

Minutes
Board Meeting
Springwater Sports Heritage
May 13, 2014

Elmvale Curling Club

8:00-10:00

ATTENDEES

Directors

Larry Simpson, Chairperson	
Frank Archer	Barbara Fralick
Brenda Quinlan	Denise Ritchie-McLean
Darrin Robertson	Mike Townes

Ex Officio

Dan Clement

Recording Secretary

Faye Stone

Township Resource

Ron Belcourt

Others

Keith Columbus

Regrets

Brad MacDonald	Paul Priest
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PREP ITEMS

DISCRIPTION/VERSION

COMMENT

Minutes	Board Meeting 2014,3,26	
Minutes	Sports Heritage Committee 2014,3,31	
Minutes	Township Director of Finance 2014,4,7	
Agreement	Township of Springwater & SSH Agreement 2014,4,23	
Letter	Elmvale & District Lions Club Funding Request 2014,4,8	
Images	2nd Version Proposed Logo	
Document	Township Procurement Policies & Procedures	

1. Confirmation of a Quorum and Call to Order

Moved by: Denise Ritchie-McLean

Seconded by: Frank Archer

THAT the scheduled meeting of the Springwater Sports Heritage Board of May 13, 2014 has a quorum present and will come to order at 8:04 p.m.

Carried

2. Opening Remarks

2.1. Welcome

- Larry welcomed all and expressed thanks for allowing the starting time change*

2.2. Introductions

2.2.1. Brenda Quinlan

- Brenda was thanked for agreeing to join the SSH Board as a Director*
- Reference made to March 26 Minutes for Board approval*
- Barb was thanked for arranging Brenda to join us and facilitating her preparation*

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2.2.2. Keith Columbus

- *Unable to attend March 26 meeting*
- *Member of our Sports Heritage Committee*
- *Expertise in graphic arts and web development*
- *Experienced cycling committee volunteer*
- *Columbus deep Elmvale community roots*

2.2.3. Ron Belcourt

- *Larry thanked Ron for his frequent, timely and enduring support and for his outstanding and uncomplaining support in assisting us, as we struggled to find our corporate identity, to achieve the Board status arrangements we have reached with the Township of Springwater. It was proposed that Ron be officially recognized as our "Township Resource"*

*Moved by: **Darrin Robertson***

*Seconded by: **Mike Townes***

THAT Ron Belcourt be officially identified in the Minutes as our "Township Resource"

Carried

3. 2014,3,26 Board Minutes

3.1. Approval as distributed

*Moved by: **Barb Fralick***

*Seconded by: **Mike Townes***

THAT the Board minutes of March 26, 2014 be approved as distributed

Carried

3.2. Follow up

- *The following four follow-up items were addressed throughout the agenda.
See Item number on Agenda as distributed*

Feb 5 & Mar 26: Item 5.a.i. Township Partnership Agreement (See Item 5)

Feb 5 & Mar 26: Item 7. Museum and Gallery Studies at Georgian (See Item 7)

Mar 26: Item 7.2. VHoF Integration into SSHSHoF (See Item 4.3.3)

Mar 26: Item 8. Secretary-Treasurer Position (See Item 9)

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- *The following two follow-up items were discussed*

Feb 5 & Mar 26: Item 8. Membership “Canadian Association for Sport Heritage”

Barb reported that our membership application had been forwarded and fees paid.

Action: Larry will now contact various Association members and seek their input re website design and software usage.

Mar 26: Item 5 Logo Presentation (See Item 8 on this meeting’s Agenda)- This discussion was brought forward for discussion to accommodate Keith’s timeline.

Logo

Discussion/Decision (Present Agenda item 8.1)

- Prep Images on proposed Logos were reviewed

Moved by: Denise Ritchie-Mclean

Seconded by: Frank Archer

THAT the Board adopt the design represented by Logo #1 as illustrated on prep images

Carried



Usage Guidelines (Present Agenda item 8.2)

- Discussion took place on the need for usage guidelines to provide direction on the various applications
- Keith has experience in preparing usage guidelines so agreed to assist
- Ron will send a copy of the Township Guidelines to Keith to assist him
- Ron noted the Township font was Arial 12

Business Cards (Present Agenda item 8.3)

- Brenda indicated that she has had experience in accessing business card printing. She noted that the cost is in “setting up the template” and encouraged us to decide on one generic design rather than thinking of making them specific to a certain committee or individual members.

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Letterhead (Present Agenda item 8.4)

- General approval was given to the letterhead design as illustrated on the Presentation letter to the Lions Club

Action: Keith will produce usage variations of the logo and a document of usage guidelines. These will be forwarded to the Board for feedback.

Action: Brenda will obtain business card printing cost quotes.

4. Standing Committees' Reports

A reminder was noted to Committee chairs to try to provide Faye with documents where possible/appropriate that outline actions undertaken by those committees.

