

Minutes
Induction Committee Meeting
Springwater Sports Heritage
August 8, 2018

Elmvale Curling Club

7:00-9:00

ATTENDEES

Chairperson

Darrin Robertson
Linda Collins
Larry Simpson
Denise Ritchie-McLean

Ex Officio

Lou Belcourt, Inductee

Recording Secretary

Faye Stone

Regrets

Deb White
Jennifer Coughlin, Township
Trish Campbell
Brenda Quinlan

PREP ITEMS

DESCRIPTION/VERSION

COMMENT

Minutes	2017,6,5 Induction Committee Meeting	Distributed
Minutes	2017,9,11 Induction Committee Meeting	Distributed
Minutes	2017,4,11 Induction Committee Meeting	Distributed
Minutes	2017,4,30 Board Meeting	Distributed
Website	Current Website Material	Available

1. Call to Order

Moved by: Linda Collins

Seconded by: Larry Simpson

THAT the meeting of the Springwater Sports Heritage Induction Committee of AUGUST 8, 2018 has a quorum present and will come to order at 7:10 pm

Carried

2. Conflict of Interest Disclosure

- The Committee Members were asked to declare if they have any known or potentially perceived "Conflict of Interest" related to this meeting's agenda*
- No "Conflict of Interest" was voiced by the members present*

3. Opening Remarks

- Darrin welcomed all present*
- He noted that the meeting will identify, discuss and establish necessary actions to complete 2018 Induction Ceremonial preparations*

4. Discussion Items

4.1. Website Material re new Inductees

- 2018 Inductee scripted material and gallery photos are required for the website and table centrepieces (picture frames)*
- Website profiles to be completed prior to the Ceremony (Sep. 14)*
- Committee Members were assigned to work with Nominator and/or Inductee/Delegates (see table below)*

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Website Material & Photos		
<i>INDUCTEE</i>	<i>LEADER</i>	<i>AUTHOR(S)</i>
<i>Homer Barrett</i>	<i>Lou</i>	<i>Lou</i>
<i>Frankie Edgecombe</i>	<i>Larry</i>	<i>Larry</i>
<i>Tom VanNatter</i>	<i>Darrin</i>	<i>Darrin/Glen</i>
<i>John Brown</i>	<i>Larry</i>	<i>Larry</i>
<i>Harold McMaster</i>	<i>Linda</i>	<i>Brenda</i>
<i>Don Stoddart</i>	<i>Darrin</i>	<i>Trish</i>
<i>Angels Team</i>	<i>Darrin</i>	<i>Angie/Trish</i>
<i>Minesing Team</i>	<i>Linda</i>	<i>Barb</i>
<i>Pee Wee Team</i>	<i>Darrin</i>	<i>Ross/Darrin</i>

ACTIONS:

- ***Larry to email website templates to project leaders***
- ***Committee leaders to coordinate scripting and photos with authors***
- ***Committee Leaders to ensure completed digital material and photos are forwarded to Larry prior to Aug 25th***

4.2. Emcee

- *Dan to adlib as he can does so well*

ACTION: *Larry to prepare the script for Dan to follow*

4.3. Critical Path

- *The Critical Path was reviewed and adjusted (see **APPENDIX A**)*
- *Final date for ticket payment Aug 25th Tickets will be distributed then*
- *Lou will author a Communiqué to all Alumni re their proposed role in ceremony*

4.4. Ceremony

- *The initial procession of Inductees into the venue was reviewed*
 - *Emcee will call to the front and introduce the attending 2014 and 2016 Alumni Athletes*
 - *2018 Athletes will then process in and be greeted by those Alumni*
 - *Emcee will introduce 2014 and 2016 Alumni Builders*
 - *2018 Builders will process in and be greeted by Alumni*
 - *Emcee will ask attending 2104 and 2016 Team Alumni to stand at their tables*
 - *2018 Team members will process in and be greeted with applause.*

ACTION: *Lou to inform Athlete and Builder Alumni of their contribution*

- *It was decided to use a YouTube video to lead "O Canada"*

ACTION: *Larry to select and add "O Canada" video to Ceremony AV material*

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- *Lou suggested to arrange an alternative to him providing the Blessing*

ACTION: Darrin to approach Angie Kirton re saying the Blessing

4.5. Souvenir Program

- *All felt that the layout and format was excellent and should be maintained as per the 2014 and 2016 format*

ACTION: Larry will prepare Souvenir Program and arrange printing

4.6. Tickets

- *Faye's "Ticket Payment Status" document (previously sent to Committee) was reviewed*
- *Aug. 25th was established as the deadline for payment. Tickets unpaid for after that will not be held*

ACTION: Darrin and Lou will contact Inductee liaison personnel and ask them to encourage their supporters to complete payment

- *Delivery of tickets will be after Aug. 25th for those who have submitted payment*

**ACTION: Linda will arrange for handout and greeters at the Ceremony.
Faye and Linda will assist**

4.7. Table Seating

- *Faye's "Table Seating Start" document (previously sent to Committee) was reviewed*

