

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

### ATTENDEES

#### Directors

Larry Simpson, Chairperson

Rob Campbell

Barb Maw

\*Denise Ritchie-McLean

\*Deb White

Trish Campbell

\*Brenda Quinlan

Darrin Robertson

#### Ex Officio

\*Don Stoddart, Inductee

\*Jennifer Coughlin, Council

#### Recording Secretary

Faye Stone

#### Township Resource

TBD

#### \*Regrets

| <u>Prep Items</u> | <u>Description/Version</u>                              | <u>Comment</u>       |
|-------------------|---|----------------------|
| Minutes           | 2019,2,11 Board Minutes                                 | Distributed/ Website |
| Document          | 2019,2,11 2020 Induction Actions Required               | Distributed          |
| Minutes           | 2019,2,19 Induction Ad Hoc Committee Minutes            | Distributed          |
| Email             | 2018,4,22 Email With 2020 Induction Documents and Forms | Distributed          |
| Minutes           | 2019,8,30 Finance Meeting With Township Minutes         | Distributed          |
| Document          | Constitution V2 2018,2,13                               | Distributed/Website  |
| Document          | 2019 Budget   | Distributed          |

**MEETING NOTE:** The meeting was adjourned at 9:43 as the time required to address all agenda items exceed the time allotted. All of the time sensitive agenda items were prioritized to ensure they were meticulously and systematically considered and resolved. The minutes reflect the actions taken.

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

*Moved by: Trish Campbell*

*Seconded by: Barb Maw*

***THAT the meeting of the Springwater Sports Heritage Board of October 3, 2019 has a quorum present and will come to order at 7:35 pm***

***Carried***

### 2. Opening Remarks

- *Larry welcomed everyone*
- *The meeting focus was stated as*
  - *Essential Induction related time sensitive decisions*
  - *Mid-Year Reports*
  - *A Constitutional Housekeeping Amendment*
  - *Committee Reports, Approvals and 2019 Objectives Updates*
  - *2020 Budget*

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

**3. 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*

**4. 2019,2,11 Board Minutes**

**4.1. Approval**

*Moved by: Barb Maw*

*Seconded by: Darrin Robertson*

***THAT the Board minutes of February 11, 2019 be approved as distributed***

***Carried***

**4.2. Follow-up**

**4.2.1. Organizational Preferences (Ad Hoc vs Standing)**

- *At the 2019,2,11 Board Meeting Members were asked to consider/discuss and decide at the next Board Meeting if Active Elite, Succession and Technology Committees are to be moved from an Ad Hoc Committee status to a Standing Committee status*

*Moved by: Rob Campbell*

*Seconded by: Barb Maw*

***THAT Active Elite, Succession and Technology Committees become Standing Committees***

***Carried***

**5. Constitutional Housekeeping Amendment (A: 6.d. Mailing Address)**

- *A SSH Constitutional Housekeeping Amendment to bring up to date SSH's mailing address postal code was put forward for approval*

*Moved by: Trish Campbell*

*Seconded by: Barb Maw*

***THAT the Springwater Sports Heritage Constitution be amended to reflect a housekeeping mailing address postal code change, made by Canada Post, from the previous "L0L 1Y2" to the current "L9X 1A8"***

***Carried***

**ACTION: Larry will complete the following three activities**

- a. Update the Constitution to reflect the approved amendment and identify it as "Version: 2.1. Board Approved: 2019,10,3"***
- b. Forward a copy to Board Members***
- c. Update on SSH website***

## **Minutes Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

### **6. Standing Committees Reports and 2019 Objectives Updates**

#### **6.1. MID-YEAR REPORTS**

- *As it was difficult to establish a June Board Meeting date each Committee Chairperson was asked to submit a Mid-Term Report*
- *There was a minimal response to the Mid-Year Reports request*
- *Larry thanked those that provided their Committee's Report*
- *A discussion on the frequency and timing of Board Meetings*
- *It was decided that two Board Meetings per year would suffice in most years. These dates should be set well in advance. A Board Meeting and AGM could be held the same evening.*
- *It was agreed the 2019 AGM can be held in late January 2020 (see motion at end of minutes re date and location.)*
- *It was emphasized that most activity will be done at the Standing Committee level.*
- *Standing Committee meetings will be called at the discretion of the Committee chairs*
- *Their progress and required approvals will be reported to the Board in an appropriate and timely manner.*

