

Minutes  
**Board Meeting**  
Springwater Sports Heritage  
July 27, 2014

Elmvale Curling Club

7:00-9:00

ATTENDEES

Directors

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

Recording Secretary

Faye Stone

Regrets

Brad MacDonald	Brenda Quinlan
Dan Clement	Dan McLean
Ron Belcourt	

PREP ITEMS

DISCRIPTION/VERSION

COMMENT

Minutes	Board minutes of May 13, 2014	Distributed
Minutes	In-Camera Board Meeting of June 8, 2014	Distributed
Minutes	Special Board minutes of July 15, 2014	Distributed

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

*Moved by: **Mike Townes***

*Seconded by: **Barb Fralick***

*THAT the meeting of the Springwater Sports Heritage Board of July 27, 2014 has a quorum present and will come to order at 7:10 pm*

***Carried***

**2. Opening Remarks**

*Larry welcomed all present and outlined that the main intent of this meeting would be to “refocus” after recent In-Camera and Special Board Meetings. The main issues would be*

<i>Board Governance</i>	<i>Status of Committees</i>
<i>Inaugural Induction update &amp; approvals</i>	<i>Sponsorship &amp; Funding</i>

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**3. 2014,7,15 Special Board Minutes**

**3.1. Approval as distributed**

*Moved by: Barb Fralick*

*Seconded by: Denise Ritchie- McLean*

*THAT the Special Board minutes of July 15, 2014 be approved as distributed*

***Carried***

**3.2 Follow up**

- **May 13, 2014 Board Minutes**

- **Item 3.2. Follow-up**

- Feb 5 & Mar 26: Item 8. Membership “Canadian Association for Sport Heritage”. Recorded Action: Larry will now contact various Association members and seek their input re website design and software usage.
      - ***Larry noted that membership was confirmed and that he was waiting for a response for info on member websites***
      - ***Limited feedback may elicit a re-evaluation of our renewal membership***
    - Recorded Action: Keith will produce usage variations of the logo and a document of usage guidelines. These will be forwarded to the Board for feedback.
      - ***Keith’s material was presented and discussed.***  
***Action: Larry will forward copies of stationary, business card design and usage guidelines to Board members. Larry will contact Keith and look into adding a “watermark” design to the business card***
    - Recorded Action: Brenda will obtain business card printing cost quotes.
      - ***Brenda reported to Larry that the cost of 250 Business cards would be \$59***
      - ***Keith reported a bundle cost of \$299 for envelopes, stationary and business card (1000 of each)***  
***Action: Order will be limited to business cards. Once the possible design addition, as outlined above, is achieved- these will be ordered and distributed to Board members***

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- **Item 4.2. Financial Planning**
    - **4.2.2.** The use/availability of “tax receipts”. Recorded Action: This has not been finalized and Financial Planning Committee members will pursue this with Director of Finance
      - *Larry noted that --Arrangements for tax receipts have been made*
      - *Receipt for Margaret McGuire donation has been issued by the Township*
      - *Concern was expressed that the Financial Planning Committee has limited members, has had difficulty arranging necessary meetings and thereby meeting Action objectives*
      - *Action: Larry will contact Brad and attempt to clarify this committee’s organization and facilitate achievement of impending objectives i.e. Financial Planning committee to develop sponsorship and donation related pathway to ensure appropriate handling and communications*
    - **4.2.2.** Recorded 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
      - *Barb sent Darrin an email showing step-by-step process to handle down payment for the Barrie Country Club booking*
      - *Action: Finance Committee to assemble a financial procedures manual, including procurement procedures, for Board approval and guidance. See above concern and proposed Action*
    - **4.2.4.** Action: A meeting of the Financial Planning committee will be scheduled ASAP to review sponsor and funding options.
      - *Action: Financial Committee to meet and develop action plans related to: Financial Procedures Manual, Pathway for Sponsorship and Donations, Funding Strategies, Budget Preparation*

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- **Item 5 Signing of Township/SSH Terms of Reference Agreement**
    - **Distribution of final copy**
      - *A copy of the final Township/SSH Terms of Reference Agreement was emailed to Board on July 23rd*
  - **Item 6 Outstanding Bio Sketches**
    - **Recorded Action: Board members will email their Bio Sketches to Larry**
      - *Larry noted that many are still outstanding hoped those would be forwarded ASAP*
  - **Item 9 Secretary-Treasurer Position**
    - **Recorded Action: Larry to develop and distribute the proposed amendments to our Constitution prior to next Board meeting for discussion and approval at the meeting**
      - *Proposed draft amendments sent to Board by email on July 23<sup>rd</sup>*
      - *Following a discussion of the two positions the responsibilities of the newly created positions were accepted by **TBD** as Secretary and **TBD** as Treasurer.*
      - *The draft amendments were discussed and the following motion made*

Moved by: **Mike Townes**

Seconded by: **Darrin Robertson**

*THAT our draft Constitution be amended to reflect the separating of the Secretary-Treasurer Position to create a Secretary Position (see Appendix A) and a Treasurer Position (see Appendix B)*

**Carried**

- *Potential Board members who might assume the duties of Secretary were discussed. **Action: It was agreed that Barb would approach Brenda re assuming this role.***

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- **June 8 In-Camera Board Minutes**

- ***Recorded Action: Larry will prepare and send an official letter to each nominator***
  - *An official letter was sent to many of the inductees or nominators as appropriate. Letters remain outstanding for: Frank Foyston, Lloyd Turner and six members of the Vespra Hall of Fame. See an example of the letter in Appendix C*
  - *Additional contact information was discussed and noted*
  - **Action: *The final letters will be prepared and sent by Larry***

**4. Standing Committees' Reports**

**4.1. Facilities & Displays**

**4.1.1. Chairperson's Report.**

- *See Paul's report under Agenda item 5.2. Awards and 5.5 Banners*

**4.2. Financial Planning**

**4.2.1. Chairperson's Report**

**4.2.2. Budget by mid Sept**

- *In absence of Chairperson, no update was available. Actions outlined earlier in these minutes will be undertaken*

**4.3. Induction**

**4.3.1. Chairperson's Report**

- *See Darrin's report under Agenda item 5.1. Venue Update*

**4.4. Promotion**

**4.4.1. Chairperson's Report**

- *Mike Townes noted the extensive Induction coverage provided by Mike Jacobs in the Springwater News. (Front page Media Release and two other pages)*
- *Mike Townes outlined the Athlete Inductees last issue and intends to review the Builders, Teams and Vespra Hall of Fame over the next 3 issues.*

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**4.5. Sports Heritage**

**4.5.1. Chairperson's Report**

- *May 27, 2014 Meeting cancelled for lack of a quorum*
- *The development of material for the Inaugural Inductees has become the top priority. Initially the material will be required for the Souvenir Program, media releases, Induction Ceremony audio visuals and website.*
- *It was recommend we proceed with the development of a basic website with the cost being in the range of \$1k+.*

Moved by: **Denise Ritchie-McLean**

Seconded by: **Mike Townes**

*THAT the Sports Heritage Committee proceed with the commencement of developing a basic website ensuring that it will expandable to achieve the long range goal of a significant Springwater Sports Heritage database.*

**Carried**

**4.5.1.1.** *Don Stoddart has agreed to purchase a TV to be installed in the Elmvale Arena for our use. A meeting is being scheduled with the Township IT to confirm specs and other related issues prior to the purchase. Related possible purchases for the SSHHoF need to be considered along with this opportunity.*

**5. Inaugural Induction**

**5.1. Venue Update**

- *Darrin noted that the selected venue will be The Barrie Golf and Country Club. Date established as Friday Oct. 17th.*
- *The Venue contract and \$800.00 deposit is underway with the Barrie Golf and Country Club. Darrin is adhering to the SSH financial procedure pathway in concurrence with the Barrie Country Club*
- *The Vespra Hills and Springwater Golf Clubs have thanked and informed their quote was not the one of choice during this cycle.*
- **Action: Darrin will send an email to Snow Valley, Orr Lake Golf Course and Valley Farms to thank them for their time and interest in pricing on the Induction Ceremony**
- *Discussions are underway re finding an Emcee, singer and potential speaker.*

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- *Tickets will be printed but Major Sponsors need to be finalized for inclusion on the tickets*
- *Inductee ticket requirements will be sought*
- ***Action: Denise to forward to Darrin a copy of a form letter he might use in contacting inductees. It will include a request for both required ticket numbers and payment (Athlete and Builder Inductees will receive 2 complimentary tickets)***

**5.2. Awards**

**5.2.1. Presentation of potential Inductee and SSH Hall of Fame display awards**

- *Paul and Larry reviewed, via computer screen shots, the location and size of our Arena's potential display area. They also presented various awards and the display areas of Halls of Fame throughout the area and beyond*
- *Paul shared a sample of a proposed award plaque of Inductees for use in the Hall of Fame display. (12 x13- picture/collage on a mounting board) Cost -with discount- \$40.00 each. It was noted that they may be used as the Athlete and Builder Inductee awards as well. Paul proposed baseball-type hats with SSH logo on them for the team members*
- ***Action: Paul will have one backboard sample made up for one of our Inductees and decision to proceed will be made by the Board.***

**5.3. Sponsorship Package**

*Reference was made to the chart composed by Barb listing ten potential major sponsors who were to be contacted —It was reported that we have captured two elite sponsors. Three others of those contacted indicated that they would sponsor at a lower level. A response from two others should be received in the next few days. Due to the Board member absence no report was available on the final three potential sponsors*

***Action: It was agreed that three additional potential sponsor will be contacted (Paul, Darrin, Barb-Faye to contact)***

- *It was noted that the Sponsorship Value Package is available for assistance in contact and promotion See Appendix D*

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**5.4. Souvenir Program**

- *A decision on finding and using a graphic artist and printer vs contracting out will be discussed at the next meeting*
- **Action: The need for the completion of a graphic design for each inductee and team was stressed and this will get underway ASAP. Major sponsors need to be finalized for Souvenir Program and Banner preparation**

**5.5. Banners:**

- *Paul displayed a retractable, vertical, screen- type banner. Price with signage was in the \$300 range. Portability, design, price and multiple usage options (inductees, sponsors, logo) were positive elements.*

**6. Pending Items: These items will be brought forward at a later date**

**6.1.** Terms of Office

**6.2.** Approval of Constitution

**6.3.** Approval Induction Guidelines

**6.4.** Approval of Outstanding Committee Terms of References

**7. Next Meeting**

*Moved by: **Mike Townes***

*Seconded by: **Denise Ritchie-McLean***

*THAT the next Springwater Sports Heritage Board Meeting will be at 7:00 p.m. on Aug. 17, 2014 at The Elmvale Curling Club*

***Carried***

**8. Adjournment**

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

*Seconded by: **Mike Townes***

*THAT the Springwater Sports Heritage Board Meeting adjourn at 9:30 pm.*

***Carried***



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APPENDIX A

Secretary

Is responsible for ensuring that accurate and sufficient documentation exists digitally and is archived to meet the Board's Constitutional and legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. Ensures an accurate copy of the final, approved minutes is digitally stored and maintained and include: the date, time, location of meeting; those present and absent; items discussed; reports presented; and the text of motions. Documents responsible for include: Constitution; Terms of Reference; current and past Board Members names, terms of office and related information; Budgets; Financial Statements; AGM, Board and Committee Minutes; Press Releases; Hall of Fame Nominees; Contracts.

APPENDIX B

Treasurer

Is responsible for overseeing the financial administration of the SSH which includes: educating and ensures Board and Committees adhere to the financial procedures manual; assist in the preparation of the budget and strategic plans; monitor budget and report variances; provide financial reports to Board and Committees; safeguard assets, data, and personal information; assist with contracts, special events and relationships with third parties; mitigate financial risks, fraud and theft; review internal processes and reporting methods annually; prepare for the annual audit; lead on financial strategy and fundraising; promptly communicate appreciation, updates and confirmation of tax receipts to donors and sponsors.

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APPENDIX C



Springwater Sports Heritage  
2231 Nursery Road  
Minesing ON  
L0L 1Y2  
[www.springwatersportsheritage.ca](http://www.springwatersportsheritage.ca)  
[info@springwatersportsheritage.ca](mailto:info@springwatersportsheritage.ca)

Inductee: **Timothy Belcourt**

Nominator: **Mike Townes**

June 20, 2014

The members of the Springwater Sports Heritage Board and its Committees would like to express their congratulations on your successful election into the Springwater Sports Heritage Hall of Fame (SSHHoF) as an Athlete.

As this will be the SSHHoF foundational Induction we are extremely pleased and honored that you will be part of this historic Inaugural Induction. Your admirable and exceptional accomplishments will bring distinction to the SSHHoF and provide it with an outstanding keystone to build on as a place where you and associate Inductees will be appreciably acclaimed.

In the near future we will contact you with the details and an invitation to the 2014 Inaugural Induction ceremony where you will be ceremoniously recognized and formally inducted into the SSHHoF. We are looking forward to this special occasion and are very appreciative and grateful that you will be part of it.

A media announcement will soon be released to publicize the successful SSHHoF 2014 Athletes, Builders and Team Inductees.

Once again, congratulations and thank you. Should you have any questions or requests please contact me at your convenience.

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Larry Simpson, Springwater Sports Heritage Chairperson  
[larry.simpson7@gmail.com](mailto:larry.simpson7@gmail.com), 705-322-1814

cc: Board Members	Frank Archer	Dan Clement	Barbara Fralick
Brad MacDonald	Dan McLean	Paul Priest	Brenda Quinlan
Denise Ritchie-McLean	Darrin Robertson	Mike Townes	

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APPENDIX D

- Logo and/or Corporate Name on:
  - Banquet Tickets
  - Inductee Complimentary Tickets
  - Inaugural Souvenir Program
  - Banners, Flags and Signage
  - Related Press Releases
  - Media Ads
  - Website
- Other
  - Verbal Recognition or Introduction at Banquet
  - Two Complimentary Banquet Tickets
  - Photos with Inductees
  - Rolling Ad on SSH TV at Elmvale Arena
  - Recognition in SSHoF
  - Tax receipt
  - Alignment with a respected fraternity