Minutes
Board Meeting
Springwater Sports Heritage

Township Administration Centre April 30, 2018 7:00-9:00 pm

ATTENDEES

Directors	Larry Simpson, Chairperson	
	Trish Campbell	Linda Collins
	Brenda Quinlan	Denise Ritchie-McLean
	Darrin Robertson	Debbie White
Ex Offico	Lou Belcourt, Inductee	Jennifer Coughlin, Council
Recording Secretary	Faye Stone	
Regrets	Rachel Yawny	Ron Belcourt -Township Resource

PREP ITEMS	DESCRIPTION/VERSION	COMMENT
Minutes	2017,9,25 Board Minutes	Distributed
Minutes	2018,4,11 Induction Committee R1	Distributed
Documents	Constitution V2 2018,2,13	Website
Documents	2018 Induction Guidelines	Distributed
Budget	2018 Budget	Distributed
Document	2017 Primary & Short Term Objectives	Distributed

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

Moved by: ***Lou Belcourt*** *Seconded by:* ***Trish Campbell***

THAT the meeting of the Springwater Sports Heritage Board of April 30, 2018 has a quorum present and will come to order at 7:11 pm

Carried

2. **Conflict of Interest Disclosure**
   - *The Board was 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 Board members present other than the ones identified with the Hall of Fame Nominees' previously identified. (Those guidelines were discussed and refined later in the agenda)*

3. **Opening Remarks**
   - *Larry welcomed everyone*
   - *The meeting focus was stated as*
     - *Reviewing and approving the 2018 Inductees*
     - *Succession update and way forward*
     - *2018 Primary and Short Term Objectives*
     - *Committee Updates*

4. 2017,9,25 Board Minutes Approval

Moved by: ***Denise Ritchie-McLean*** *Seconded by:* ***Linda Collins***

THAT the Board minutes of September 25, 2017 be approved as distributed

Carried

5. 2018 Induction

5.1. 2018,4,11 Induction Committee Minutes

Moved by: ***Brenda Quinlan*** *Seconded by:* ***Linda Collins***

THAT the Induction Committee Minutes of April 11, 2018 R1 be approved as distributed

Carried

5.2. Approval 2018 Inductees

- *A discussion of the "Conflict of Interest" Guidelines as they pertain to family relationships was held. It was agreed that:*
  - *A Conflict of Interest would exist relative to "Immediate Family Members".*
  - *"Immediate Family Members" is identified as:*
    - *Father, Mother, Son, Daughter, Spouse*
- *A discussion was also held re Teams with achievements greater than one year. It was agreed that this element needs to be considered in more detail and returned to the Induction Committee for further review and decisions for future Inductions.*

ACTION: Darrin to add this to the Induction Committee Agenda

- *It was agreed that there will be just one year assigned for 2018 Induction Consideration:*

  1982 Elmvale Angels and 1950 Minesing Softball

5.2.1. Nominee Ranking

- *To maintain each Board Member's individual scoring privacy, discretion and acumen a slide was shown of each Nominee's compiled results of the following*
  - *Total Points (aggregate of evaluators)*
  - *# Evaluators (nine minus conflict of Interest affect)*
  - *Average Points (aggregate / # evaluators)*
  - *Ranking (high - low)*
- *These results were reviewed and discussed.*

- *The slide is not recorded in the minutes to maintain the required confidentiality.*

ACTION: ***Larry to send a confidential file of this slide to all Board Members***

Moved by: ***Denise Ritchie-McLean*** *Seconded by:* ***Trish Campbell***

THAT the ranking of the 2018 Nominees was reviewed and approved

Carried

5.2.2. Number of 2018 Nominees to be Inducted

- *The Board reviewed the scores and unique circumstances of the Nominees*
- *The number of Inductees for 2018 was determined as follows*

# 2018 INDUCTEES	
ATHLETES	3
BUILDERS	3
TEAMS	3

5.2.3. Approve 2018 Inductees

- *Based on the approved 2018 Nominee Ranking and the approved number of Inductees to be inducted, the following motion was voted on*

Moved by: ***Denise Ritchie-McLean*** *Seconded by:* ***Brenda Quinlan***

THAT the following 2018 Inductees be approved by the Board

ATHLETES: *Homer Barrett, Frankie Edgecombe, Tom VanNatter*

BUILDERS: *John Brown, Harold McMaster, Don Stoddart,*

TEAMS: *1982 Elmvale Angels, 1976/77 Pee Wee Team, 1950 Minesing Softball*

Carried

5.3. Official Announcements

- *Notification Timing and actions:*
  STEP ONE: *Advise Nominators and Inductees*
  ACTION: ***Darrin and Larry to coordinate contacting all Nominators and successful Inductees***

