## **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

<u>ATTENDEES</u>

<u>Directors</u> Larry Simpson, Chairperson

Barbara Fralick Darrin Robertson

Brad MacDonald Paul Priest

Brenda Quinlan Denise Ritchie-McLean

Dan McLean

Recording Secretary

Ex Offico Dan Clement

Township Resource

<u>Guests</u>

Regrets Frank Archer Ron Belcourt

Mike Townes

Faye Stone

PREP ITEMS DISCRIPTION/VERSION COMMENT
Minutes Board minutes of Sept. 23, 2014 Distributed

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

Moved by: **Dan McLean** Seconded by: **Barb Fralick** 

THAT the meeting of the Springwater Sports Heritage Board of October 29, 2014 has a quorum present and will come to order at 7:05 pm

**Carried** 

#### 2. Opening Remarks

- Larry welcomed all present and thanked everyone for their contribution to a very successful Inaugural Induction
- Highlights mentioned:
  - Venue and meal
  - Emcee Dan McGinnis
  - Table Centrepieces
  - Ticket sales
  - Press Coverage
  - Camaraderie
  - Sequencing and flow of proceedings
  - Awards, Banners & Visuals
  - Lou Belcourt's Blessing
  - Presenters and Inductees comments

## **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

## 3. 2014,9,23 Board Minutes

#### 3.1. Approval as distributed

Moved by: **Brenda Quinlan** Seconded by: **Barb Fralick** 

THAT the Board minutes of September 23, 2014 be approved as distributed

**Carried** 

#### 3.2 Follow up

- September 23, 2014 Board Minutes
  - o Item 3.2
    - Business Cards- As requested, Keith Columbus forwarded 8 business card formats with representation of various sports in shadow. See Appendix A

It was felt that at least two additional sports needed to be represented (track and wrestling) and that card #8 be eliminated. The duplication of the hockey and curling representations be eliminated as well.

<u>Action:</u> Larry to review these changes with Keith and proceed to the printer.

■ Township/SSH "Terms of Reference" update

Ron advised Larry that he has put this on hold until the new Council is in place and ex officio rep has been established.

- o Item 4.2.1.
  - See current Agenda Item 4.2.1.
- 4. Standing Committees' Reports and Business
  - 4.1. Facilities & Displays
    - 4.1.1. Awards
      - Distribution of Awards not received
        - 2 Athletes, 1 Builder, 3 United Farmers, 7 Juveniles, 3 Merchants Larry reviewed this list and Board members gave input re various people who might be contacted to take possession of these awards and/or ensure that they are delivered

Action: Larry will follow up on these contacts

### **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

Decision on Inductee Awards for Hall of Fame:

#### **Actions:**

- It was agreed that excess funds donated by the Curling Club for Inductee personal awards will be used to purchase a mounted copy of the two inductee awards (Tim Belcourt and Diamond Senior Ladies) for permanent display in the Curling Club
- Larry will look into cost of mounting a display of the inductee awards and report back to the Board

#### **4.1.2.** Banners

 A discussion of various areas and events where these banners could be used was held. A list of possible event/areas was generated: Arena, Fall Fair, Maple Syrup Festival; Ball and Golf tournaments, Curling Club, Minesing Country Hoedown, Administration Centre and the various "halls" throughout Springwater.

<u>Action</u>: All present were asked to make Paul aware of any events or venues where a display of our banners and/or photo frame display may be considered. (Administration Centre will be the first)

#### 4.1.3. Artifacts and Memorabilia

- Status of the amount of cabinet being used in the Arena was reviewed
   <u>Action:</u> Paul will confirm this with Ron Belcourt and begin to rotate in displays
- Short and long term Objectives re the Hall were discussed
   <u>Action:</u> In reference to--Planned renovations of the Elmvale Arena
   (2015) and the longer term plan for a new Recreation Centre-- Larry
   will meet with Robert Brindley to be updated on the Township Plans
   and to ensure, if appropriate, the "Hall of Fame" is identified in the
   Recreation Plan for both anticipated projects.
- A discussion of various areas where artifacts and evolving Board display material might be immediately housed/stored took place. Criteria outlined re being high/dry/warm/secure

<u>Action:</u> Larry will discuss with Robert Brindley the possibility of sectioning off an area in the lower level of the Administration Centre to help meet our temporary Storage needs.

## **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

### 4.2. Financial Planning

### 4.2.1. Financial Position Update and Follow-up

- Brad provided the Board with a copy of the current Trial Balance as provided by the Township. (See Appendix B pages 1 & 2)
- The Chart of Accounts has not been changed; noted as a difficult task to do

<u>Action:</u> Brad will ensure that the donation from Diamondhead Sprinklers of \$2,000 is transferred from Donations to Fundraising and follow up on outstanding induction sponsorship cheques. Barb will create an invoice and forward it.

