

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

ATTENDEES

Directors

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

Recording Secretary

Faye Stone

Ex Officio

Dan Clement

Township Resource

Guests

Keith Columbus	Debbie Kennedy
Angela Kirton	Brenda Stanley

Regrets

Dan McLean	Ron Belcourt
------------	--------------

PREP ITEMS

DISCRIPTION/VERSION

COMMENT

Minutes	Board minutes of August 17, 2014	Distributed
Minutes	Sports Heritage Committee Minutes of Sept. 5, 2014	Distributed

1. Confirmation of a Quorum and Call to Order

*Moved by: **Darrin Robertson***

*Seconded by: **Brenda Quinlan***

THAT the meeting of the Springwater Sports Heritage Board of September 23, 2014 has a quorum present and will come to order at 7:00 pm

Carried

2. Opening Remarks

- Larry welcomed all present including guests: Keith Columbus and Brenda Stanley Both Keith and Brenda made their presentations/updates at this time and their input is recorded following the distributed agenda as items **3.2 and 4.5.3***
- Debbie Kennedy and Angela Kirton presented the Board with a \$200 cheque from the John Brown Foundation. A photo was (see APPENTIX C) taken and Debbie reviewed the article which she will submit to the Springwater News.*
- Larry noted that the Main focus of meeting would be the Induction **updates and approvals***

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

3. 2014,8,17 Board Minutes

3.1. Approval as distributed

Moved by: Brenda Quinlan

Seconded by: Denise Ritchie-McLean

THAT the Board minutes of August 17, 2014 be approved as distributed

Carried

3.2 Follow up

- **August 17, 2014 Board Minutes**

- **Item 3.2**

- **Business Cards**

- At the last meeting of the Board, Larry was directed to contact Keith and see if he could include more than one sport and show both genders on the background of the cards. Tonight Keith spoke to this and advised against that approach noting that attempting to include all that representation on one card would be far too busy. He recommended having 3 or 4 different cards made up with the same content and representing only one sport on each. The cost of this would not be significant.*

- Action: Keith will design and forward to Larry for printing**

- **Township/SSH "Terms of Reference" update**

- The Terms of Reference which were updated to reflect the changes in the position of Secretary and Treasurer were submitted to Council and approved by them.*

- Action: Larry will follow up with Ron Belcourt to receive the updated and approved document**

- **Secretary Position**

- Larry expressed the appreciation of the entire Board in noting Brenda Quinlan's willingness to take on the position of Secretary*

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

Moved by: **Frank Archer**

Seconded by: **Denise Ritchie-McLean**

THAT Brenda Quinlan take on the responsibility of the newly approved (July 27, 2014, Minutes, page 4, Item 9) Secretary position

Carried

4. Standing Committees' Reports and Business

4.1. Facilities & Displays

4.1.1. Awards

- *The recommendations from September 5, 2014 Sports Heritage Committee meeting were discussed.*

Decisions: *The Athlete and Builders (18) will each receive an 8 ½ x 11 plaque which will consist of their Black and White head-shot, Coloured SSH Logo and short Bio affixed to a mounting composite plaque. The Board will retain a printed copy of this image but will **not** have it mounted (**note this change from previous recommendations**). These images will be displayed that evening on the "roller blind" banners (see below) and be part of the AV presentation*

Teams- Three of the four Team members will receive a folder containing a picture of the team. **The Curling team** will be an exception in that the Elmvale Curling Club has donated money to have that team's picture mounted in a plaque format.

The Board will retain a copy of these Team images. Their display for that evening will be as outlined above for Athletes and Builders.

Decisions re the permanent display format of these images will be made at a later date as the Display location and size are determined.

4.1.2. Banners

The "roller blind" display option was reviewed by Paul. Various formats were discussed and Larry displayed some options on the large TV

Decision: *Paul was directed to proceed with the purchase and design of 5 of these Banner Blinds (Approx. cost \$300 x 5)*

1 for Sponsor display

2 for Inductee display

2 for SSH signage, mission statement, information...

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

4.1.3. Artifacts and Memorabilia

Paul shared a display he had designed for one of the Inductees. It consisted of a large Shadow Frame with pictures and clippings. Around the frame was displayed hockey sticks, team jackets and hockey sweater.

Paul thought this type of display might be made for each inductee for the evening display and/or for rotating inclusion in the Arena cabinet.

Decision: *It was decided that due to number of people attending, venue space and time constraints that we would not proceed with this display for this year's inductees. The option of rotating inclusion in the Arena cabinet will be revisited.*

4.2. Financial Planning

4.2.1. Financial Position Update

*A Trial balance was received from Shelley **Appendix A.***

Brad hoped to develop a parallel accounting summary which would show the revenues and expenditures relative to an event or initiative.