#### **6.2. FACILITIES**

##### **6.2.1. Chairperson's Report**

- *Chair Rob Campbell had submitted his written report to Larry and reviewed its contents with Board members as follows*
  - *Discussed initial vision/concepts with Township – January 2019*
  - *Assembled small committee to review other communities Sports Heritage centres*
  - *Determined short-list of locations to visit in Summer 2019*
  - *Canadian Baseball Hall of Fame – phone discussion held July 18, 2019 – gained information useful for SSH vision*
  - *Visit Hockey Hall of Fame - to visit Fall 2019, initial discussion held July 2019*
  - *Midland HOF – have reached out to them to arrange a visit and discussion*
  - *Barrie HOF – visit TBD*
  - *Develop initial report for all SSH stakeholders – January 2020 SSH Board meeting*

##### **6.2.2. Objectives Update**

- **Prepare/Present Vision for Community Hub**
  - *A general and basic "wish-list" criteria re new construction was discussed*
  - *An area; secure enough to house and maintain public entrusted memorabilia*
  - *AV resources; screens, kiosks, computers; access to high speed internet*

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

- *Personnel sufficient to supervise and secure the area with the ability to update and maintain website and interactive displays*
- *Rob and his committee intend to visit and review neighboring and/or highly acclaimed Halls of Fame to source ideas and suggestions*
- **Examine Township Admin Centre Storage**
  - *Larry noted that SSH's previous access to lower level storage at the Administration Centre has been reduced each year and is now very limited. The Facilities Committee will investigate temporary alternate areas.*
  - *The Committee will need to develop criteria for accepting and storing memorabilia.*
- **Expand Committee Membership**
  - *Rob noted that he was pleased to report that this committee consists of two other members B. Adams and D Downey*

### 6.3. FINANCE

#### 6.3.1. Chairperson's Report

##### 6.3.1.1. 2019,8,30 SSH/Township Meeting and Minutes

- *Meeting attendees: Jeff Schmidt (former Director of Finance and new Chief Administration Officer), Anita Verstraten (Deputy Treasurer), Barb Maw and Larry*
- *New Township Director of Finance TBD*
- *The Finance Committee 2019,8,30 SSH/Township Minutes were reviewed/approved*

Moved by: **Barb Maw**

Seconded by: **Trish Campbell**

**THAT the Finance Committee Minutes of 2019,8,30 be approved as distributed**

**Carried**

##### 6.3.1.1.1. Receipts and Payments Approvals/Pathways was reviewed

- *Once payments are approved by SSH (following SSH's procedures) request for Township payment will now go to "Township's Accounts Payable email address" to be handled by a Township establish hierarchy of recipients thus avoiding any delays*
- *Eric Whent (Supervisor of Revenue) will be SSH's contact for day-to-day financial matters*

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

---

- Barb is currently having some difficulty obtaining a current trial balance but believes it will be rectified to her expectations and promptly

**ACTION:** Barb will continue her contact with Township Finance personnel to review and consider procedures re the following areas important and pending activity during the ensuing months

### 6.3.1.1.2. 2020 Induction Online Ceremony Ticket Possibilities

- Township and SSH will collaborate to arrange the online payment system
- It was stressed that ticket sales will commence sometime during the May/June period and that all required technical upgrades/updates would have to be completed and successfully tested prior to launching the online payment process
- Payment receipts will be required for payees
- A tracking/monitoring system will be necessary and a way to ensure only eligible purchases are possible
- It is important to capture email addresses to provide updates and have for future use as part of any emailing undertakings
- The Board is aware of the minimal added costs and will be discussed and agreed to as more is known
- Website changes to be made as required

### 6.3.1.1.3. Legacy Fund

- At the 2019,8,30 Finance meeting Larry shared with the Township that a "Legacy Fund" is a desired component to support SSH
- It was agreed SSH will work with the Township to ensure proper financial procedures and systems are in place as this undertaking evolves

### 6.3.1.2. Current Financial Statements

- The current Township Trial Balance (**APPENDIX A**) and SSH Financial Statement (**APPENDIX B**) were not available (Township trial balance not received) at the meeting but would be prepared and attached to the minutes

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

- *Larry requested to be informed should there be any difficulties in accomplishing the agreed to procedures and within a reasonable time period as outlined in the Finance Meeting Minutes*