- Mayor's Golf Tournament Donation --It was suggested that a follow-up should be completed before Dec. 1, 2014. The donation has already been passed by the present council.
  - <u>Action:</u> Larry will contact Robert Brindley and request a transfer of funds. He will also attempt to organize a "photo-opportunity" where this donation can be covered by the press.
- Brad also presented his Year-to-Date Financial Statement Summary (See Appendix C). However, not all of the expenses were included and therefore could not be deemed complete. (Note: the above Trial Balance also did not include all expenses)

<u>Action:</u> Brad will forward to the Board an updated and completed Financial Statement when all expenditures and donations are accounted for.

### 4.2.2. Budget Requests, Review and Approvals

 Input from the Board and Standing Committee Chairpersons was reviewed.

Action: Brad will collate input and present to the Board for Approval

## 4.3. Induction

## 4.3.1. Feedback & Comments

 Darrin reported very positive feedback re the Induction planning and execution. This was seconded by those present.

## **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

## 4.3.2. Committee to Prepare a Formal Induction Analysis and Recommendations

 Discussion on the value of reviewing the activity, components, timing and preparing recommendations took place

<u>Action:</u> Darrin will call an Ad Hoc 2014 Committee to document a step-by-step procedure, using the 2014 experience, for the 2016 Induction including any recommendations.

#### 4.3.3. Review Induction Guidelines

• It was pointed out the "Induction Guidelines" have not yet received formal Board approval. Any approved recommendations should be integrated into the existing document for Board approval.

<u>Action:</u> As part of the Ad Hoc 2014 Committee meeting they will review the "Induction Guidelines" and prepare necessary recommendations for Board discussion and approval prior to the next Board meeting.

#### 4.3.4. Inductee Ex Offico Member

 A list of potential 2014 inductees who might be encouraged to assume an Ex officio position on the Board was generated. A sequence to approach was decided upon.

<u>Action:</u> Larry will follow the agreed upon sequence of approach and contact potential candidates.

#### 4.4. Promotion

### 4.4.1. Pending Meetings and Activities

- Larry expressed the thanks of the Board to Mike T for his Induction coverage.
- A series of actions/tasks were discussed and action suggested

#### **Actions:**

- the committee to meet with Nicole to determine communication possibilities through the Township
- the committee to approach sports groups and associations in an effort to identify a contact to attend a meeting to discuss potential mutual support and liaison with SSH and the sharing and coordination of news for website inclusion
- prepare a communiqué on the support received and to encourage others which will be used as a press release and added to the website

### **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

#### 4.5. Sports Heritage

### 4.5.1. Inductee Web Template

 Barb noted that a focus of this committee will be expanding the bios of the inductees; capturing anecdotes, quotes, additional pictures etc. for the website

## 4.5.2. Heritage Development Plans

- The Committee will meet and develop
  - Content development plan and responsibilities
  - Relationship/Connection to Website
  - Larry noted that Heather Downey (A major author of the Vespra Heritage book) expressed a keenness to share her experience and would be willing to come to a meeting

### 4.5.3. Elmvale Community Arena TV

 A discussion took place re the direction the committee should proceed re media purchase

#### • TV vs Kiosk

- Static vs Interactive
- Stationary vs Portable
- Traditional vs Contemporary
- Relationship with other devices (Tablets, Smart Phones)
- Township to rollout pilot Kiosks
- It was noted that both media would be considered. However, most members felt that the TV was the route to go first. Loading it with material/content should/could be immediate. Kiosk was seen as the next stage.

### **Actions:** Larry will

- Prepare an advertising revenue generation plan
- o Prepare a content generation, updating and maintenance plan
- Proceed with purchase of TV (donation by D. Stoddart)

#### 5. Website

#### 5.1. Status and Feedback

In an email to Board and Committee members, Larry asked for input and feedback regarding the website. Larry shared these with the Board and recorded those expressed at the meeting.

<u>Action:</u> Larry will review these comments and suggestions with Brenda Stanley

## **Board Meeting**

## Springwater Sports Heritage October 29, 2014

Springwater Administration Centre

7:00-9:00

## 5.2. Possible Standing Committee

• Consideration of the value(s) of establishing an additional Standing Committee to deal with technology and the website was discussed.

<u>Action</u>: It was agreed that this become an agenda item for the Heritage Committee to discuss at their next meeting

#### 6. AGM

#### 6.1. Review and Approval of Constitution

- It was noted the Constitution has not been approved by the Board Actions:
  - Larry to review and present update Constitution at the next Board Meeting
  - Formal Board approval will be at the AGM

### 6.2. Terms of Office and Succession Plan

- Board members were requested to make their intentions known (re continuation on the Board) for the next Board meeting.
- Board members were also encouraged to be prepared to bring forward the names of community members who might be considered for Board or Committee position.