4.1. Facilities & Displays

4.1.1. Chairperson's Report

4.1.2. Maple Syrup Festival Display

In Paul's absence, Denise shared with the Board a few pictures of the display as set up during the Maple Syrup Festival. All felt that it was well received and members were thanked for their efforts

4.2. Financial Planning

4.2.1. Chairperson's Report

Brad sent his regrets as he was unable to attend

4.2.2. Pathway/Procedures with Township

4.2.2.1. Approval

Moved by: Darrin Robertson

Seconded by: Dan Clement

THAT the 2014,4,7 meeting minutes with the Township Director of Finance Minutes be approved

Carried

Follow up from the 2014,4,7 minutes with the Township Director of Finance

- Township Procurement Policies and Procedures
 - A copy of the Township Procurement Policies and Procedures was previously distributed to the Board

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- It was noted that as a Township Board we must be prepared to use and follow the Township Procurement Policies and Procedures
 - Ron gave a “condensed” version of the section on Purchase requirements but referred us to the distributed document for details
 - The use/availability of “tax receipts”
Action: This has not been finalized and Financial Planning Committee members will pursue this with Director of Finance
 - Possible grant, loan
 - A further discussion took place as to the procedure and possibility of obtaining a loan from the Township. It was noted by Dan Clement that Council may look favorably on such a loan if it was backed by a Service Club
 - Any request for a grant or loan would need to be presented to the Township Council for their approval
 - **Action: The need for a startup grant or loan will be considered if it becomes necessary**
 - Financial Pathway/Procedures
 - A discussion of the need for a step by step procedure for purchases and a designation of signing authority took place
 - **Action: Barb and Denise will get together with Shelley from the Township Office and put together a written procedural guideline for purchases, invoices and payments. This will be distributed to the Board and brought forward for approval at the next Board meeting**
 - At present Denise Ritchie-McLean has been designated by the Board with Signing Authority

4.2.3. Elmvale & District Lions Club Update

- A presentation was given by Larry, Barb and Denise at their 2014,4,8 meeting
- The Lions approved \$1,000 & this cheque has been deposited
- Larry noted that he has arranged to meet with the Lion’s Directors on June 3 at 7:00pm to broaden and clarify our intention and discuss further funding possibilities

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4.2.4. Maple Syrup Committee Request

It was noted that the Financial Planning committee is awaiting results of Maple Syrup Committee. Deliberations will be held on June 10th re our recent request for funds.

Larry questioned whether there was a need to make a presentation to this Committee prior to their deliberations. Denise indicated that their president was at the Lion's presentation and felt that it was not necessary.

Action: A meeting of the Financial Planning committee will be scheduled ASAP to review sponsor and funding options.

4.3. Induction

4.3.1. Chairperson's Report

Darrin indicated that Nominations ended as of May 1, 2014 and that all forms and supporting documentation were picked up from the various drop-off locations, complied and are housed with him.

Darrin also noted that he had investigated Vespra Hills as a potential Induction Ceremony Site. Their dates had to be before Oct. 31st, cost per plate was in the \$45 range and they required a significant deposit.

Action: Darrin and Barb will investigate other possible venues (Orr Lake, Barrie Golf and Country, Snow Valley, Community Hall...) and report back to Board

4.3.2. info@springwatersportsheritage.ca update

- *Larry noted that a total of four emails were received. One prior to last meeting, one general inquiry, one nomination submission at the deadline and one after the deadline*
- *Larry replied and copied Darrin as was agreed at our March 26 meeting*
- *The one at the deadline was a digital nomination that included the Nomination Form and supporting material. This method was not covered in our Guidelines but the Board agreed this was acceptable*
Larry reported that he rejected the request "if it was too late to submit a nomination after the deadline?" but encouraged it be completed and sent in and would be held for the next cycle. Email was received in the afternoon on May 2. The nomination was not yet developed
- *All present felt that Larry's responses to these emails were appropriate.*

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- **Action:** *Consideration for digital nomination filing for the next cycle may be incorporated into the nomination guidelines.*

4.3.3. VHoF Integration Proposal

- *Follow up to Item 7.2. from the 2014,3,26 Board Meeting*
- *Darrin completed a review of the Vespra Hall of Fame Nomination Guidelines and compared it to those of the SSHHoF. With few exceptions the two were very similar. It was Darrin's opinion that the six Inductees from the VHoF should/could be "Grandfathered" into our SSHHoF as a "Group Induction". Darrin indicated that it would be helpful if some of those inductees would have more background info.*

Action: *Darrin will work with Barb to seek out additional information on those individuals whose history is somewhat sparse.*

4.3.4. Proposed Selection Process

The received nominations broke down as follows:

- 5 Nominations for the Builder Category
- 11 Nominations for the Athlete Category
- 4 Nominations for the Team Category.