**ACTION: Barb to follow up with Township personnel and prepare SSH's current Financial Statement as soon as possible (forward Township Trial Balance and Statement to Larry for inclusion in Minutes)**

**6.3.1.3. 2020 Budget**

- *Budget prep document received from Township and requested SSH's details by October 4, 2019*

**ACTION: Barb and Larry will complete the 2020 Budget and share with the Board for their approval and attached to the minutes (APPENDIX C)**

*Moved by: Barb Maw                      Seconded by: Darrin Robertson*

***THAT the SSH 2020 Budget as prepared be approved***

***Carried***

**6.3.2. Objectives Updates**

- *The following items are covered above in 6.3.1*
  - **Monitor & Report SSH Financial Activity**
  - **Organize Online Payment**
  - **Develop Financial Strategies (Legacy Fund)**
  - **Monitor 2020 Budget**

**6.4. INDUCTION**

**6.4.1. Chairperson's Report**

**6.4.1.1. Approve February 19, 2019 Induction Ad Hoc Minutes**

- *The Ad Hoc Committee Minutes were approved*

*Moved by: Darrin Robertson                      Seconded by: Barb Maw*

***THAT the Induction Ad Hoc Committee minutes of February 19, 2019 be approved as distributed***

***Carried***

**6.4.2. Consider/Approve Induction Ad Hoc Committee Recommendations**

- *Darrin highlighted/reviewed the recommendations from the February 19, 2019 Ad Hoc Committee minutes*
- *Considerations/rationales/thoughts/suggestions were shared amongst Board Members*

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

- *The following items were addressed. A brief summary of the Boards considerations are included*
  - **Conflict of Interest**
    - *Agree with minor changes and addition of “immediate family” clarification/definition*
  - **Team vs Years**
    - *Agree with minor changes and the flexibility option of additional years*
  - **Documents & Forms**
    - *All revised forms had been distributed to the Board previously for their consideration and approval*
    - *See item 6.4.3 below*
  - **Digital Submissions**
    - *Township onside with the option*
    - *Process and supporting infrastructure to be developed*
    - *To be encouraged by not required*
  - **SSH Support**
    - *in nomination process was encouraged; assisting public, as requested, in making their nominations*
  - **Tickets**
    - *Ticket sales would commence sometime during the May/June period. Online purchase option needs to be in place by this time*
    - *It was agreed a physical ticket would not be produced/required*
    - *Ticket price should be held to \$50.00*
    - *Control and tracking to be part of the online process*
  - **Ceremony**
    - *Develop and publish Start/Finish Times for Reception, Call to tables, Welcoming, Blessing, meal and Induction*
    - *Develop presenter and Inductee speech guidelines*
  - **Venue**
    - *See items 6.4.4 and 6.4.5 below*
  - **Alumni**
    - *It is the Board’s desire to have the Alumni Members attend and be involved where appropriate*
    - *It was suggested that a portion of the Alumni’s ticket be subsidized by a sponsor/patron*

**ACTION: Trish to review Alumni ticket subsidizing concept with Don Stoddart (Inductee Rep) and report findings to the Board**

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

**6.4.3. Updated Documents and Forms Approval**

- *The following 2020 Induction related documents, previously distributed for review, were considered for Board approval*
  - *Critical Path*
  - *2020 Induction Guidelines*
  - *2020 Nominee Assessment Summary*
  - *2020 Board Nominee Assessment*
  - *2020 Nomination Support Material*
  - *2020 Athlete Nomination Form*
  - *2020 Builder Nomination Form*
  - *2020 Team Nomination Form*

*Moved by: **Darrin Robertson**    Seconded by: **Larry Simpson***

***THAT the 2020 Induction documents and forms presented be approved and added to the website to launch the 2020 Inductee Nomination***

***Carried***

**ACTION:** *Larry will update/modify the Forms and Documents as approved and a) add to the website and b) email to the Board members*

