

**Minutes  
Board Meeting**

Springwater Sports Heritage

Elmvale Curling Club

April 15, 2015

7:00-9:00

**ATTENDEES**

**Directors**

Larry Simpson, Chairperson

Barbara Fralick

Darrin Robertson

Mike Towns

Brenda Quinlan

**Ex Officio**

Lou Belcourt, Inductee

**Recording Secretary**

Faye Stone

**Regrets**

Frank Archer

Ron Belcourt, Township  
Resource

Jennifer Coughlin, Council

Paul Priest

Brad MacDonald

Denise Ritchie-McLean

**PREP ITEMS**

**DISCRIPTION/VERSION**

**COMMENT**

Minutes

Board minutes of February 4, 2015

Distributed

Minutes

Sports Heritage Committee Minutes of March 30, 2015

Distributed

Brochure

2015 Canadian Association Sports Heritage Conference

Distributed April 3

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

*Moved by: Barb Fralick*

*Seconded by: Lou Belcourt*

***THAT the meeting of the Springwater Sports Heritage Board of April 15, 2015 has a quorum present and will come to order at 7:00 pm***

***Carried***

**2. Opening Remarks**

- Larry welcomed all present. He reviewed the fine work completed by Evan McLean on the video editing relative to the Induction Ceremony. Those video clips are now available on the website as part of each Inductee's profile. Larry noted that he has signed for 16 'Student Volunteer' hours for Evan. A discussion took place as to how to further recognize Volunteer's efforts.*

***Action: Larry will look into incorporating a "Valued Volunteer" recognition area on the Website or Arena TV.***

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#### 3. 2015,2,15 Board Minutes

##### 3.1. Approval as distributed

*Moved by: Mike Townes*

*Seconded by: Darrin Robertson*

***THAT the Board minutes of February 4, 2015 be approved as distributed***

***Carried***

##### 3.2 Follow up

- *Follow-ups are incorporated and can be found within agenda items*

#### 4. Standing Committees' Reports and Business

##### 4.1. Facilities & Displays

- *Paul unable to attend and report*

##### 4.1.1. Awards, Plaqued Poster

- *Use/locations was discussed*
  - *The opportunity to purchase the plaqued posters should be added to the website*

**Action: Larry to arrange with Brenda Stanley**

- *It was noted that Alan Priest of Powell Jones LLP would appreciate the offer of receiving a plaqued poster of the 2014 Inductees for the office. It was agreed it would be appropriate to provide one for Powell Jones LLP and the other four 2014 Induction Sponsors if they are interested.*  
**Note:** *During the initial Induction planning it was felt the 2014 Induction Ceremony Sponsors may not wish to have a plaque recognizing their support as they already have many from other events they have supported.*

**Action: Larry to proceed with the purchase and presentation**

##### 4.1.2. Banner Usage Schedule

- *A review of the status of banner usage schedule was held*

**Action: Paul and Larry will determine and confirm the banner(s) placement during the upcoming Maple Syrup Festival**

##### 4.1.3. Artifacts and Memorabilia

##### 4.1.3.1. Arena Cabinet

**Action: Larry to review status with Paul**

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#### 4.1.3.2. Storage and Display at Springwater Administration Centre

- *Larry met with Robert Brindley this week. Robert has directed Ron Belcourt to obtain and erect a "locked-up" caged-off area in the Administration Building basement. This area will securely house SSH equipment and resources. A display area in the foyer area of the Administration building was agreed upon and SSH will continue with its plan to secure a suitable cabinet display.*

#### 4.2. Financial Planning

- *Brad unable to attend and report*

##### 4.2.1. Chairperson's Report

###### **Post Meeting Notes:**

- *Arrangements were made with the Township to obtain a copy of the current Trial Balance and a statement showing the transfer of the yearend balance (\$19,533.59) to a Reserved Fund.*

- *See APPENDIX A,B & C for the Township and SSH financial reports*

**Action:** *Larry will work with the Finance Committee and the Township to arrange the applicable reports and the appropriateness of a Reserved Fund.*

##### 4.2.2. 2014 Audit

- *No feedback has been received re the Status of 2014 Township Audit. It's assumed the audit is underway or will take place soon.*

##### 4.2.3. 2015 Budget

- *No feedback has been received re the Status of 2014 the SSH 2015 budget submission.*

#### 4.3. Induction

##### 4.3.1. Chairperson's Report-

*Darrin noted that it was his intention to call an Induction Committee meeting to begin the planning for the 2016 Induction.*

*Agenda items will include:*

- *A review of the Nomination form and time lines*
- *A discussion of tentative Ceremony dates and venues*

