

Minutes
Induction Committee Meeting
Springwater Sports Heritage
April 11, 2018

Elmvale Curling Club

7:00-9:00

ATTENDEES

Chairperson

Darrin Robertson

Linda Collins

Brenda Quinlan

Denise Ritchie-McLean

Larry Simpson

Deb White

Ex Officio

Lou Belcourt, Inductee

Recording Secretary

Faye Stone

Regrets

Trish Campbell

Jennifer Coughlin

Barb Fralick

PREP ITEMS

DESCRIPTION/VERSION

COMMENT

Minutes	2017,6,5 Induction Committee	Distributed
Minutes	2017,9,11 Induction Committee	Distributed
Documents	Constitution	Distributed
Documents	2018 Board Nominee Assessment Guidelines	Distributed
Document	2018 Athlete Nomination Form	Distributed
Document	2018 Builder Nomination Form	Distributed
Document	2018 Team Nomination Form	Distributed
Document	2018 Induction Guidelines	Distributed
Document	2018 Nomination Support Material	Distributed

1. Call to Order

*Moved by: **Linda Collins***

*Seconded by: **Brenda Quinlan***

THAT the meeting of the Springwater Sports Heritage Induction Committee of April 11, 2018 has a quorum present and will come to order at 7:05 pm

Carried

2. Opening Remarks

- *Darrin welcomed all present and noted the focus of meeting would be to*
 - *Follow up the **Actions** and **Tabled Items** from the 2017,9,11Minutes*
 - *Review and commence Inductee selection process*

3. 2017,9,11 Induction Committee Minute's Follow up

3.1. Critical Path

- *The Critical Path was reviewed and adjusted (see **APPENDIX A**)*
- *Carry-over nominators have been contacted and any new/additional support material requested. (Two of the ten did not resubmit)*
- *Confirmation of Sponsors will be completed (Darrin)*

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- *2018 Evaluation of nominations is in process;*
 - *A review of all submitted nominations was held to ensure that they have met SSHHoF Induction criteria (on Agenda of this meeting)*
 - *Full nomination packages (of those who have met the Criteria) will be provided to Board member in week of (Apr. 16-20) (Barb)*
 - *Scoring of all eligible nominations (Completed by April 27)*
 - *Election of 2018 Inductees to be held on April 30th*

3.2. Nomination and marketing strategies

- *All committee members were encouraged to review the nomination process as it unfolds. Suggestions and/or improvements would be welcome*
- *The limited number of New nominations received in the Builder and Athlete categories may indicate a change in the nomination process; from the public nomination to a Board initiation of nominations. (To be discussed)*

3.3. Ceremony

- *A review of 2014 ceremony was held*
 - *Individual plaques to be given to Inductees*
 - *Pins were well received; Programme and banner screens were well done*
 - *Ceremony needed to be shorter in duration*
 - *No need for interlude music*
 - *More direction needed in the initial procession of Inductees into the venue*
 - *Finding a Guest Speaker was not a priority*
 - *Need to coordinate distribution of food more effectively (no soup)...*

3.4. Ticket cap

- *It was agreed that the venue can hold up to 240 individuals*
- *Capping the number of tickets per inductee or team will be reviewed once Election has taken place and numbers in each category are finalized*

3.5. Sponsorship participation

- *Finalizing/confirming the return of past Sponsors needs to be completed ASAP*
- **ACTION: Darrin to prepare material and forward to Sponsors**
- *All felt that the sponsors do get a lot of recognition*
 - *Kiosk TV –continual visual*
 - *Website acknowledgement as Patrons*
 - *Names on Tickets*
 - *Opportunity to speak/present during ceremony*
 - *Photography during ceremony of sponsor and partner*
 - *Inclusion on Ceremony programme*
 - *Logos on signage-displayed at fair and other venues*

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- *Banner screens*

3.6. Photography and video recording

- *Those present felt that the video recording was well done and should be continued*

ACTION: *Denise will contact and try to enlist Recording Team once again*

4. Inductee Nominations

4.1. Distribute Copies and Review

- *Copies were not handed out. It was decided to hold until the Nominations were reviewed to confirm the minimum criteria had been reached*
- *A review of the New and Carry-Over Nominations was held to determine which nominations met the SSHHoF Induction Criteria*
 - *Four of the nominations did not meet the criteria and the nominators will be informed of that decision.*

ACTION: *Darrin to advise the Nominators of the Committee's decision*

- *The remaining twelve will proceed to the next step of Board scoring.*

ACTION: *Barb will scan those nomination packages and ensure they reach all Board members. (April 16-20)*

ACTION: *A Scoring Matrix for Athlete, Builder and Team will be included
Raw scores will be returned to Darrin by April 27. Darrin will compute averages (mindful of declared conflict of interest)*

4.2. Identify

4.2.1. Conflicts of Interest

- *A review of the Twelve Nominators was held to determine if there might exist any Conflict of Interest*
- *Two Board members indicated that due to being a close relative and/or actual team member—they would not score that nomination.*

4.2.2. Nominees Obtaining Required Standard

- **See 4.1. above**

4.3 Review Evaluation Process and Time Frame

- *On April 30 the Board will meet to review the results of the nomination scoring and make decisions re the quotas for the 2018 Induction.*
- *Location: Administration Building at 7:00 pm*

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5. Next meeting

Moved by: Denise Ritchie-McLean

Seconded by: Brenda Quinlan

THAT the next Springwater Sports Heritage Induction Committee Meeting will be at the call of the chairperson in time to meet the established deadlines
Carried

6. Adjournment

Moved by: Darrin Robertson

Seconded by: Larry Simpson

THAT the Springwater Sports Heritage Induction Committee Meeting adjourn at 9:30 p.m.
Carried

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APPENDIX A

CRITICAL PATH 2018 INDUCTION (as of April 11, 2018)			
DATE	ACTION	COMMENTS	✓
2017			
Feb 13	Induction Committee Meeting	Met Feb 13, 2017	✓
June 5	Induction Committee Meeting	Met June 5, 2017	✓
Sept 11	Induction Committee Meeting	Met Sept 11, 2017	✓
Sept (25th)	Board to review/amend/approve critical path & recommended action		✓
Sept	Confirm Venue with Barrie Country Club	Tentative booking BCC Darrin, Trish & Larry to visit "The Heights" on Sep 21 and discuss at Sep 25 Board Meeting	✓
Oct (mid)	Nomination material available	Added to website	✓
Oct	Contact Previous Unsuccessful Nominations (2014)	Asked to resubmit nomination using the new format	✓
Nov-Apr	Monitor nomination process	Ongoing	✓
2018			
March	Confirm Sponsors	Letters to be sent	*
March 30th	Deadline for Nominations	All nominations received	✓
April	Board Nomination Evaluation	In process; first meeting held Apr. 11. Election date Apr. 30	*
April (end)	Inductee Election		
May(early)	Inform Inductees/Delegates/Nominators		
May (mid)	Inductee Announcement Press Release		
May (end)	Inductee/Delegate Communiqué		
May (end)	Tickets available for Inductees/Delegates & Sponsors		
July (wk 1)	Tickets available to public		
Aug (mid+)	Inductee/Delegate Communiqué		
Sept 14	Ceremony		