**6.4.4. Venue---Snow Valley Ski Club Venue Presentation**

- *Information gathered during two visits to the Snow Valley Ski Club (Aug. 14 Trish, Darrin, Larry and Aug 20 Faye, Larry) was presented to the Board and discussed*
  - *Floor Plans*
    - *A variety of room/table arrangements were viewed and considered*
    - *Table size and number per table less than previous Inductions*
    - *Numbers that could be seated were less than Trish and Darrin expected*
    - *Further examination of potential arrangements and numbers that could be seated should be considered (see 6.4.5 below)*
  - *Building access*
    - *Parking area not paved*
    - *Vehicle access to the upper drop-off is possible but not convenient*
    - *A small elevator and venue operator is available for handicapped*
    - *Stair access is external and lengthy. Should not be a problem for most*
  - *Food*
    - *Those who have experienced the venue's meals at other events ranked highly*



## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

- *The meal and facility costs should be within the ballpark of previous Inductions. Ticket price should be held to previous Inductions (i.e. \$50.00)*
- *Venue personnel assured SSH that table service would not be a problem.*
- *Entrance(s)/Reception Area*
  - *These areas are small and action would be required to mitigate potential difficulties*
- *Mingle Space & Bar(s)*
  - *As part of the floor/seating plans these areas will need to be considered*
- *Washrooms (Regular & Handicap)*
  - *A handicap washroom is available on the main floor*
  - *Regular washrooms are appropriate but down one level*
- *Stage*
  - *It will be necessary to rent a stage*
  - *Location/configuration TBD*
- *AV*
  - *A number of TV monitors are on the walls around the room and should complement attendees viewing*
  - *It should be possible to have different activity being displayed at the same time as the monitors are independent*
  - *WIFI is available*
  - *A large screen with overhead projector at east end of the room*

### 6.4.5. Venue/Date Approval

- *The desired date and the pros and cons of the two venues (Barrie Country Club & Snow Valley) were discussed*
- *The following motion was put forward*

*Moved by: Darrin Robertson      Seconded by: Trish Downey*

***THAT the Snow Valley Ski Resort be the venue for the 2020 Induction Ceremony***

***Carried***

### **ACTION: Darrin will:**

- ***Advise Snow Valley and confirm September 25, 2020 as the date as soon as possible.***
- ***Arrange a meeting with Snow Valley to:***
  - ***reflect on potential room configurations and numbers***

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

---

- *Complete any necessary details*
- *Discuss menu and how served (buffet or table service)*

### 6.4.6. Objectives Update

- **Prepare & Promote 2020 Nomination**
  - *Prep material prepared and posted*
  - *Promotional opportunities to be considered*
- **Organize Online Payment With Finance**
  - *Finance has met with Township and in progress*
- **Prepare Inductee Speech Guidelines**
  - *Darrin to prepare*
- **Remedy Food Service Issues**
  - *New venue should resolve the problem*

### 6.5. PROMOTION

#### 6.5.1. Chairperson's Report

- *The new Brochure developed by Deb was shared with the Board*
- *Deb unable to attend meeting*

#### 6.5.2. Objectives Update

- *No update as Deb not at the meeting*
  - **Develop Promo Clip & Presentations**
  - **Aid Heritage Committee Community Outreach**
  - **Develop/Implement SSH Promotional Strategies**
  - **Meet with Community Sports Organizations**

### 6.6. SPORTS HERITAGE

#### 6.6.1. Chairperson's Report- Trish forwarded her written report to Larry and it was reviewed for the Board

##### 6.6.1.1. Projects

- **Corby Adams**
  - *Trish has scanned a huge amount of material and- shared her results with Corby and Betty*
  - *There are impressive references to many other sports figures in Springwater within Corby's clippings, articles*
  - *Trish often forwarded these articles to referenced individual or family*
  - *This is a good way to promote SSH activities and invite more heritage to be shared*
  - *She is in process of loading this material onto the website*

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

---

- **Homer Barrett**
  - Faye noted that Homer's four Scanned Scrapbooks have been added to the website
  - Concern was expressed re the size of the files and opening time required for viewing. She will seek assistance re the best file size to be considered for future scanning and saving
  - As with Corby, Homer's clippings contained many reference of other sports figures. (how to use a search tool to find these sports figures/events/teams noted within the articles; tagging every article would be onerous and impractical)
- **Alan Johnston Video**
  - Video completed and a meeting to review the video with Alan is pending  
**ACTION: Larry will follow up**
- **School Sports Heritage**
  - Still need to find a champion to undertake this valuable resource
- **Pat Crowe and Orr Lake Harness Racing**
  - Mike Patchell is exploring