**Action:** *Meeting date is scheduled for Wed. May 6<sup>th</sup> at 7:30 pm at the Curling Club. (All Board members are welcome)*

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#### 4.4. Promotion

##### 4.4.1. Sport Associations/ Groups Meeting Update

- *As part of the formulation of a Master Plan that will direct and guide Springwater Township's future recreational goals, a meeting was held to consult with representatives of the various Sports/Recreation Associations and Groups within the Township. Mike Towns represented both the Elmvale Curling and the Springwater Sport Heritage. The needs of SSH were brought forward by Mike and hopefully they will be recognized in the final Master Plan for Springwater Township that is due to be tabled later this year. Paul Priest attended the second of the two meetings and Mike believes his findings would be similar.*

#### 4.5. Sports Heritage

##### 4.5.1. Approval of March 30, 2015 Sports Heritage Committee Minutes

*Moved by: Mike Townes*

*Seconded by: Darrin Robertson*

***THAT the Sports Heritage Committee Minutes of March 30, 2015 be approved as distributed***

***Carried***

##### 4.5.2. Heritage Development Update

###### 4.5.2.1. Committee Structural Changes

- *Larry reviewed the decision to divide the Heritage Committee into two parts (see February 4, 2015 email)*
  - *Committee Members (attend meetings and vote)*
  - *Resource Personnel (provide guidance in their area of expertise)*

###### 4.5.2.2. Inductee Project Update

- *The Profile Template is being expanded to include:*
  - *Narrative (anecdotes/stories/quotes)*
  - *Multimedia (articles/photos/video)*
  - *Memorabilia (digital artifacts)*
  - *Links (know websites)*
  - *Acknowledgements (authors/contributors)*
- *Larry reported that progress has been made on the updating of the Inductee profiles. They are being updated to the website as they are completed.*

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#### 4.5.2.3. Repository

- *The website is now able to allow uploading and storage of documents and photos. As well, it is receiving information from social media. The website is therefore becoming a repository of more and more data.*

#### 4.5.2.4. Additional Development and Personnel

- *Areas to consider are Figure Skating, School projects, upcoming athletes*

#### 4.5.2.5. Social Media

- *Trish Campbell (Downey) will lead*

### 5. Elmvale Community Arena TV

- *Larry informed the group of the continuing problems that seem to be making consistent TV display a difficulty. Power outages have been a major culprit requiring rebooting by technical personnel.*
- *Larry has asked all members to provide feedback and to check in on the display whenever possible. The Maple Syrup Festival will draw many people to the Arena and it is important that the TV be working properly.*

**Action:** *Over the next week Mike Townes will monitor the TV and report any problems*

### 6. Parks & Rec Master Plan, Mike & Paul

- *This item was reported on in item 4.4.1*

### 7. Website

#### 7.1. Updates and Feedback

- *Larry invited anyone interested in training to 'upload data' to the website to contact him.*

**Action:** *Larry will coordinate a training session with Brenda S.*

### 8. 2015 Canadian Association Sports Heritage Conference June 10-12

- *Any Board member considering attendance should contact Larry.*

### 9. Pending Items: These items will be brought forward at a later date

#### 9.1. Follow up revised Springwater "Terms of Reference"

- *In a meeting with the Township and Larry earlier today it was agreed that minor changes to the "Terms of Reference" could be made without going to Council.*

**Action:** *Brenda Quinlan and Larry will ensure that all copies of changes are recorded on the website. They will also review Minutes prior to their website inclusion.*

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#### 9.2. Development of a SSH Sponsorship Plan

***Action:*** *The Finance Committee will be charged with formulating a plan and presenting it to the Board for consideration.*

#### 10. Next Meeting

*Moved by: Brenda Quinlan*

*Seconded by: Barb Fralick*

***THAT the next Springwater Sports Heritage Board Meeting will be scheduled in the early Fall and will be called at the good judgment of the Chair.***