Action: *Brad to review charting of accounts; Transfer Diamondhead Sprinklers\$2,000 from Donations to Fundraising.*

Action: *Paul, Barb & Larry to follow-up on three outstanding Induction Sponsorship cheques*

Action: *Larry to follow-up on the Mayor's Golf Tournament donation as it may be an opportunity to present it at the Induction Ceremony*

4.2.2. Financial Policy and Procedure Manual

Brad reviewed the distributed Financial Policy and Procedure Manual with amendments. (see APPENDIX B)

Moved by: **Brenda Quinlan**

Seconded by: **Paul Priest**

THAT the Financial Policy and Procedure Manual be received and approved

Carried

4

4.2.3. Budget prep for Township

Brad noted that he will require the budget needs from the Board and the Standing Committee Chairpersons ASAP

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

Action: Brad will re-send a budget form given to Committee chairs earlier. He will also contact Shelley at the Township office and get a copy of the Township's "budget working papers". It is his aim to have a draft of the 2015 Budget prepared for review and approval by the Board at the next meeting followed by submission to the Township Director of Finance.

Action: All Chairpersons to submit their 2015 budget requirements to Brad in time for him to assemble the requests for presentation to the Board at the next Board Meeting

4.2.4 Committee and Sponsorship Plan Development

The need for a Sponsorship Plan was noted but the meeting to develop such a plan will be held at a later date.

Action: Add to "Pending Items"

4.3. Induction

4.3.1. Ticket Status

Darrin updated the Board on the status of tickets sales. The demand is high and with the wait numbers included we are in excess of 200. Barrie CC can accommodate up to 250 but it would be tight. A firm meal-count must be given to Barrie CC by Oct. 3

Brenda volunteered to set up a distribution centre at the venue and hand out tickets not yet distributed. Some Board members volunteered to take and distribute tickets to those that they may know.

Action: Darrin to contact wait-list people and solicit their payment.

Action: Consideration of two complimentary tickets each to George Allen and Mike Jacobs for their outstanding contributions will be discussed at the September 29th Induction Committee Meeting.

4.3.2. Floor Plan

Larry presented a map of the event venue with table numbers and layout. A discussion was held re the number of tables to set up as well as the potential congestion of the proposed Cash Bar.

Action: Darrin to increase table number to maximum of 23 (10 per table) and contact Barrie CC and request the use of bar tickets to help relieve congestion.

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

4.3.3. Ceremony Program- Summary of Decisions/Actions

4.3.3.1. Printing

Action: Ceremony program to be prepared, printed and inserted in the Souvenir Program

4.3.3.2. Emcee Meeting & Prep

Action: Darrin to invite Dan McGinnis to the September 29th Induction Committee Meeting

4.3.3.3. Volunteers

Action: A list of jobs will be identified at the September 29th Induction Committee Meeting and circulated to the Board. Members are encouraged to promptly sign up.

4.3.3.4. Music and Vocalist

- Rowan King has been asked to sing Oh Canada
- Elmvale High School was contacted to have some of the students perform

Action: Options will be discussed at the September 29th Induction Committee Meeting

4.3.3.5. Speaker

- There will not be a guest speaker as time will be very tight

4.3.3.6. AV

- Plans are to have an AV Presentation to complement the various Induction activities.
- Original names that were suggested are unable to prepare and present
- One possibility will be to use some of the Web Development material if it's available. Brenda Stanley could also prepare the complete presentation at an additional cost.

Action: Options will be discussed at the September 29th Induction Committee Meeting

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

4.3.3.7. Presenters

- *Members were asked to review the recommendations for teams from September 5, 2014 Sports Heritage Committee meeting. Individual presentations were discussed. Larry is still awaiting feedback from some Heritage committee members re the Inductee's decision as to who they might wish to present them with their plaque.*

Action: Barb to follow up

- *Denise has volunteered to take photographs. Larry volunteered his wife to assist with the arranging of the larger teams.*

Action: A Photograph schedule of requirements will be discussed at the September 29th Induction Committee Meeting

4.3.4. Souvenir Program

- *Larry presented his current draft on the screen of the planned 11" x 17", two folds, six panels Souvenir Program handout*
- *It is expected that one will be placed at each seat*

Action: Larry to proceed to print when finished.

4.4. Promotion

Action: Mike and Larry will work on a press release (to be prepared for Oct. 9th Springwater News circulation). One of the main points to be included in that release will be the five Major Sponsors.

- *Larry has approached Rogers TV re videoing the Induction ceremony. It is hoped that this video could be uploaded to the website. No response has been received as yet.*

Action: Larry will re-contact Rogers.

4.5. Sports Heritage

4.5.1. Approval of Sports Heritage Committee Minutes of Sept. 5, 2014

- *Larry noted Item 2. confirms the transfer of the Chair to Barb as approved by the Board. (2014,8,17 Board Minutes, Item 4.5.2.)*

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

Moved by: **Brad MacDonald**

Seconded by: **Denise Ritchie-McLean**

THAT the Sports Heritage Committee Minutes of Sept. 5, 2014 be approved as distributed

Carried

4.5.2. Inductee Chronicles

- *Barb noted that most of the profiles are in and being edited*

4.5.3. Website development

- *The Board has entered into an agreement with a local software company called "Heart of Business". A deposit of 50% has been provided. Brenda Stanley, as the website developer, expressed her excitement at being part of this ground breaking initiative. She noted that she has met with Larry and Barb on numerous occasions. She has six designers at work on Phase One of the development which should be up and running by the time of the Induction ceremony. It will include a Home Page and Information on all of the Inductees as well as an overview of the SSH Board and Goals. It was noted that this info and composition might become part of the AV presentation at the Induction Ceremony. Brenda welcomed Board input and suggestions.*

Action: Larry will invite the Board and Heritage Committee to attend, if they wish, Brenda's presentation when the first non-live material is ready for viewing and feedback

4.5.4. Elmvale Community Arena TV

- *Some content development options and responsibilities were discussed. It was suggested that the Board look into selling advertising. The proceeds would go toward hiring someone to maintain the content and update. Pages may alternate; Advertise/Content /Repeat. Material from the website may be on there as well as current sports information. Its intent would be to appeal to both the younger and mature audience.*
- *Frank wanted to ensure that Donny Stoddart, who is donating the TV, has some input into the concept of its use.*

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

-
5. Pending Items: These items will be brought forward at a later date
- 5.1. Terms of Office and Succession Plan
 - 5.2. Review and Approval of Constitution
 - 5.3. Review Induction Guidelines (After October 17, 2014 Induction)
 - 5.4. Inductee Ex Officio Member (After October 17, 2014 Induction)
 - 5.5. Committee Terms of References (Complete or Review and Approve)
 - 5.6. Finance Committee and Sponsorship Plan Development
 - 5.7. AGM

6. Next Meeting

Moved by: Denise Ritchie-McLean

Seconded by: Barb Priest

THAT the next Springwater Sports Heritage Board Meeting will be at 7:00 p.m. on Oct. 29, 2014 at The Elmvale Curling Club

Carried

7. Adjournment

Moved by: Brad MacDonald

Seconded by: Brenda Quinlan

THAT the Springwater Sports Heritage Board Meeting adjourn at 10:00 pm.

Carried

Minutes Board Meeting Springwater Sports Heritage September 23, 2014

Elmvale Curling Club

7:00-10:00

Appendix A

System: 9/22/2014 11:31:52 AM

DETAILED TRIAL BALANCE FOR 2014

Page: 1

User Date: 9/22/2014

Corporation of the Township of Springwater

User ID: smcnabb

General Ledger

Ranges: From: To: Subtotal By: No Subtotals Include: Posting, Unit

Date: 1/1/2014 12/31/2014 Sorted By: Fund

Account: 1-550-031-481126

1-550-031-481126

1-550-111-532515

1-550-031-481126

1-550-031-481145

1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-031-481145

Account: 1-550-031-481147

Account: 1-550-031-481126

Account: 1-550-0

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

Appendix A Continued

System: 9/22/2014 11:31:52 AM
User Date: 9/22/2014

DETAILED TRIAL BALANCE FOR 2014
Corporation of the Township of Springwater

Page: 2
User ID: smcnabb

9/10/2014	192,484	CRREC00006341	Swan, Brian	315171	September 10, 2014 Counter Dep	16619	\$100.00
9/12/2014	192,830	CRREC00006345	Marilyn Peck (Crawford)	315295	September 12, 2014 Counter Dep	16640	\$50.00
9/12/2014	192,830	CRREC00006345	Kevin & Naomi Giffen	315296	September 12, 2014 Counter Dep	16640	\$100.00

					Net Change	Ending Balance	
Account: 1-550-031-481147				Totals:	-\$6,150.00	-\$6,150.00	\$0.00
							\$6,150.00

Account: 1-550-111-532358 Description: Events - Induction - Sports Heritage Beginning Balance: \$0.00

Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
7/29/2014	169,771	PMTRX00001056	Purchases	DEPOSIT-S SPORTS HER	Barrie Country Club	14094	\$800.00	
9/10/2014	192,577	PMTRX00001080	Purchases	17231	Georgian Copy & Printers Inc.	16776	\$127.20	

					Net Change	Ending Balance	
Account: 1-550-111-532358				Totals:	\$927.20	\$927.20	\$927.20
							\$0.00

	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
Grand Totals:	4	\$0.00	-\$15,922.80	-\$15,922.80	\$927.20	\$16,850.00

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

APPENDIX B

Financial Procedures for Springwater Sports Heritage

All financial policies currently approved by Springwater Township will be followed and adhered to by Springwater Sports Heritage. Any amendments and/or new financial policies that are to be adopted by Springwater Township will also be adhered to by the Springwater Sports Heritage Board.

Annual Budgets – Annually the Springwater Sports Heritage Treasurer will assemble and present a proposed annual budget & business plan to the Board of Directors for discussion and approval. The Board of Directors and Standing Committee Chairpersons will have significant input into the development and direction of the budget & business plan based on priorities set out each year. The approved budget must be a balanced budget with no projected deficit. At the end of each fiscal year the actual surplus/deficit will become the opening balance for the next year's budget. The annual budget & business plan shall be discussed and approved by no later than August/September each year. Once approved by the Board of Directors the Treasurer will forward a copy to the Township of Springwater Director of Finance by no later than September 30th each year in order for it to be considered in the Township's Annual Budget & Business Plan.

Reporting Period – The reporting period is from January 1 to December 31 each year.

Regular Reporting – As part of each Board meeting a financial report will indicate the current cash position, the inflows and outflows for the reporting period and any outstanding expenses or receipts. Copies of the report will be made available to all board members. It is the duty of each director to ensure that they review and understand the financial reports that are provided. The report will be the official report provided by the Township.

Signing Authority – All purchases must be presented and approved by the Board of Directors prior to the purchases being made. Once authorized approval is discussed/completed a notice (invoice) will be communicated to the Township Finance Department Liaison by the Sports Heritage Treasurer and/or Designate. If payments are required prior to Board approval an email of agreement from the Sports Heritage Treasurer and/or Designate, along with the Chair of the Board should be sought and then a discussion will take place at the next Board meeting to ensure appropriate approval of expenditure. When an invoice is received by the Township Finance Department an email will be sent to the Springwater Sports Heritage Treasurer and/or Designate for final approval prior to payment being made. All invoices shall be addressed to the Township of Springwater c/o Springwater Sports Heritage.

Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

APPENDIX B continued

Expenditures and Capital Purchases – All expenditure purchases will follow the Township’s current “**Procurement By-law**” including standard purchases, competitive bid processes and gifts in-kind. The Township work flow process related to payments or procurements should be followed to ensure timely payments and accuracy. All cheques for approved payments will be issued by the Township on behalf Springwater Sports Heritage.

Cash Transactions – All cash transactions should be avoided if possible. If cash transactions should be required for any function a clear process for collection and deposit of funds should be discussed at the Board. If cash transactions are required there should be at least 2 people present when cash is being handled. Once all cash has been counted it shall be locked up in a location that can only be accessed by authorized individuals (Treasurer and Designate). Deposits shall be completed as soon as possible with the Township after the event occurs. Deposits are to follow the Township’s Cash Deposit Policy & Procedure.

Credit Cards - All credit card transactions should be avoided if possible. If credit card transaction should be required for any function a clear process for collection and deposit should be discussed at the Board.

Income Tax Receipts – Prior to the issuance of any income tax receipts the Township Director of Finance shall be consulted.

Deposits – All cheques/cash/credit card payments to Springwater Sports Heritage will be made to the Township of Springwater Administration Centre payable to “**Township of Springwater**” It should be clearly noted that the deposit be made to Springwater Sports Heritage account.

Chart of Accounts – The chart of accounts are provided by Springwater Township. Additional reporting/categorizing by specific function may be required to assist the Board in summarizing revenues and expenses.

Revenues (1-550-031-#####)

- Donations (481126)
- Fundraising (481145)
- Ticket Sales (481147)

Expenses (1-550-111-#####)

- Materials & Supplies (532201)
- Advertising (532234)
- Events-Induction (532358)
- Fundraising Expenses (532515)



Minutes
Board Meeting
Springwater Sports Heritage
September 23, 2014

Elmvale Curling Club

7:00-10:00

APPENDIX B continued

Independent Financial Reviews - A financial review will be completed by the Township through their year-end audit process. Any concerns about the financial health or financial practices of Springwater Sports Heritage will be brought to the attention of the Board.

APPENDIX C