### 6.6.2. Objectives Update

- **Promote Heritage Endeavors Thru Associations**
- **Increase Website Heritage Content**
  - Trish has undertaken a project involving the Lady's ball team "Comets" and hopes to have that prepared in the near future.
- **Capture & Display Corby's & Others Material**
  - Trish noted that she wishes to continue with Corby's material and upload to the website
- **Conceive Community Hub Displays**

## 7. Ex Officio Members

### 7.1. INDUCTEE REPRESENTATIVE

#### 7.1.1. Chairperson's Report

- Don unable to attend the meeting

#### 7.1.2. Objectives Update

- No update as Don unable to attend the meeting
  - **Cultivate Alumni Membership**
  - **Implement Communication Strategy**

### 7.2. COUNCIL REPRESENTATIVE

#### 7.2.1. Council Representative's Report

- Jennifer unable to attend meeting

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

**7.2.2. 2019 and 2020 Summer Jobs Program**

- SSH missed out on the 2019 program
- SSH would like to apply for assistance if the program is offered again.

**ACTION: Larry to follow up with Jennifer**

**8. Ad Hoc Committees Reports**

**8.1. ACTIVE ELITE**

**8.1.1. Chairperson's Report**

- Brenda unable to attend the meeting
- Brenda added Matt Garwood to Active Elite

**8.1.2. Objectives Update**

- No update as Brenda unable to attend
  - Increase Active Elite Members
  - Update Profiles & Activity Chronicles
  - Transfer Retirees to Accomplished
  - Expand Committee Membership

**8.2. SUCCESSION**

**8.2.1. Chairperson's Report**

- Current three year succession plan

| 2019 Three Year Succession Plan<br>(as of Oct 3, 2019) |                  |                       |
|--|------------------|-----------------------|
| 2019, 2020, 2021                                       | 2019, 2020       | 2019                  |
| Rob Campbell   | TBD              | Larry Simpson         |
| Trish Campbell   | Darrin Robertson | Denise Ritchie McLean |
| Barb Maw   | Deb White        | Brenda Quinlan        |

**ACTION: Larry and Trish will meet soon to prepare for 2020 changes**

- Board Members are encourage, once again, to expand their Committees and put forward any names that may be interested in a Director's position

**8.3. TECHNOLOGY**

**NOTE:** As the Board Meeting was beyond the time established this item was not addressed. The following information is provided to bring the Board up-to-date on the Technology Committee's activity

**8.3.1. Chairperson Report**

- See below

**8.3.2. Promotional Video(s)**

- Larry met with 2018 Induction videographer to commence the development of one or more SSH promotional videos

## Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

---

### 8.3.3. 2020 Induction Support

- *Technology Committee to support*
  - *Website Promotion*
  - *Online Payment*
  - *Ticket receipts*
  - *Digital Nominations*
  - *Emailing Lists*
  - *Ceremony AV*
  - *Seating Coordination*
  - *Capture Ceremony photos and videos*

### 8.3.4. Emailing Software/Strategy

- *SSH should be developing a range of emailing strategies to be used by SSH and its Committee*
- *Need to identify potential groups/lists*
- *Determine which emailing software would best serve SSH*

### 8.3.5. Define Memorabilia

- *While working through the multimedia projects and related website development it became evident that “Memorabilia” could suggest a range of items*

**ACTION:** *Larry will work with Board members to establish a criterion*

### 8.3.6. Website Usage

- *See **APPENDIX D***

### 8.3.7. Kiosk(s)

- *Would like to set up a person/group to administer*
- *Need to review and update current files being used*
- *Investigate expansion of number of Kiosk*

### 8.3.8. Objectives Update

- **Suggest Potential Apps For Community Hub**
  - *Work with Facilities Committee*
- **Review Training requirements**
  - *Waiting to identify those who will access*
- **Critique website design/ functionality**
  - *A future undertaking*
  - *Establish a focus group*
- **Provide Board & Committee Support**
  - *Ongoing and prepared to accommodate requests*

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

**9. Next Meeting**

- *Discussion around the value of combining a Board Meeting and AGM took place*
- *It was agreed the 2019 Annual General Meeting and a Board Meeting will be scheduled for the same evening at the end of January. All present stated they would make themselves available.*
- *Larry will check with Don Stoddart re his availability and Township's room schedule to select a date*