***Carried***

#### 11. Adjournment

*Moved by: Mike Townes*

*Seconded by: Brenda Quinlan*

***THAT the Springwater Sports Heritage Board Meeting adjourn at 8:45 p.m.***

***Carried***

# Minutes Board Meeting Springwater Sports Heritage April 15, 2015

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## APPENDIX A

System: 4/21/2015 11:24:51 AM		DETAILED TRIAL BALANCE FOR 2014				Page: 3	
Jser Date: 4/21/2015		Corporation of the Township of Springwater				User ID: smcnabb	
10/15/2014	194,310	PMTRX00001100	Purchases	17722	Georgian Copy & Printers Inc.	18565	\$544.92
11/27/2014	198,179	PMTRX00001115	Purchases	R05973	Larry Simpson	22455	\$22.34
12/3/2014	198,660	PMTRX00001117	Purchases	20562	Paul Priest	22897	\$1,928.35
12/19/2014	198,942	CPY141213ALL	Canadian Payroll Summary Batch			22948	\$13.80
				Net Change		Ending Balance	
Account: 1-550-111-532358				Totals:		\$12,872.13	\$12,872.13
						\$13,872.13	\$800.00
Account: 1-550-111-727600		Description: Transfer to Reserve				Beginning Balance:	
						\$0.00	
Trx Date	Jmrl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit
12/31/2014	202,617	GLTRX00018853				24367	\$19,533.59
				Net Change		Ending Balance	
Account: 1-550-111-727600				Totals:		\$19,533.59	\$19,533.59
						\$19,533.59	\$0.00
				Accounts	Beginning Balance	Net Change	Ending Balance
Grand Totals:				6	\$0.00	\$0.00	\$0.00
						Debit	Credit
						\$37,900.00	\$37,900.00

## APPENDIX B

System: 4/21/2015 9:03:20 AM

User Date: 4/21/2015

DETAILED TRIAL BALANCE FOR 2015

Corporation of the Township of Springwater

General Ledger

Page: 1

User ID: smcnabb

Ranges: From: 1/1/2015 To: 12/31/2015

Date: 4/21/2015

Account: 1-550-031-481126

Subtotal By: Sorted By: No Subtotals Fund

Include: Posting, Unit

Account: 1-550-031-481126

Description: Donations - Sports Heritage

Beginning Balance: \$0.00

Trx Date Jmrl No. Orig. Audit Trail Distribution Reference Orig. Master Number Orig. Master Name Posting No. Debit Credit

2/2/2015 201,979 CRREC00006789 Key Mortgage Partners 319222 February 2, 2015 Counter Depos 1759 \$1,231.07

Net Change Ending Balance

Account: 1-550-031-481126 Totals: -\$1,231.07 -\$1,231.07 \$0.00 \$1,231.07

Account: 1-550-111-532201

Description: Materials & Supplies - Sports Heritage

Beginning Balance: \$0.00

Trx Date Jmrl No. Orig. Audit Trail Distribution Reference Orig. Master Number Orig. Master Name Posting No. Debit Credit

1/29/2015 202,084 PMTRX00001145 Purchases JAN 2015 Larry Simpson 1885 \$193.24

Net Change Ending Balance

Account: 1-550-111-532201 Totals: \$193.24 \$193.24 \$193.24 \$0.00

Account: 1-550-111-532234

Description: Advertising - Sports Heritage

Beginning Balance: \$0.00

Trx Date Jmrl No. Orig. Audit Trail Distribution Reference Orig. Master Number Orig. Master Name Posting No. Debit Credit

1/19/2015 201,636 PMTRX00001136 Purchases HOB0173 The Heart of Business 1702 \$1,108.62

Net Change Ending Balance

Account: 1-550-111-532234 Totals: \$1,108.62 \$1,108.62 \$1,108.62 \$0.00

Accounts Beginning Balance Net Change Ending Balance Debit Credit

Grand Totals: 3 \$0.00 \$70.79 \$70.79 \$1,301.86 \$1,231.07

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**APPENDIX C**

**SPRINGWATER SPORTS HERITAGE**

2015 Fiscal Year  
Financial Statement  
as of April 21, 2015

**RESERVE ACCOUNT**

<b>Beginning Balance</b>	19,533.59
<b>Transfers In/Out</b>	
TBD	
<b>Current Balance</b>	<u>19,533.59</u>

	INCOME	EXPENSE	AR/AP	NET
<b>GENERAL INCOME/EXPENSE</b>				
Donations				
TBD				
Hall of Fame				
3 Posters Plaques		193.24		
<b>Totals</b>	<u>0.00</u>	<u>193.24</u>	<u>0.00</u>	<u>-193.24</u>
<b>ARENA TV</b>				
TV Purchase & Instalation				
Don Stoddart, Key Mortgage Partners	1,231.07			
The Heart of Business		1,108.62		
Sponsors				
TBD				
Content Development & Maintenance				
TBD				
<b>Totals</b>	<u>1,231.07</u>	<u>1,108.62</u>	<u>0.00</u>	<u>122.45</u>
<b>WEBSITE</b>				
Donations				
TBD				
Development				
TBD				
Maintenance				
TBD				
<b>Totals</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>GRAND TOTALS</b>	<u>1,231.07</u>	<u>1,301.86</u>	<u>0.00</u>	<u>-70.79</u>
<b>Balance as per Township April 21, 2015 Trial Balance</b>		<u>-70.79</u>		