STEP TWO: *Notify Media and Public*

ACTION: ***Deb to prepare appropriate press releases for distribution/announcement following the completion of Step One confirmation***

STEP THREE: *Official SSH letters to successful (nominators and successful Inductees) and unsuccessful (nominators only)*

ACTION: ***Darrin and Larry to prepare and distribute a joint formal letter***

5.4. Initial Evaluation Process Critique Comments

- *The Board was asked for their initial feedback on the new assessment and evaluation process knowing a further formal critique will follow at a later date*
- *The following was offered with limited debate at this time*
  - *General consensus that the new Assessment sheets gave significant guidance and an added element of objectivity to the Nominee scoring process.*
  - *Distribution of the Nomination packages went well and Barb Fralick was congratulated re all her work in this effort.*
  - *This was a learning experience for those who wanted/intended to Nominate; it takes time; there is a need to start early.*
  - *Update Guidelines re Conflict of Interest to reflect Agenda item* ***5.2***
  - *Revisit scoring sheet re Teams: Clarify term "frequency" and make note of Highest Level of Achievement relative to the Nominee's sport and Time Frame of Participation.*
  - *How to recognize Service Clubs/Associations using Builder's Score sheet.*
  - *There may need to be a discussion re whether the Board should take over the Nomination process or to continue to solicit public Nominations or a combination of both.*

ACTION: Darrin to use these comments when an extensive and detailed review for 2020 is undertaken by the Induction Committee

5.5. Ticket Purchase Process, Quotas and Guidelines

- *The ceremony is being held at the Barrie Country Club again and the seating is limited to 240 people*
- *Given the potential for a large number of ticket requests, as previously experienced, it was determined the following should be followed to ensure the fairest allotment is achieved*

  NOTE: *Some of these numbers are subjectively conceived and may require adjustment as more is realized*

  - *Sponsors will be given 2 tickets as part of their Sponsorship Package*

- *Board Members will purchase their tickets to a maximum of 6 tickets*
- *SSH will reserve six complimentary tickets (yet TBD)*
- *Reserve 14 tickets to be purchased by dignitaries*
- *Athletes and Builders will be given two complimentary tickets with an opportunity to purchase up to 8 additional tickets by a TBD deadline. (table of 10)*
- *Each Team member/delegate can purchase 2 tickets by a TBD deadline (no complimentary tickets)*
- *Alumni can purchase 2 tickets by a TBD deadline (no complimentary tickets)*
- *SSH to hold 10 tickets (contingency and release near deadline)*
- *If tickets remain after a set deadline they will be released to the public on a first come first served basis.*

- *A waiting list will be established and enthusiastically promoted for those wishing more than the allotted quota.*
- *A system will be set up with the Township to control the above to ensure the maximum allotted number of tickets is not breached*

***POST MEETING NOTE*: An initial working document to commence arriving at a reasonable allocation of tickets was prepared and sent to the Board for their comments (see APPENDIX D)**

6. Standing Committees Reports/Approvals

6.1. Facilities & Displays

6.1.1. Chairperson's Report

- *Chairperson TBD*
- *This Committee needs to be worked on as there are a large number of quite important issue requiring attention*
- *The Succession Ad Hoc Committee is working on establishing a skilled Chairperson with the essential characteristic along with valuable Committee Members.*

6.1.2. Springwater Administration Centre Storage

- *Items have been received from Julieanne White's brother Neil White and are being held at the Township office by Ron Belcourt.*
- *A desirable long term direction for such items needs to be considered and acted on*

6.1.3. Displays

6.1.3.1. Elmvale Community Arena

- *Kiosk is working well and being modified*

- *A consideration of the Inductee Poster's display space and overall aesthetics was held*
  - *Larry's power point presentation included photos of the present display case at the arena with the Kiosk TV and memorabilia. Concern was expressed re the Side-Wall area where the three SSH Inductee posters are displayed. It was felt that with the addition of the 2018 Inductees, this area would become too congested and there would be a need for modifications.*

6.1.3.2. Other

- *Additional community locations for TV/Kiosks and Memorabilia Display sites will continue to be explored*
- *This is seen as an excellent means of promoting sporting heritage throughout the Township*

6.1.4. Elmvale Community Arena Renovation

- *Jennifer reported that there has been no approval nor any anticipated renovations scheduled for the Elmvale Arena.*

6.2. Finance

6.2.1. Chairperson's Report

- *Lou reviewed the Township and SSH financial statements (**APPENDIX A** and **APPENDIX B**)*