**Post Meeting Note:** *As all party's agreed the minutes reflect approval of January 21, 2020*

Moved by: **Trish Campbell**

Seconded by: **Barb Maw**

***THAT the next Springwater Sports Heritage Board Meeting and the 2019 Annual General Meeting will be on January 21, 2020.***

***Carried***

**10. Adjournment**

Moved by: **Rob Campbell**

Seconded by: **Barb Maw**

***THAT the Springwater Sports Heritage Board Meeting of October 3, 2019 adjourns at 9:43 p.m.***

***Carried***

# Minutes Board Meeting Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

## APPENDIX A

|               |                  |  |                                |                     |   |                    |                |            |          |
|---------------|------------------|--|--------------------------------|---------------------|---|--------------------|----------------|------------|----------|
| Ranges:       | From:            | To:  |                                |                     |   |                    |                |            |          |
| Date:         | 2019-01-01       | 2019-09-30   |                                | Subtotal By:        | No Subtotals                            | Include:           | Posting        |            |          |
| Account:      | 1-550-031-421110 | 1-550-111-727600                                     |                                | Sorted By:          | Fund                                    |                    |                |            |          |
| 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.        | Debit          | Credit     |          |
| 2019-05-01    | 301,059          | CRREC00013447  | Don Duffey                     | 383543              | May 1, 2019 Cash Transactions           | 6946               |                | \$50.00    |          |
| 2019-06-11    | 303,258          | CRREC00013613  | Elmvale & District Maple Syrup | 385382              | June 11, 2019 Cheque Payments           | 9114               |                | \$500.00   |          |
|               |                  |  |                                | Net Change          |   | Ending Balance     |                |            |          |
| Account:      | 1-550-031-481126 | Totals:  |                                | -\$550.00           |   | -\$550.00          |                | \$0.00     | \$550.00 |
| 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     |          |
| 2019-09-17    | 307,886          | PMTRX00002037  | Purchases                      | 34594               | Georgian Copy & Printers Inc.           | 13827              | \$79.37        |            |          |
|               |                  |  |                                | Net Change          |   | Ending Balance     |                |            |          |
| Account:      | 1-550-111-532201 | Totals:  |                                | \$79.37             |   | \$79.37            |                | \$79.37    | \$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     |          |
| 2019-02-28    | 297,823          | PMTRX00001894  | Purchases                      | HOB1075             | Heart of Business                       | 3857               | \$1,765.48     |            |          |
| 2019-04-01    | 299,300          | PMTRX00001922  | Purchases                      | HOB1089             | Heart of Business                       | 5242               | \$228.88       |            |          |
| 2019-08-19    | 306,656          | PMTRX00002020  | Purchases                      | HOB1160             | Heart of Business                       | 12671              | \$1,705.50     |            |          |
|               |                  |  |                                | Net Change          |   | Ending Balance     |                |            |          |
| Account:      | 1-550-111-532282 | Totals:  |                                | \$3,699.86          |   | \$3,699.86         |                | \$3,699.86 | \$0.00   |
| Account:      | 1-550-111-532380 | Description: Memberships - SSH                       |                                |                     |   | Beginning Balance: |                | \$0.00     |          |
| Trx Date      | Jrnl No.         | Orig. Audit Trail                                    | Distribution Reference         | Orig. Master Number | Orig. Master Name                       | Posting No.        | Debit          | Credit     |          |
| 2019-01-22    | 296,007          | PMTRX00001874  | Purchases                      | JAN2019             | Canadian Association for Sport Heritage | 2239               | \$50.00        |            |          |
|               |                  |  |                                | Net Change          |   | Ending Balance     |                |            |          |
| Account:      | 1-550-111-532380 | Totals:  |                                | \$50.00             |   | \$50.00            |                | \$50.00    | \$0.00   |
|               |                  |  |                                |                     |   |                    |                |            |          |
|               |                  |  |                                | Accounts            | Beginning Balance                       | Net Change         | Ending Balance | Debit      | Credit   |
| Grand Totals: |                  |  |                                | 4                   | \$0.00                                  | \$3,279.23         | \$3,279.23     | \$3,829.23 | \$550.00 |

# Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

## APPENDIX B

| 2019 FINANCIAL STATEMENT                  |                                       |                  |                 |                |             |                  |               |
|---|---------------------------------------|------------------|-----------------|----------------|-------------|------------------|---------------|
| Springwater Sports Heritage               |                                       |                  |                 |                |             |                  |               |
| as of September 30, 2019                  |                                       |                  |                 |                |             |                  |               |
|   |                                       | INCOME           | EXPENSE         | TAX RTN        | AR/AP       | NET              | BUDGET        |
| <b>BOARD</b>                              |                                       |                  |                 |                |             |                  |               |
|   | <b>Sundry</b>                         |                  |                 |                |             |                  |               |
|   | CASH 2019 Membership                  |                  | 50.00           |                |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 50.00           | 0.00           | 0.00        | -50.00           | -600          |
| <b>FACILITIES</b>                         |                                       |                  |                 |                |             |                  |               |
|   | <b>Displays</b>                       |                  |                 |                |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 0.00            | 0.00           | 0.00        | 0.00             | -5,000        |
| <b>FINANCE</b>                            |                                       |                  |                 |                |             |                  |               |
|   | <b>Revenue</b>                        |                  |                 |                |             |                  |               |
|   | Private Donation (DD)                 | 50.00            |                 |                |             |                  |               |
|   | Elmvale Maple Syrup Festival          | 500.00           |                 |                |             |                  |               |
|   | <b>TOTAL</b>                          | 550.00           | 0.00            | 0.00           | 0.00        | 550.00           | 3,000         |
| <b>HERITAGE</b>                           |                                       |                  |                 |                |             |                  |               |
|   | <b>Expense</b>                        |                  |                 |                |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 0.00            | 0.00           | 0.00        | 0.00             | -300          |
| <b>INDUCTION</b>                          |                                       |                  |                 |                |             |                  |               |
|   | <b>Expense</b>                        |                  |                 |                |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 0.00            | 0.00           | 0.00        | 0.00             | -500          |
| <b>PROMOTION</b>                          |                                       |                  |                 |                |             |                  |               |
|   | <b>Expense</b>                        |                  |                 |                |             |                  |               |
|   | Georgian Copy and Printers Inc #34594 |                  | 88.14           | 8.77           |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 88.14           | 8.77           | 0.00        | -79.37           | -900          |
| <b>WEBSITE/KIOSK</b>                      |                                       |                  |                 |                |             |                  |               |
|   | <b>Expense</b>                        |                  |                 |                |             |                  |               |
|   | Heart of Business HOB1075 2019,2,15   |                  | 1,960.49        | 195.01         |             |                  |               |
|   | Heart of Business HOB1089 2019,3,20   |                  | 254.16          | 25.28          |             |                  |               |
|   | Heart of Business HOB1160 2019,7,23   |                  | 1,893.88        | 188.38         |             |                  |               |
|   | <b>TOTAL</b>                          | 0.00             | 4,108.53        | 408.67         | 0.00        | -3,699.86        | -5,000        |
| <b>GRAND TOTALS</b>                       |                                       | <b>550.00</b>    | <b>4,246.67</b> | <b>417.44</b>  | <b>0.00</b> | <b>-3,279.23</b> | <b>-9,300</b> |
| Township Statement as of February 4, 2019 |                                       |                  |                 |                |             | -3,279.23        |               |
| Reconcile                                 |                                       |                  |                 |                |             | 0.00             |               |
| <b>YEAR</b>                               |                                       | <b>GAIN/LOSS</b> |                 | <b>RESERVE</b> |             |                  |               |
| 2018                                      |                                       | 6,088.31         |                 | 22,981.27      |             |                  |               |
| 2019                                      |                                       | -3,279.23        |                 | 19,702.04      |             |                  |               |



