.8. Succession/Recruitment Ad Hoc Committee

- *One of the Boards key objectives of 2017*

Board	<ul style="list-style-type: none"><li>• Leadership &amp; Governance</li><li>• Operational &amp; Strategic Accountability</li><li>• Official Communications</li><li>• Legal Contracts &amp; Agreements</li></ul>	<ul style="list-style-type: none"><li>• Institute succession/recruitment plan</li><li>• Annual meeting</li><li>• Committee short term objectives</li><li>• Expand Committee membership</li></ul>
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- *Larry has met with all Board Members but for Brenda Quinlan and Jennifer Coughlin*
- *Larry reviewed the updated (Sep 25, 2017) plan*

2017 Three Year Succession Plan Updated September 25, 2017		
2017,2018,2019	2017, 2018	2017
Larry Simpson	<del>Wayne Allen</del>	Mike Townes
Denise Ritchie McLean	Trish Campbell	Darrin Robertson
Brenda Quinlan	Linda Collins	Barb Fralick

- *Considerations*
  - *Recruitment to assist Committees will support succession*
  - *Need to target recruitment more on southern part of Township*
  - *Consider nature of experience and aptitude required to fit responsibilities of the Committees*

### 6.8.1. New Members

- *Names have been suggested*

Archer, Rick	Kirton, Angie	McGinnis, Tom
Dempster, Denine	Lees, Jeff	McKee, Lorna
Downey, Ross	Maw, Barb	Tinney, Denise
Dunn, Debbie	Maw, Wanda	Trace, John
Faye, Kent	McGinnis, Dan	Whitfield, Peter
King, Tanya	McGinnis, Tim	

## 7. Ex Officio Members

### 7.1. Inductee Representative

- *Lou indicated that it was his intention to continue on as the Inductee representative through the 2018 induction. He would then assist with finding a*

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*replacement. Lou also indicated his interest in assisting on the Heritage writing component of SSHHoF.*

**7.2. Council Representative**

- *Absent with regrets*

**8. Next Meeting**

*Moved by: Linda*

*Seconded by: Barb*

***THAT the next Springwater Sports Heritage Board Meeting will be at the call of the chair.***

***Carried***

**9. Adjournment**

*Moved by: Darrin*

*Seconded by: Linda*

***THAT the Springwater Sports Heritage Board Meeting adjourn at 9:10 p.m.***

***Carried***

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## APPENDIX A

Page: 1  
User ID: amcnabb

### DETAILED TRIAL BALANCE FOR 2017 Corporation of the Township of Springwater General Ledger

System: 2017-09-20 2:43:11 PM  
User Date: 2017-09-20

From: 2017-01-01  
Date: 2017-09-30  
Account: 1-550-031-42110

To: 19-31  
Date: 2017-09-30  
Account: 1-550-111-727600

Subtotal By: No Subtotals  
Sorted By: Fund

Include: Posting, Unit

Account: 1-550-031-481126		Description: Donations - Sports Heritage		Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Credit
2017-06-15	259,188	CRREC00010324	Ermaile & District Maple Syrup	355229	June 9, 2017 Cheque Transac	10281	\$500.00
				Ending Balance			
Account: 1-550-031-481126				Totals:			
				Net Change			
				-\$500.00			\$500.00
Account: 1-550-031-721550		Description: Transfers from Reserves - Sports Heritage		Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Credit
2017-06-30	264,600	GLTRX00027087	Mid Year Funding			15503	\$954.28
				Ending Balance			
Account: 1-550-031-721550				Totals:			
				Net Change			
				-\$954.28			\$954.28
Account: 1-550-111-532201		Description: Materials & Supplies - Sports Heritage		Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Credit
2017-01-16	248,729	PMTRX00001488	Purchases	2017	Canadian Association for Sport Heritage	434	\$50.00
				Ending Balance			
Account: 1-550-111-532201				Totals:			
				Net Change			
				\$50.00			\$0.00
Account: 1-550-111-532234		Description: Advertising - Sports Heritage		Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Credit
2017-04-10	254,648	PMTRX00001510	Purchases	HO80862	The Heart of Business	6198	\$620.73
2017-04-10	254,648	PMTRX00001510	Purchases	HO80861	The Heart of Business	6199	\$783.55
				Ending Balance			
Account: 1-550-111-532234				Totals:			
				Net Change			
				\$1,404.28			\$0.00
Grand Totals:				Accounts:	Beginning Balance	Net Change	Ending Balance
				4	\$0.00	\$0.00	\$0.00
						\$1,454.28	\$1,454.28

