

Minutes
Board Meeting
Springwater Sports Heritage
February 5, 2014

Elmvale Curling Club

7:30-9:30

ATTENDEES

Directors

Larry Simpson, Chairperson

Frank Archer

Barbara Fralick

Brad MacDonald

Paul Priest

Denise Ritchie-McLean

Darrin Robertson

Mike Townes

Vacant

Ex Officio

Dan Clement (Primary)

Dan McLean (Alternate)

Recording Secretary

Faye Stone

Others

Sue Adams

Ken Flieger

Regrets

ITEM	DISCRIPTION/VERSION	COMMENT
Document	Canadian Association for Sport Heritage Membership	Previous Meeting
Minutes	Board Meeting 2013,12,4	
Minutes	Heritage Committee Meeting 2014,1,21	
Document	Primary Objectives 2014,2,1	
Document	Heritage Committee ToR 2014,1,21	
Document	Guiding Principles 2014,1,28	
Document	Induction Guidelines 2014,1,29	
Document	Nomination Form & Support 2014,1,30	
Document	Organizational Graphic 2014,1,22	
Document	Township of Springwater Recreational Guide Ad	

1. Confirmation of a Quorum and Call to Order:

Moved by: Denise Ritchie-McLean

Seconded by: Paul Priest

THAT the scheduled meeting of the Springwater Sports Heritage Board of February 5, 2014 has a quorum present and will come to order at 7:40 p.m.

Carried

2. Welcome and Introductions:

- *Notice was given of a proposed new Agenda item 3.b.*
- *Deputy Mayor, Dan McLean and Ward 1 Councillor, Dan Clement were introduced and welcomed as Ex officio Township of Springwater members*

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- *Larry reminded the Board of: Guiding Principles Section B, Article 2 ex officio rights "All ex officio members of the Board are afforded the same rights as the Directors, including debate, making formal motions, and voting."*
- *Dan and Dan expressed their intention to share this responsibility*
- **Guests-Presentations:** *Sue Adams & Ken Flieger were introduced. They are members of the Sports Heritage Committee. Their Agenda input, as scheduled in 5.d.ii and 5.d.iii, was adjusted forward to accommodate previous commitments. In addition, it was noted that their involvement and expertise will surely extend beyond the Sports Heritage committee and as such it was advisable that all Board members be made aware of their work thus far and their future input.*

Ken Flieger:

Ken is in the process of developing our website. It will consist of 3 tiers--

- a) The Entry level will be a portal for Public Domain and Access.*
- b) The Data Base Level will be the main storage area for Sports Heritage Data*
- c) A Developer's and work-group access level is where writers and researchers can house their work. Ken will be available to assist committee researchers and writer in uploading their data. This level will also house Board and committee documents.*

Ken is presently creating a map and developing a user interface.

Sue Adams:

Sue outlined her role from 3 perspectives --

- a) Project Management--developing a detailed `to do list` ; listing key milestones of a project*
- b) Project Control-- by tracking each task it will give the Board and committees a sense of control*
- c) Stakeholders Perspective-- The three main stakeholders- Board-Sponsors-Township-will have some detail re the progress of the sub committees (See previously distributed Path Plans compiled by Sue for Heritage Committee and underway for the Induction Committee) It was hoped that she might assist other committee chairs develop a similar management scheme. Open communication between and among committee members and Sue was encouraged*

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3. Approval of new Director

3.a. Item 1.c. December 4, 2013, Board Meeting
Fill vacant Directors position

Moved by: Darrin Robertson

Seconded by: Frank Archer

THAT Barbara Fralick be approved as a new Director to fill the vacancy created by Gary Edgecombe's withdrawal.

Carried

3.b. Agenda Addition: Outstanding Director Position

Moved by: Dan McLean

Seconded by: Barb Fralick

THAT "Outstanding Director Position" be added to the agenda.