ACTIONS:

- ***Committee/Board members were encouraged to submit any suggestions re table arrangements to Faye ASAP***
- ***Faye to complete and arrange for display at BCC***

4.8. Sponsors

- *To further assist in recognizing the invaluable and appreciated contributions the Induction Sponsor provide their photos will be added to the website*

ACTION: Denise to take photos of Sponsors for website

- *It was decided to have one "Inductee Poster" printed and plaqued for display at the Ceremony*

ACTION: Larry to design and prepare one "2018 Inductee Poster" for display at Ceremony and determine if Sponsors would like a copy for their use

- *Sponsors will be seated among various Team/Inductee groups*
- *They will assist with presentation of awards and pins*
 - *Powell Jones- Minesing Team*
 - *Currie and Diamond Head—Pee Wee Team*
 - *Will Marshall and Sexton- Angels*

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4.9. Banners

- *Three Banners will be required*
 - *Inductees 2018*
 - *Sponsors*
 - *Media Background*

ACTION: *Larry to design, arrange and decide re placement at ceremony*

4.10. Award Plaques and Inductee Pins

ACTIONS:

- *Larry to arrange to have Plaques prepared and printed and Pins available*
- *Mike Townes has volunteered to be the organizer in hallway*
- *Larry and Darrin will confirm Presenters and Inductees and prepare a chart similar to the following*

Inductee	Presenter	Acceptor	Reply	Sponsor Assist
Homer Barrett	Lou Belcout	Doris and 2 boys	Doris Barrett	
Tom		Tom	Tom	
Frankie				
John Brown				
Harold McMaster		Harold & Son	Son	
Don Stoddart				
PeeWee Team				Currie/Diamond Head
Angels				Sexton/Marshall
Minesing				Powell Jones

4.11. Table Center Pieces

- *Larry has contacted Barb and confirmed she and Paul will do the framed picture centerpieces for the tables (They need the photos by Aug 25)*

ACTIONS:

- *Linda to follow up with Barb*
- *Faye will coordinate Table List with Barb and Paul*

4.12. Photography

ACTIONS:

- *Denise and Lori to take candid photos during reception and at the tables*
- *Denise to take staged photos of Inductees receiving Plaque and Pins*
- *Add to website following event*

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4.13. Video

- *Larry reviewed the status of SSH's efforts to solicit a source to record the 2018 Induction ceremony. All were impressed with the proposal and his findings.*
- *The Committee directed Larry to proceed and gave approval of an expenditure up to \$1000.00 which matches that paid in 2016*

4.14. Alumni

- *The Committee discussed various opportunities to recognize and enhance the importance of having an Alumni*
- *Some activity that will have the Alumni involved are:*
 - *Recognition of the Inductees present that evening- see format outlined in Agenda item 4.4*
 - *Mingling with other Alumni and their guests during the reception*
 - *Welcoming the 2018 Inductees and their guests*
 - *In Memory presentation visually recalling and paying tribute to those Alumni who passed away since the last Induction*
 - *Alumni presenting the Inductee pins*

4.15. Media

ACTIONS:

- *Denise to contact Jane Belanger at Barrie CTV to explore various possibilities*
- *Deb White will contact and try to arrange for TV, SNAP, others to be present*
- *She will prepare a Press Release communiqué re the Ceremony to be distributed to various media outlets both before and following the ceremony*
- *Linda will approach Janine Peck to act as a contact to work with Media at the event*
- *Arrange for an Sponsors/Alumni/or 2018 Inductees to be available for interviews and/or photos*

4.16. Other

- *No other business was reported*

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5. Next meeting

Moved by: Linda Collins

Seconded by: Denise Ritchie-McLean

THAT the next Springwater Sports Heritage Induction Committee Meeting will be at the call of the chairperson

Carried

6. Adjournment

Moved by: Larry Simpson

Seconded by: Lou Belcourt

THAT the Springwater Sports Heritage Induction Committee Meeting adjourn at 9:15 p.m.

Carried

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APPENDIX A

CRITICAL PATH 2018 INDUCTION (as of August 8, 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	Completed	✓
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	Asked to resubmit nomination using the new format	
Nov-Apr	Monitor nomination process	Completed	✓
2018			
March	Confirm Sponsors	Completed	✓
March 30th	Deadline for Nominations	Completed	✓
April	Board Nomination Evaluation	Completed	✓
April (end)	Inductee Election	Completed	✓
May(early)	Inform Inductees/Delegates/Nominators	Completed	✓
May (mid)	Inductee Announcement Press Release	Completed	✓
May (end)	Inductee/Delegate Communiqué	Completed	✓
May (end)	Tickets available for Inductees, Delegates & Sponsors	Completed, Announced sold out on June 16	✓
July (wk 1)	Tickets available to public	Not required	✓
Aug (mid+)	Inductee/Delegate Communiqué		
Aug 25	Deadline for Ticket Payment		
Aug 25	Deadline for website Inductee material		
Sept 14	Ceremony		