6.2.2. 2018 Statements and Budget Status

- *Lou and Larry outlined the changes to format of the budget and statement line items*
  - *Budget: Moved web and kiosk from line item to column*
  - *Statement:*
    a) *Identifying Provincial tax credit as TAX RTN*
    b) *Shown by Committee including website/kiosk instead of type of expenditure*
- *Township Statement as of April 25, 2018 **APPENDIX A***
- *SSH Statement **APPENDIX B***

6.2.3. Financial Patronage Ad Hoc Committee

- *TBD*

6.3. Induction

6.3.1. Chairperson's Report

- *Darrin made reference to Agenda item # **5** where a detailed outline of the Induction Committee's activities was recorded.*

- *He noted that all past five Sponsors have been contacted and he is waiting for four confirmations.*
- *He noted that Sexton's has already replied and their Sponsorship fees have been paid*
- *Sexton's noted their logo was being modified*

***ACTION*: Darrin to forward the new logo to Larry as soon as it's completed**

6.4. Promotion

6.4.1. Chairperson's Report

- *Deb noted that a comprehensive list of Media contacts has been reviewed and updated*

***ACTION*: Larry to update Website Non-Monetary Support**

6.5. Sports Heritage

6.5.1. Chairperson's Report

- *Trish noted that she and Deb continue to plan their outreach to various community groups in their struggle to capture Heritage input.*

6.5.2. Social Media Report

- *Rachel was unable to attend. Trish reported that when Rachel has added content to the SSH Facebook page there has a significant 'up-tick' in site visits.*
- *All are encouraged to forward information, news etc. to either Trish or Rachel*

6.5.3. Projects

6.5.3.1. School Sports Heritage

- *Wayne Allen has material*
- *This project has been put on hold*
- *Need to find a champion to undertake this valuable resource*

***ACTION*: Trish to add to Heritage's agenda**

7. Ex Offico Members Reports

7.1. Inductee Representative

- *Lou noted that he has established a "point-person" from each team through which he can disseminate information to SSH Alumni.*
- *He will inform Alumni re the upcoming Induction ceremony and the ticket purchasing process as well as programming plans as they become finalized.*

7.2. Council Representative

- *Jennifer shared information re the tentative plans that are in their infancy re the proposed construction of a Recreation Complex for Springwater Township.*
- *She was asked to keep SSH up-to-date on all progress and when and how our input could be of value.*
- *Larry stressed the need and urgency for SSH to have the Facilities and Financial Committees actively preparing for their role in ensuring SSH is out in front of the planning and construction critical path*

***ACTION*: Facilities and Financial Committees to add to their agenda**

8. Ad Hoc Committees Reports/Approvals

8.1. Active Elite

8.1.1. Chairperson's Report

- *Linda and Brenda reported that their task of sourcing and contacting potential Active Elites is ongoing. They shared a spreadsheet of those already identified and on the Website and Kiosk (10) as well as those for whom information is still pending (another 8)*

8.2. Succession

8.2.1. Chairperson's Report

- *Trish and Larry met recently to consider potential strategies*
- *Currently the Board needs two additional Directors to meet the required nine.*
- *The following table shows the current status of Board Directors based on the "Three Year Succession Plan" model*

2018 Three Year Succession Plan As of February 13, 2018		
2018,2019,2020	2018, 2019	2018
	Larry Simpson	Deb White
Darrin Robertson	Denise Ritchie McLean	Trish Campbell
	Brenda Quinlan	Linda Collins

- *Committees Chairperson status*

COMMITTEE	CHAIRPERSON
Facilities	TBD
Financial	Lou Belcourt
Induction	Darrin Robertson
Promotion	Deb White
Heritage	Trish Campbell
Active Elite	Linda Collins
Succession	Larry
Technology	Larry

8.2.2. Proposed Strategy

- *Solicit additional members for Succession Committee*
- *Identify committees requiring chairpersons now and in the near future*
- *Match vacant Committee Chairperson responsibilities with potential new Directors*
- *Fill vacant chairperson positions while being mindful of: person's interest, related experience, commitment, gender balance, community representation*
- *Encourage and support Committee Membership expansion*

***ACTION*: Board Members to consider joining Succession Committee**

***ACTION*: Trish and Larry to move forward filling Director and Chairperson vacancies on an urgent basis.**

8.3. Technology

8.3.1. Chairperson's Report

- *Larry highlighted the following*
- ***Website***
  - *Used to promote 2018 Inductee Nominations*
  - *Set up to handle 2018 Induction activity*
  - *Considering options for visually enhancing Main and Sub Menus*
  - *Looking into how SSH personal can modify top right button which is used to highlight current SSH activity*
  - *Rachel providing social media*