Carried

- *Larry referred all to the email he recently distributed advising the Board of Jill Robertson's withdrawal from a position of Director on the Board.*
- *A discussion of possible replacements took place; considerations paid to geography, gender, expertise...*
- *Potential candidates were acknowledged*

Moved by: Frank Archer

Seconded by: Brad MacDonald

THAT the recommended nominee be contacted to consider assuming a Director's position on the SSH Board; (temporary approval is moved subject to formal approval at the next Board meeting)

Carried

ACTION: BARB FRALICK will approach the nominee to determine if the candidate would be willing to stand as a SSH Director. If the response is positive the nominee will be invited to the next Board meeting to receive formal approval. If needed other candidates will be considered.

4. Minutes:

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4.a. Approval of December 4, 2013, Board Meeting

Moved by: Darrin Robertson

Seconded by: Paul Priest

THAT the Board minutes of December 4, 2013 be approved.

Carried

4.b. Receive and approve January 21, 2014, Heritage Committee Minutes

Moved by: Mike Townes

Seconded by: Barb Fralick

*THAT the Heritage Committee Minutes of January 21, 2014 be received; and
THAT they be approved as presented.*

Carried

5. Board and Standing Committees

5.a. BOARD

5.a.i. December 4, 2013, Board Meeting

- **Item 4.a. Purse Partnership Relationship with Township of Springwater**

Background: The Township of Springwater Council approved our requests at their December 16th. meeting. Larry emailed a clip from their minutes on January 23rd. to Board Members. An agreement document with Township has been shared with their CAO Robert Brindley.

Next Step: Arrange a face-to-face to bring to final draft. Dan McLean expressed his willingness to attend a meeting with Robert to facilitate this task. It was agreed that this document which will spell out the responsibilities of each party was of upmost importance. The need to complete this in a timely fashion was emphasized.

ACTION: LARRY will fwd. a copy to the Board when final draft is available.

- **Item 4.c. Separate Guiding Principles and Induction Guidelines**

Completed and distributed

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- **Item 5.c. Mailing & Dropbox arrangement**

This will be part of the agreement with the Township. Ron Belcourt confirmed the availability. Address will be:

Springwater Sports Heritage

2231 Nursery Road

Minesing ON L0L 1Y2

Board members felt there was a need for more drop boxes and it was hoped that the three libraries could be used. This will be addressed in the formal agreement noted in 5.a.

- **Item 11.a. Primary Objectives**

Modified, Updated and distributed to Board

- **Item 12.a. Vice Chairperson Position**

Moved by: Dan McLean

Seconded by: Paul Priest

*THAT **Barb Fralick** be elected as the Vice Chairperson.*

Carried

- **Item 12.b. Identify Members "Term of Office"**

*Following a discussion of the possible need to meld the SSH Guiding Principles Section C, Article 4 Term of Office with the Township Council Terms of Office, it was decided to **table** this item subject to the impending Terms of Agreement with Springwater Council. SSH Business Year to commence 2014*

5.a.ii. Guiding Principles

- *Guiding Principles 2014,1,28, was updated in preparation for agreement with Township and to reflect name changes.*

Moved by: Barb Fralick

Seconded by: Denise Ritchie-McLean

THAT final Board approval of the Guiding Principles be undertaken when the agreement with the Township of Springwater is completed.

Carried

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5.b. FISCAL COMMITTEE

5.b.i. Follow-up December 4, 2013, Board Meeting

- **Item 5.d. Financial Account arrangements with Township**

Once agreement with Township is finalized, Brad will met with the Township Director of Finance and seek "Start-Up" funds for various committees.

Dan Mclean offered to facilitate this meeting

- **Item 11.b. Terms of Reference and Budget Needs**

*Brad MacDonald distributed a **Terms of Reference** for the Fiscal Committee. (included as Appendix A to these minutes)*

5.b.ii. Fiscal Requirements and Process

Brad

also reviewed a template that each committee might use to help get a clearer picture of their fiscal needs (Appendix B to these minutes)

5.c. HALL & DISPLAYS COMMITTEE

5.c.i. Follow-up December 4, 2013, Board Meeting

- **Item 11.b. Terms of Reference and Budget Needs**

Paul reported that this committee will have as its initial focus the upcoming Banquet—Decisions need to be made re exactly what awards will there be and method of presentation (portrait, sculpture, etc.) Finally soliciting sponsors for this purpose.