Action: (ASAP) *Darrin and Barb will prepare a qualification summary of the 20 nominations received, as it relates to the Induction requirements, for email distribution and review by all Board Members*

Action: *Board Members will review the summary to determine if the nominees have met the required nomination criteria and guidelines and are eligible for election*

Action: *A special IN CAMERA MEETING to review and discuss the eligible nominees in detail will be on May 29, 2014 at 7:30 at the Elmvale Curling Club. Decisions at that time will be made re Induction numbers and the voting date.*

4.3.5. Third Party Audit of Election

- *A discussion re the value of having an impartial "Third Party" monitor the voting was held. Few present seemed to feel that this was necessary. The*

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Board's legal advisor, John Heacock and Township staff members were some of the potential volunteer auditors cited.

Action: The Board will arrange for two impartial individuals to oversee the secret balloting and any conflict of interests

4.4. Promotion

4.4.1. Chairperson's Report

- *Mike Townes was thanked for keeping us in his bimonthly Springwater News article. Mike proposed to add a section to his article where he might request input from any community member re a specific team or athlete or builder.*
- *Consistent use of our Board Name as "Springwater Sports Heritage" was to be encouraged in all correspondence*
- *All committees and Board Members should work with Mike to ensure our activity is reported when appropriate*

4.5. Sports Heritage

4.5.1. Board Approval of 2014,3,31 Minutes

Moved by: Denise Ritchie- McLean

Seconded by: Barb Fralick

THAT the Sports Heritage Committee minutes of March 31, 2014 be approved.

Carried

4.5.2. Chairperson's Report

- *Larry noted that the next meeting of this committee is scheduled for 2014,5,27*
- *The aim will be to formalize and scrutinize commencement of heritage documentation*
- *The immediate need for a website will require a meeting with the Financial Planning Committee to develop strategic plans and supporting documentation to acquire needed funding*

5. Signing of Township/SSH Terms of Reference Agreement

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- *At the April 22, 2014 Township of Springwater Council Meeting the Council unanimously approved the Terms of Reference document that forms the agreement and responsibilities between the Township of Springwater and the Springwater Sports Heritage Board*
 - *The final document was previously distributed to the Board*
 - *Mayor Linda Collins, on behalf of Council, expressed their appreciation for the Boards efforts in our achievements and how important it will be to the Township*
 - *Deputy Mayor Dan McLean shared with Council his pleasure of how much the Board has been able to achieve*
 - *Larry emailed Robert Bridley and Ron Belcourt following the meeting to thank them on behalf of the Board for their support. Robert in return emailed a note of appreciation for our efforts*
 - *Larry thanked the Board for their measured development and direction as we moved through the challenges and options of this benchmark in our organizational evolution*

Moved by: **Dan Clement**

Seconded by: **Darrin Robertson**

THAT the Terms of Reference document that forms the agreement and responsibilities between the Township of Springwater and the Springwater Sports Heritage Board be approved and signed by the Board Members

Carried

Board signatures were affixed to three copies of The Terms of Reference.

6. Outstanding Bio Sketches

- *Larry spoke on the importance of having well prepared Board Bio Sketches*
- *More sketches were handed in at the meeting*
- *Larry asked that the Bio Sketches be emailed to facilitate final preparation for individual and Board approvals.*
- *Some members expressed concern with the need for these sketches and the intent of publishing them.*

Action: Board members will email their Bio Sketches to Larry

7. Museum and Gallery Studies at Georgian

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In Brad's absence this was tabled until next meeting

8. Logo (This item was moved forward and discussed as part of "Follow-up" Item 3.2)

9. Secretary-Treasurer Position

- *Follow up from March 26 Board Meeting*
- *Currently the Constitution shows this as a single position*
- *Our agreement with the Township of Springwater has them as the Treasurer*
- *Role(s) Discussion*
 - *Constitution should be updated*
 - *Currently we have a Recording Secretary and not a member of the Board*
 - *Secretary: Responsible for all records and minutes*
 - *Treasurer: Responsible for financial strategic planning, budgeting, procedures and reporting*

Moved by: **Denise Ritchie McLean**

Seconded by: **Mike Townes**

THAT Larry prepare for approval at the next Board Meeting the necessary amendments to the Constitution to:

- a) transform the Secretary-Treasurer position into two distinct positions*
- b) reflect the changes resulting from the Terms of Reference Agreement with the Township of Springwater*

Carried

Action: Larry to develop and distribute the proposed amendments to our Constitution prior to next Board meeting for discussion and approval at the meeting

10. Pending Items

- 10.1. Terms of Office**
- 10.2. Approval of Constitution**
- 10.3. Approval Induction Guidelines**
- 10.4. Approval of Outstanding Committee Terms of References**
- 10.5. Budget by mid Sept**

These items will be carried forward to the next meeting of the Board

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11. Next Meeting

*Moved by: **Denise Ritchie McLean***

*Seconded by: **Barb Fralick***

THAT the next Springwater Sports Heritage Board Meeting will be a special in camera meeting at 7:30 p.m. on Thurs. May 29 at The Elmvale Curling Club dedicated to discussing the Induction Nominees and related business in preparation for the final voting

Carried

12. Adjournment

*Moved by: **Frank Archer***

*Seconded by: **Dan Clement***

THAT the Springwater Sports Heritage Board Meeting adjourn at 10:05 pm.

Carried