- *Linda & Brenda adding Active Elite*
- *Decisions re: linking vs adding content to website must be made as links disappear/change (example "In Memory")*

- ***Kiosk***
  - *A backup power system has resolved most of the system failures that had occurred over the last year*
  - *Updated software*
  - *After determining screen layout and design the pursuit turned to improving content*
  - *Faye and Larry undertakings*
    - *Active Elite*
      - *Add new members*
      - *Review photos for quality, quantity and cropping*
    - *Main Panel*
      - *Faye has created a database of assets*
      - *Initial categories considered/established (Name, Title, Sport, Community, Gender, Inductee, Heritage, Team, Handicapped, Family)*
      - *Establish an appropriate balance between categories and overall quantity*
  - *When an acceptable standard has been achieved*
    - *Potential usage of assets needs to be explored*
    - *Signup patrons to generate revenue*
    - *Use to promote SSH and its purposes*

8.3.2. Website Usage Report

- *2017 and year to date for 2018 (**APPENDIX C**)*

9. Follow Up 2017 AGM

9.1. Committee Chairpersons

9.1.1. 2018 Objectives

- *All Committee chairs were asked to complete and forward to Larry*

9.1.2. Build Committee Membership

- *Ongoing need*

9.1.3. Board Communique Updates

- *Important for Board Members to maintain conversancy of SSH activity and achievements*

***ACTION*: Committees to provide Board with updates of their activity and accomplishments**

9.2. SSH Intensive Evaluation

- *SSH is now five years old*
- *Over these five years an infrastructure and directions have been established*
- *At some point it would be appropriate to critique SSH's objectives, practices and procedures*

***ACTION*: Comments from Board Members are to be forwarded to Larry for discussion at a later date.**

10. Next Meeting

- *Larry reminded the Board, and in particular the Committee Chairpersons, that most activity will be within SSH Committees*
- *Induction Committee may require some timely approvals to ensure the 2018 Induction meets its objectives. This may be done online to expedite and avoid having to arrange a common meeting time for the Board Members*

Moved by: ***Jennifer Coughlin*** *Seconded by:* ***Trish Campbell***

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

Carried

11. Adjournment

Moved by: ***Linda Collins*** *Seconded by:* ***Debbie White***

THAT the Springwater Sports Heritage Board Meeting adjourn at 9:20 p.m.

Carried

APPENDIX A

System: 2018-04-26 2:12:32 PM
User Date: 2018-04-25

DETAILED TRIAL BALANCE FOR 2018

Corporation of the Township of Springwater
General Ledger

Page: 1
User ID: smcnabb

Ranges: From: To:
Date: 2018-01-01 2018-12-31
Account: 1-550-031-421110 1-550-111-727600

Subtota By: No Subtotals
Sorted By: Fund

Include: Posting, Unit

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.	Debit	Credit
2018-01-18	272,452	PMTRX00001668	Purchases	JAN2018	Canadian Association for Sport Heritage	1941	$50.00	
					Net Change	Ending Balance		
Account: 1-550-111-532201				Totals:	$50.00	$50.00	$50.00	$0.00

Account: 1-550-111-532282 Description: Maintenance - Website - Sports Heritage Beginning Balance: $0.00

Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2018-02-05	275,183	PMTRX00001676	Purchases	HOB0846	The Heart of Business	3137	$264.47	
2018-02-05	275,183	PMTRX00001676	Purchases	HOB0846	The Heart of Business	3137	$0.05	
					Net Change	Ending Balance		
Account: 1-550-111-532282				Totals:	$264.52	$264.52	$264.52	$0.00

Account: 1-550-111-532358 Description: Events - Induction - Sports Heritage Beginning Balance: $0.00

Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2018-03-12	276,381	GLTRX00029143	Barrie Country Club Sports Her			4118	$814.08	
					Net Change	Ending Balance		
Account: 1-550-111-532358				Totals:	$814.08	$814.08	$814.08	$0.00

	Accounts	Beginning Balance	Net Change	Ending Balance	Debit	Credit
Grand Totals:	3	$0.00	$1,128.60	$1,128.60	$1,128.60	$0.00