The Display and Facilities needs will be ongoing but the main direction will be the initial induction.

- **Deputy Mayor Dan McLean thoughts on Simcoe County Museum Sports section**

Dan noted that the Simcoe County museum represents many other municipalities. Space is so limited. Despite recent addition to it; it is already full.

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5.d. HERITAGE COMMITTEE

5.d.i. Follow-up December 4, 2013, Board Meeting

- **Item 11.b. Terms of Reference and Budget Needs**

Moved by: Dan McLean

Seconded by: Brad MacDonald

*THAT the Heritage Committee Terms of Reference 2014,1,21 be received and
THAT they be approved as presented*

Carried

- *Budget being prepared for Website development*

5.d.ii. Website Development, Ken Flieger (Presented earlier)

5.d.iii. Program Management, Sue Adams (Presented earlier)

5.d.iv. Content Development, Mike Townes

Template in process of formation for Hockey

Once approval is given; the work on adding content will begin

5.e. INDUCTION COMMITTEE

5.e.i. Follow-up December 4, 2013, Board Meeting

- **Item 5.a. Induction Guidelines and Nomination Form modifications**

*Changes discussed and agreed upon have been made to the Guidelines and
updated documents forwarded to directors via email*

*It was recommended and agreed to extend the nomination deadline to May 1,
2014*

Drop off locations to be extended (subject to Terms of Reference agreement)

- **Item 11.b. Terms of Reference and Budget Needs**

*Darrin indicated that the Terms of Reference for this committee will be
forthcoming and use of Brad's Budget template*

5.e.ii. Induction Guidelines and Nomination form changes (as above)

5.e.iii. Induction quota for this year

*A discussion took place re those athletes, builders, teams from Springwater are
who have been recognized in other Halls of Fame. Could/should they be
automatically enrolled in the SSHHoF if have they meet a criteria similar to
ours.(without going through the nomination process).*

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A discussion re quota for Inaugural 2014 Induction took place. It was agreed that those numbers may be increased at a future date if deemed necessary by the Board.

5.e.iv. Inductee Election Ranking Process (previously tabled)

It was agreed that these deliberations would be private; in closed session using an objective ranking process

5.e.v. Consider Additional Awards (previously tabled)

*This was discussed and a decision will be made at a later time
``Life Time Achievement`` ``Honorary Awards`` ``Volunteer`` etc.*

5.f. PROMOTION COMMITTEE

5.f.i. Follow-up December 4, 2013, Board Meeting

Mike outlined that items 5.e.i. 5.e.ii 5.e.iii were in place

- **Item 5.e.i. Township biweekly ad in Springwater News**
- **Item 5.e.ii. Springwater News Sponsorship**
- **Item 5.e.iii. Inclusion in Township Recreational Guide**

Mike indicated that because Springwater News has come on as a Major Sponsor no cost will be incurred re this initial Nomination process. Mike will include reference to this activity in his bi weekly sports scene article. Paul will request that other newspaper contributors from various pockets of Springwater attempt to make reference to this Nomination Process in their articles.

- **Item 11.b. Terms of Reference and Budget Needs**

Mike indicated that these may be forthcoming

6. Organizational Names

6.a Follow-up December 4, 2013, Board Meeting Item 10 a.-d.

Input received, considered and current names established:

- ❖ *Organization's name: "Springwater Sports Heritage"*
- ❖ *Hall of Fame: "Springwater Sports Heritage Hall of Fame"*
- ❖ *Website URL: "springwatersportsheritage.ca"*
- ❖ *Email address: T.B.D.*

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❖ *Standing Committees:*

- *Financial Planning*
- *Induction*
- *Facilities & Displays*
- *Promotion*
- *Sports Heritage*

Moved by: Brad MacDonald

Seconded by: Frank Archer

THAT the names discussed and agreed to become the official names to be used.