# Minutes Board Meeting

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

## APPENDIX C

| 2020 BUDGET                 |  |              |       |                 |                       |         |          |           |           |           |        |
|-----------------------------|--|--------------|-------|-----------------|-----------------------|---------|----------|-----------|-----------|-----------|--------|
| SPRINGWATER SPORTS HERITAGE |  |              |       |                 |                       |         |          |           |           |           |        |
| October 3, 2019             |  |              |       |                 |                       |         |          |           |           |           |        |
|                             |  |              | Board | Active<br>Elite | Facilities<br>/Awards | Finance | Heritage | Induction | Promotion | Web/Kiosk | TOTALS |
| <b>Revenue</b>              |  |              |       |                 |                       |         |          |           |           |           |        |
|                             |  | TV/Kiosk Ads |       |                 |                       | 3,000   |          |           |           |           | 3,000  |
|                             |  | Patrons      |       |                 |                       |         |          | 10,000    |           |           | 10,000 |
|                             |  | Ticket Sales |       |                 |                       |         |          | 10,500    |           |           | 10,500 |
| <b>Total Revenue</b>        |  |              | 0     |                 | 0                     | 3,000   | 0        | 20,500    | 0         |           | 23,500 |
| <b>Expense</b>              |  |              |       |                 |                       |         |          |           |           |           |        |
|                             |  | Displays     |       |                 | 4,000                 |         |          |           |           |           | 4,000  |
|                             |  | Web/Kiosk    |       |                 |                       |         |          |           |           | 3,000     | 3,000  |
|                             |  | Venue        |       |                 |                       |         |          | 12,000    |           |           | 12,000 |
|                             |  | Printing     | 100   |                 |                       |         |          | 800       | 200       |           | 1,100  |
|                             |  | Awards       |       |                 |                       |         |          | 1,000     |           |           | 1,000  |
|                             |  | Banners      |       |                 |                       |         |          | 1,200     |           |           | 1,200  |
|                             |  | Video        |       |                 |                       |         | 500      | 1,000     | 500       |           | 2,000  |
|                             |  | Sundry       | 500   |                 |                       |         |          | 500       |           |           | 1,000  |
| <b>Total Expense</b>        |  |              | 600   |                 | 4,000                 | 0       | 500      | 16,500    | 700       | 3,000     | 25,300 |
| <b>2018 Net</b>             |  |              | -600  |                 | -4,000                | 3,000   | -500     | 4,000     | -700      | -3,000    | -1,800 |
|                             |  |              |       |                 |                       |         |          |           |           |           |        |
|                             |  |              |       | Reserve         |                       |         | Budget   | Balance   |           |           |        |
|                             |  |              |       | 2017            |                       |         |          | 16,892.96 |           |           |        |
|                             |  |              |       | 2018            |                       |         |          | 16,428.96 |           |           |        |
|                             |  |              |       | 2019            |                       |         | -9,300   | 7,128.96  |           |           |        |
|                             |  |              |       | 2020            |                       |         | -1,800   | 5,328.96  |           |           |        |

**Minutes  
Board Meeting**

Springwater Sports Heritage

Township Administration Centre

October 3, 2019

7:30-9:30 pm

**APPENDIX D**

| ANNUAL WEBSITE ACTIVITY & COMPARISON  |                 |         |                  |       |         |        |         |            |         |           |              |
|---|-----------------|---------|------------------|-------|---------|--------|---------|------------|---------|-----------|--------------|
| Year  | Unique visitors | UV /Day | Number of Visits | NV /D | % Yr/Yr | % 2015 | Pages   | Pages /Day | Hits    | Hits /Day | Bandwidth GB |
| 2015  | 3,796           | 10      | 6,430            | 18    | n/a     | n/a    | 44,597  | 122        | 239,562 | 656       | 5.18         |
| 2016  | 4,416           | 12      | 8,246            | 23    | 28      | 28     | 126,938 | 348        | 584,932 | 1,603     | 30.42        |
| 2017  | 7,558           | 21      | 15,368           | 42    | 86      | 139    | 87,784  | 241        | 303,671 | 832       | 18.54        |
| 2018  | 10,841          | 30      | 27,212           | 75    | 77      | 323    | 130,005 | 356        | 393,728 | 1,079     | 29.84        |
| 2019 Sep.   | 7,886           | 22      | 18,202           | 50    | -33     | 121    | 72,689  | 199        | 630,418 | 1,727     | 36.47        |
| <b>Unique Visitors:</b> annual initial visits per day<br><b>UV /Day:</b> annual initial visitors/365<br><b>Number of Visits:</b> total annual initial visit & revisits per day<br><b>NV /D:</b> total annual initial visit & revisits per day/365<br><b>% Yr/Yr:</b> percentage increase year over year<br><b>% 2015:</b> percentage increase from 2015<br><b>Pages:</b> annual number different pages visited<br><b>Pages /Day:</b> annual number different pages visited/365<br><b>Hits:</b> annual different actions visitors engaged in<br><b>Hits /Day:</b> annual different actions visitors engaged in/365 |                 |         |                  |       |         |        |         |            |         |           |              |