APPENDIX B

2018 FINANCIAL STATEMENT
Springwater Sports Heritage
as of April 30, 2018

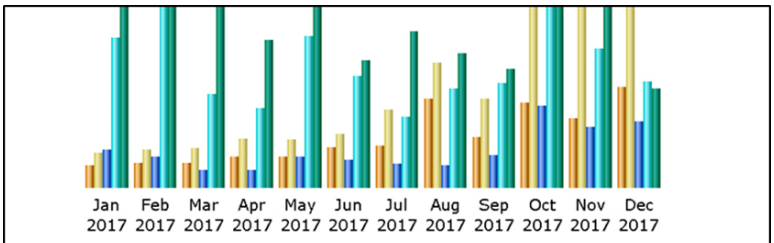
	INCOME	EXPENSE	TAX RTN	AR/AP	NET	BUDGET
BOARD						
Sundry						
CASH 2016 Membership		50.00				
Maple Syrup Festival				500.00		
To Date	0.00	50.00	0.00	500.00	**450.00**	**-600**
FACILITIES						
Displays						
To Date	0.00	0.00	0.00	0.00	**0.00**	**-5,000**
FINANCE						
Revenue						
To Date	0.00	0.00	0.00	0.00	**0.00**	**8,000**
HERITAGE						
Expense						
To Date	0.00	0.00	0.00	0.00	**0.00**	**-500**
INDUCTION						
Venue						
Barrie Country Club, deposit		904.00	89.92			
Subtotal		904.00	89.92			
Sponsorship						
Sexton's				2,000.00		
Subtotal				2,000.00		
To Date	0.00	904.00	89.92	2,000.00	**1,185.92**	**4,000**
PROMOTION						
Expense						
To Date	0.00	0.00	0.00	0.00	**0.00**	**-1,700**
WEBSITE/KIOSK						
Expense						
Heart of Business 2018,2,6		293.74	29.22			
Subtotal		293.74	29.22			
To Date	0.00	293.74	29.22	0.00	**-264.52**	**-4,000.00**
TOTAL	**0.00**	**1,247.74**	**119.14**	**2,500.00**	**1,371.40**	**200**

Township Statement April 25	**-1,128.60**
Difference between Township & SSH	**2,500.00**

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 Net Gain/Loss	-1,490.55	16,892.96
2018 Net Gain/Loss	0.00	**16,892.96**

APPENDIX C

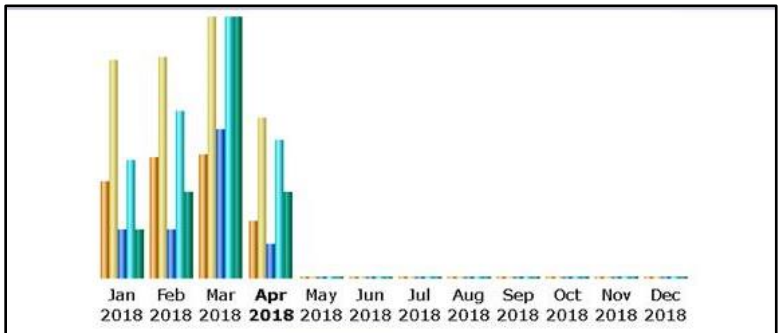
2017 WEBSITE USAGE REPORT



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
Sep 2017	629	1,104	6,371	20,541	1.02 GB
Oct 2017	1,057	2,889	16,062	50,079	1.82 GB
Nov 2017	856	2,435	11,939	27,192	1.74 GB
Dec 2017	1,239	3,184	12,965	20,719	866.96 MB
Total	7,588	15,368	87,784	303,671	18.54 GB

2018 WEBSITE USAGE REPORT

(as of April 26, 2018)



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2018	891	2,006	7,532	18,345	757.90 MB
Feb 2018	1,105	2,027	7,591	25,812	1.33 GB
Mar 2018	1,133	2,394	23,053	40,401	4.00 GB
Apr 2018	527	1,468	5,350	21,399	1.33 GB
May 2018	0	0	0	0	0
Jun 2018	0	0	0	0	0
Jul 2018	0	0	0	0	0
Aug 2018	0	0	0	0	0
Sep 2018	0	0	0	0	0
Oct 2018	0	0	0	0	0
Nov 2018	0	0	0	0	0
Dec 2018	0	0	0	0	0
Total	3,656	7,895	43,526	105,957	7.40 GB

APPENDIX D

Potential Ticket Requirements					
2018 Induction Ceremony					
	Comp Tickets	Purchase Permitted	# People	Potential Tickets	COMMENT
Sponsors	2		5	10	
Board		6	11	66	
SSH Guests	2		3	6	
Dignitaries		2	7	14	
Athlete	2	8	3	30	
Builders	2	8	3	30	
1982 Elmvale Angels		2	15	30	
1976/77 Pee Wee		2	18	36	
1950 Minesing Softball		2	12	24	
Alumni		2	20	40	
SSH Hold				10	
Total Required				296	
240 Tickets Minus Tickets Required				-56	