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### APPENDIX B

#### 2017 FINANCIAL STATEMENT

Springwater Sports Heritage  
as of September 20, 2017

	INCOME	EXPENSE	AR/AP	NET	BUDGET
<b>REVENUE</b>					
TV/Kiosk Advertising					2,000
PATRONS				500.00	2,000
Maple Syrup Festival	500.00				
RESERVE TRANSFER				954.28	
From Reserve, June 30	954.28				
<b>TOTAL REVENUE</b>	<u>1,454.28</u>	<u>0.00</u>	<u>0.00</u>	<u>1,454.28</u>	<u>4,000</u>
<b>EXPENDITURES</b>					
DISPLAYS					3,000
WEBSITE				1,404.28	2,900
Heart of Business Development		620.73			
Heart of Business Development		783.55			
PRINTING					300
SUNDRY/CONTINGENCY				50.00	500
2017 CASH Membership		50.00			
TV/KIOSK					3,000
<b>TOTAL EXPENDITURES</b>	<u>0.00</u>	<u>1,454.28</u>	<u>0.00</u>	<u>1,454.28</u>	<u>9,700</u>
<b>NET</b>	<u>1,454.28</u>	<u>1,454.28</u>	<u>0.00</u>	<u>0.00</u>	<u>-5,700</u>

Township Balance September 20, 2017	0.00
SSH Balance September 20, 2017	0.00
<b>Township &amp; SSH Difference</b>	<u><u>0.00</u></u>

RESERVE ACCOUNT	GAIN/LOSS	BALANCE
Trans to Reserve Dec 31/14	19,533.59	19,533.59
2015 Net Gain/Loss	-2,396.74	17,136.85
2016 Net Gain/Loss	1,246.66	18,383.51
2017 trans from reserve	-954.28	17,429.23

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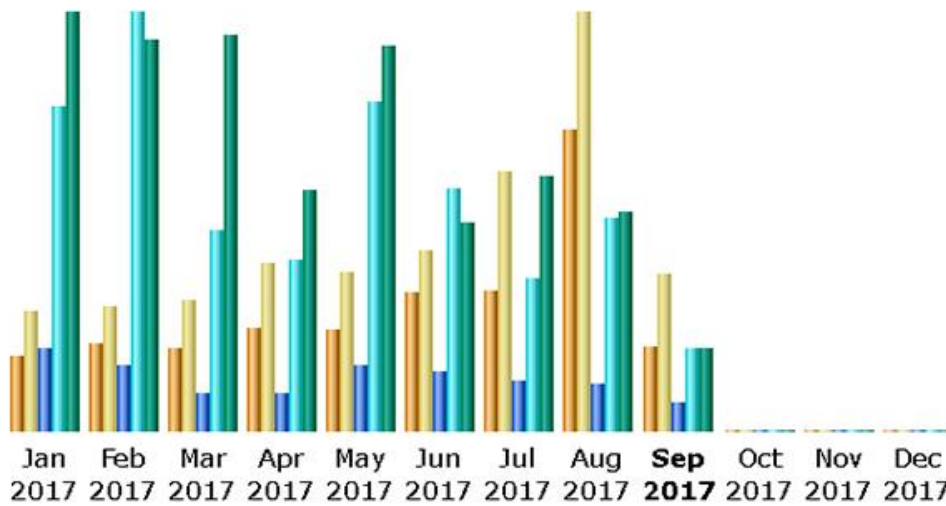
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7:00-9:00 pm

#### APPENDIX C

#### 2017 WEBSITE USAGE REPORT

(as of September 20<sup>th</sup>)



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2017	282	441	7,494	29,340	2.18 GB
Feb 2017	318	460	5,885	37,771	2.04 GB
Mar 2017	309	482	3,412	18,137	2.07 GB
Apr 2017	379	619	3,516	15,419	1.26 GB
May 2017	377	586	5,953	29,639	2.01 GB
Jun 2017	512	663	5,362	21,872	1.09 GB
Jul 2017	519	958	4,509	13,689	1.33 GB
Aug 2017	1,111	1,547	4,316	19,273	1.14 GB
<b>Sep 2017</b>	315	582	2,713	7,403	440.97 MB
Oct 2017	0	0	0	0	0
Nov 2017	0	0	0	0	0
Dec 2017	0	0	0	0	0
<b>Total</b>	<b>4,122</b>	<b>6,338</b>	<b>43,160</b>	<b>192,543</b>	<b>13.54 GB</b>