Carried

7. Museum and Gallery Studies at Georgian:

Brad will present a summary at the next meeting

8. Membership with “Canadian Association for Sport Heritage” (previously tabled):

Moved by: Denise Ritchie-McLean

Seconded by: Mike Townes

THAT funding and a membership with “Canadian Association for Sport Heritage” be arranged at a cost of \$50.00.

Carried

9. Next Meeting:

Moved by: Denise Ritchie-McLean

Seconded by: Barb Fralick

THAT the next Springwater Sports Heritage Board Meeting commence at 7:30 p.m. on Wed. March 26 at The Elmvale Curling Club

Carried

10. Adjournment:

Moved by: Brad MacDonald

Seconded by: Barb Fralick

THAT the Springwater Sports Heritage Board Meeting adjourn at 9:50 pm.

Carried

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Appendix 1 “Financial Planning Terms of Reference” page 1

Draft V2 Terms of Reference
Finance Committee
Springwater Sports Heritage

1. Committee Name
Financial Planning Committee, Springwater Sports Heritage
2. Vision
To plan and help assess the financial cost for organizing the functions and activities related to Springwater Sports Heritage.
3. Objectives
 - To assemble a Committee of appropriate size made up of committed individuals.
 - To assist and assess the cost related to planned activity during the year.
 - To administer, collect and disburse funds related to activities planned each year.
 - To maintain a bank account in good standing under the umbrella of Springwater Township.
 - To use a planned and inclusive approach to fundraising for all activities and/or events approved by the Springwater Sports Heritage Committee.
 - To search out and acquire funding to develop and sustain a pertinent infrastructure and ongoing expenditures.
4. Governance
 - The Committee is a Springwater Sports Heritage Standing Committee.
 - The Committee will follow “The Springwater Sports Heritage Guiding Principles’ Organizational Practices and Procedures”.
 - The Board selects one of its members to be the Finance Committee Chairperson.
 - Members will be selected based on the range of expertise required to address the diverse tasks.
 - The Committee will determine the frequency of its meetings based on need.
 - The Committee will communicate electronically when possible.
 - The Committee may solicit volunteers, from time-to-time, to assist with their planning and financial activity.
 - The Committee may establish ad hoc sub committees as required.
5. Scope
 - Manage all projects and activities within an approved budget.
 - Location will be appropriate within the Township and beyond as it relates to supporting Springwater Sports Heritage.
6. Deliverables
 - Develop an ongoing funding strategy.
7. Stakeholders
 - Springwater Sports Heritage Board
 - Volunteers
 - Springwater residents

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Appendix 1 (cont.) “Financial Planning Terms of Reference” page 2

8. Roles and Responsibilities

- Operate within the Springwater Sports Heritage Guiding Principles.
- Use their sphere of expertise to contribute towards achieving desirable outcomes.
- Attend meetings, participate in decision-making, review minutes and draft documents, and vote.
- Contribute in establishing the strategic direction to guide and direct the activities of the Committee.
- Assist with Committee functions by undertaking activity individually or collectively whenever possible and practical.
- Ensure compliance with all relevant legal and regulatory requirements and seek guidance around any uncertainties.

9. Resources

- Board and Committees.
- Volunteers and Individuals
- Township and Staff
- Local Clubs and Organizations

10. Financial

- Ensure that all money, property and resources are properly used, managed and accounted for.
- Follow Township requirements.

11. Reporting

- Minutes
- Board meetings
- Board members
- Budget Updates

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Appendix 2 "Financial Planning Budget Template"

Springwater Sports Heritage

Fiscal Year: 2014

Submitted by: _____

Activity or Event: _____

Describe your activity or event, the timeframe and an estimated cost required to complete.

Identify possible funding opportunities.

Technology, Capital needs

Other Impacts or requirements ie. Volunteers etc.

Estimated cost

	2014	2015	2016
	\$ _____	\$ _____	\$ _____

Date funds are required:
