

Minutes
Board Meeting
Springwater Sports Heritage
August 17, 2014

Elmvale Curling Club

7:00-9:00

ATTENDEES

Directors

| | |
|----------------------------|-----------------------|
| Larry Simpson, Chairperson | |
| Frank Archer | Brad MacDonald |
| Brenda Quinlan | Denise Ritchie-McLean |
| Darrin Robertson | Mike Townes |

Recording Secretary

Larry Simpson

Ex Officio

None

Township Resource

None

Regrets

| | |
|-----------------|--------------|
| Barbara Fralick | Paul Priest |
| Faye Stone | Ron Belcourt |
| Dan Clement | Dan McLean |

PREP ITEMS

DISCRIPTION/VERSION

COMMENT

Minutes

Board minutes of July 27, 2014

Distributed

1. Confirmation of a Quorum and Call to Order

*Moved by: **Mike Townes***

*Seconded by: **Brad MacDonald***

THAT the meeting of the Springwater Sports Heritage Board of August 17, 2014 has a quorum present and will come to order at 7:15 pm

Carried

2. Opening Remarks

- *Larry welcomed all present*
- *Darrin was thanked for his success in securing "Diamond Head Sprinklers Inc." as a \$2,000 Induction sponsor*
- *The main focus of the Board meeting will be decisions and updates related to the October 27th Inaugural Induction*

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3. 2014,7,27 Board Minutes

3.1. Approval as distributed

Moved by: Denise Ritchie-McLean

Seconded by: Frank Archer

THAT the Board minutes of July 27, 2014 be approved as distributed

Carried

3.2 Follow up

• July 27, 2014 Board Minutes

○ **Item 3.2.**

▪ **Business Cards**

- *Keith added a “watermark” design to some sample business cards and they were shown to the Board on the large TV screen*
- *The Board expressed their preference and requested that more than one sport be represented as well as showing both genders*
- *Larry reported that he had visited Georgian Copy & Printers Inc. in Barrie and received a quote of \$45 for 250 Business Cards. A number of Board members spoke highly of them.*
- ***ACTION: Larry to advise Keith of their desired additions to the Business Cards and proceed to have them printed at Georgian Copy & Printers Inc.***

▪ **Financial Planning**

- *Brad to make a presentation as part of the Financial Planning Standing Committee report. (see 4,2.1)*

▪ **Amendments to Township/SSH “Terms of Reference”**

- *Larry discussed the appropriate procedure with Ron Belcourt to ensure the ToR document is update when changes occur.*
- *Larry has forwarded the Board approved Secretary and Treasurer positions to Ron*
- ***ACTION: Ron will make the changes to the document and distribute a copy to the Board.***

▪ **Bio Sketches**

- *Not all Bios received*

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- **Secretary-Treasurer Position**
 - **ACTION: Need to confirm that Brenda has accepted the roll of the newly created Secretary position**
 - *Brad accepted the roll of the newly created Treasurer position*
 - **Inductee Letters**
 - *Letters sent to all of the 2014 Inductees but for the following:*
 - *Frank Foyston: Waiting for confirmation that Donald Foyston (Nephew) will be the official representative*
 - *Lloyd Turner: Have not yet identified a contact*
 - *Julie Anne (White) Empfield have not been able to contact her yet*
- 4. Standing Committees' Reports and Business**
- 4.1. Facilities & Displays**
 - *Paul unable attend the meeting*
 - **ACTION: Larry to contact Paul**
 - 4.1.1. Kiosk Update**
 - 4.1.2. Sample Awards**
 - 4.1.3. Banners**
 - 4.1.4. Artifacts and Memorabilia**
 - 4.2. Financial Planning**
 - 4.2.1. Brad's presentation**
 - *Brad made a two part Power Point presentation to the Board*
 - *The first covered the development of a planned Financial Policy and Procedure Manual*
 - *The planned manual will cover such items as: Signing Authority, Regular Reporting, Annual Budgets, Expenditures and Capital Purchases, Cash Transactions, Tax Receipts, Credit Card Payments, and Process Work Flow*
 - *The second presentation covered some possible approaches to a structured development of potential Sponsorships.*
 - **ACTION: Brad will arrange a meeting with Shelley McNabb of the Township of Springwater to assemble the necessary financial procedural information and also convene a Financial Planning Committee Meeting to brainstorm and prepare proposed sponsorship plans**

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4.2.2. Mayor's Golf Tournament Contribution

- *Larry reminded the Board of the significant donation (\$10k) the Mayor and Council have agreed to give to the Springwater Sports Heritage*
- *Larry had written the Mayor and Council thanking them for the very kind consideration.*
- **ACTION: *Should an opportunity arise to express the Board's appreciation in another fashion the appropriate action will be taken.***

4.2.3. Committee Review

- *As stated in 4.2.1. above Brad will assemble a Committee and convene a Financial Planning Committee Meeting to brainstorm and prepare proposed sponsorship plans*

4.3. Induction

4.3.1. Letters to Orr Lake Golf Course and Valley Farms

- *Darrin reported that letters had been sent thanking them for their participation and that a different venue had been selected for the 2014 Induction*
- *Mike reported he had been contacted by the Orr Lake Golf Course asking for an explanation of the choice. His reply was that for the 2014 Induction Ceremony, given the expected attendance, it was believed the Orr Lake venue would not be large enough*

4.3.2. August 12, 2014 Meeting

- *Darrin reported his Induction Committee met on August 12th*
- *The following items cover what was discussed and the current status*

4.3.3. Tickets: Design, Printing, Control, Payment Options, Distribution, Timing

- *Design and printing will be provided by Georgian Copy & Printing Inc.*
- *A draft design was shown (see APPENDIX "A")*
- *Darrin will monitor the sales and control*
- *It was determined that online payment or payment by credit card will not be used for the 2014 Induction*
- *Tickets for the Inductees and their guests will be handled via a "Ticket Order Form" (see APPENDIX "B")*
- *Tickets for the general public will be at the Township Libraries and available on August 28*
- **ACTION: *Mike will arrange for the announcement of the availability of tickets in August 28th Springwater News***

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- **ACTION: Larry will prepare a press release**

4.3.4. Sponsorship

- *An analysis of the current status was considered*
 - *The new sponsor "Diamond Head Sprinklers Inc." brings the total to three which is \$6k*
 - *A number of sponsors that were initially identified have not been reported on*
 - *Given the changes to some planned expenditures the expected overall cost will now be reduced to the range of \$8k*
 - *Printing of some material must commence within a week therefore the official sponsors must be known*
 - **ACTION: Larry will contact the Board Members responsible for the potential sponsors to determine the status, make an assessment and undertake the required steps to reach the number of required sponsors**

4.3.5. Souvenir Program

- *The modified Souvenir Program was explained to the Board*
- *Heritage Committee Members have been assigned one or more Inductee and is assembling and authoring the content*

4.3.6. Volunteers: Emcee, Vocalist, Speaker, AV, Tickets

- *Darrin announced that Dan McGinnis will be the Emcee*
- *Consideration is being given to High School students and it is expected we will be able to give them "Volunteer Credits"*

4.4. Promotion

4.4.1. Springwater News Articles

- *Mike was thanked for the extensive write-ups in the Springwater News*
- *Coverage of the Vespra Hall of Fame will be in the next issue*

4.4.2. Township Communications Support Meeting

- **ACTION: Larry will arrange a meeting with Mike and Nicole to explore potential communication/promotion opportunities and timing**

4.4.3. Promotion of Ticket Sales

- *Article/ad in Springwater News (see ACTION 4.3.3.)*

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4.5. Sports Heritage

4.5.1. Board Approval of Sports Heritage Committee August 5, 2014 Minutes

Moved by: Denise Ritchie-McLean Seconded by: Frank Archer

THAT the Sports Heritage Committee August 5, 2014 Minutes be accepted and approved

Carried

4.5.2. Chairperson Position

- *Larry advised the Board he had spoken to Barb about her becoming the Chairperson of the Heritage Committee and she agreed that she would*
- *Larry recommended that the Chairperson for the Heritage Committee be transferred to Barb*

Moved by: Brenda Quinlan Seconded by: Brad MacDonald

THAT Barb Fralick be the new Chairperson of the Sports Heritage Committee

Carried

4.5.3. Inductee Chronicles

- *It was agreed that the Heritage Committee would work with the 2014 Inductees to prepare the necessary material for the Souvenir Program, Awards, AV Presentation and the information and visuals for the website.*
- *The following chart, from the Sports Heritage Committee August 5, 2014 Minutes, identifies the Contact person for each Inductee*

| <i>Content Writer</i> | <i>Mike S</i> | <i>Lou B</i> | <i>Mike T</i> | <i>Mary F</i> | <i>Barb F</i> | <i>Brenda Q</i> | <i>Kari S A</i> |
|-----------------------|--|---|--|--------------------|---|--------------------------------------|--|
| <i>Inductees</i> | <i>-D. McConnell -R. McConnell</i> | <i>-S. Kirton -D. Kirton -Merchants Ball Team</i> | <i>-T. Belcourt -Diamond Curling Team -Juvenile Hockey Team -F. Foyston -L. Turner -C. Adams</i> | <i>-L. Ritchie</i> | <i>-Minesing Hockey Team -W. Craig -E.Crawford -J.A. White -W. Giffen T. Martin</i> | <i>-M.Forgrave -M. Partridge</i> | <i>-M. Simpson (Athlete) -M. Simpson (Builder)</i> |

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4.5.4. Website development

- *Larry summarized the meeting he had with Tony Perssons of the Township I.T. department to review any changes and the plans within his area*
- *Larry reported that Barb and him had met with two potential developers and that both potential developers would be acceptable*
- *The Board agreed that Barb and Larry should continue with their approach and secure the developer of their choice*
- ***ACTION: Larry and Barb will meet with one of the developers to gain more information to allow them to have a better comparison of the product and costs***

4.5.5. Elmvale Community Arena TV

- *During the meeting with Tony Perssons Larry advised him that SSH has a sponsor of the TV planned for the Elmvale Community Arena*
- *Tony explained the best way to have the TV display our material would be to use our website to prepare and host the desired content. The technology is such that the available arena computer could access our website and display the prepared content on the TV.*
- *The preparation of the content could be prepared by the designated individual(s) from anywhere and uploaded to our website*
- *Tony will arrange to have the TV installed close to the launch date*

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

5.1. 2015 Budget (Mid September)

5.2. Terms of Office and Succession Plan

5.3. Review and Approval of Constitution

5.4. Review Induction Guidelines (After October 17, 2014 Induction)

5.5. Committee Terms of References (Complete or Review and Approve)

5.6. AGM

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6. Next Meeting

*Moved by: **Darrin Robertson***

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

THAT the next Springwater Sports Heritage Board Meeting will be at 7:00 p.m. on September 23, 2014 at The Elmvale Curling Club

Carried

7. Adjournment

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

*Seconded by: **Frank Archer***

THAT the Springwater Sports Heritage Board Meeting adjourn at 9:25 pm.

Carried

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APPENDIX "A"



001

**Springwater Sports Heritage
Hall of Fame
Induction Ceremony**

October 17, 2014
Barrie Country Club
635 St. Vincent Street North, Barrie, Ontario

Tickets \$50.00 Cocktails 6:00 Dinner 7:00

Authorized Induction Sponsors



CURRIE
FREIGHTLINER TRUCK
CENTRE
Run Smart



DIAMOND HEAD
SPRINKLERS INC.



SEXTON'S
MECHANICAL LIMITED

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APPENDIX "B"



Springwater Sports Heritage
 2231 Nursery Road
 Minesing ON L0L 1Y2

 www.springwatersportsheritage.ca
 info@springwatersportsheritage.ca

Springwater Sports Heritage Hall of Fame
 2014 Inaugural Induction Ceremony
 Barrie Country Club, October 17, 2014
 Cocktails 6:00 Dinner 7:00

Ticket Order Form

2014 Inaugural Induction Ceremony

(Please return by September 20, 2014, seating is limited, so purchase tickets early)

Name: _____
 Street: _____ City: _____
 Province/State: _____ Country: _____ Postal/Zip Code: _____
 Telephone: (H) ____ - ____ - _____ (B) ____ - ____ - _____ (C) ____ - ____ - _____
 Email Address: _____ @ _____

Dress Is Business Casual (no jeans/t-shirts)

_____ # OF TICKETS X \$50.00 = _____

Please attach cheque or money order for the full amount, payable to:

"Township of Springwater"
 (reference SSHHoF Induction Tickets)

Return Form and Cheque/Money Order to (prior to Sept. 20, 2014):

Springwater Sports Heritage
2231 Nursery Road
Minesing, Ontario
L0L 1Y2

If you wish you can email requests to: info@springwatersportsheritage.ca. Be sure to send original form and cheque/money order to Springwater Sports Heritage at the above address.

SEATING ARRANGEMENTS (Please indicate your request for people we should seat at your table)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