#### 6.3. Committee Terms of References Review and Approval

Should be completed/reviewed/updated/approved prior to AGM

#### 6.4. Date & Location

- Factors to be considered were presented and discussed
  - AGM needs to be held no more than 90 days after year end
  - Meeting to be held at the Administration Centre
  - Target Date discussed- 3<sup>rd</sup> or 4<sup>th</sup> week into January (during the week, evening)

<u>Action:</u> Larry to contact Robert Brindley to confirm that this is possible. Also try to get an indication when the Township year end would be completed.

- 7. Pending Items: These items will be brought forward at a later date
  - 7.1. Follow up revised Springwater "Terms of Reference" (new Council)
  - 7.2. Development of a Sponsorship Plan

## **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

## 8. Next Meeting

Moved by: **Brenda Quinlan** Seconded by: **Denise Ritchie-McLean** 

THAT the next Springwater Sports Heritage Board Meeting will be at 7:00 p.m. on Nov. 26, 2014 at The Elmvale Curling Club

Carried

## 9. Adjournment

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

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

**Carried** 

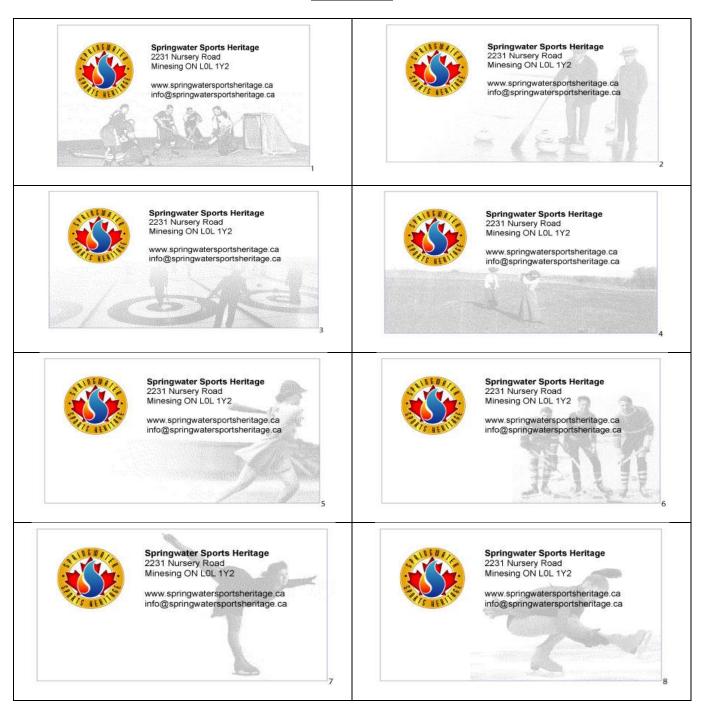
## **Board Meeting**

## Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

### **APPENDIX A**



# **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

# **APPENDIX B (page 1)**

Description: Denations - Sports Heritage	Total	Page: 1 User ID: smenabb .Unit	Beginning Balance: \$0.00	Debit Credit	Z	\$500.00	\$5,000.00	\$200.00	22/00/00	\$1,000.00	\$1,000.00		\$0.00 \$12,900.00	Beginning Balance: \$0.00	Debit Credit	\$2,000.00		\$2,000.00	Beginning Balance: \$0.00	Debit Credit	\$200.00	\$250.00	\$100.00	\$100.00	\$400.00	\$400.00	\$100.00	00'009\$	\$100.00	\$100.00	\$150.00	\$100.00	\$150.00	\$100.00	\$100.00	00.0012	\$100.00	20005	220.00		\$50.00	05.00 05.00 05.00 05.00
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# **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

# **APPENDIX B (page 2)**

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# **Board Meeting**

# Springwater Sports Heritage October 29, 2014

**Springwater Administration Centre** 

7:00-9:00

## **APPENDIX C**

Springwater Sports Heritage Hall of Fame Financial Statement Oct. 29/14

	Balance	Outstanding	Total
Revenue			
Donations			
Lion's Club	1,000		1,000
Elmvale & District Maple Syrup	500		500
Estate of	5,000		5,000
Elmvale Curling Club	200		200
Brownie Foundation	200		200
Township Golf Tournament	0		0
Total Donations	6,900	0	6,900
Fundraising - Induction			
Diamond Head Sprinklers	2,000		2,000
Alan D Priest	1,000	1,000	2,000
Powell Jones	1,000	1,000	2,000
Marshall Insurance	2,000		2,000
Currie Truck Centre	2,000		2,000
Total Fundraising - Induction	8,000	2,000	10,000
Ticket Sales			
Balance at Oct 29/14	9,850		9,850
Total Ticket Sales	9,850	0	9,850
Total Revenue	24,750	2,000	26,750
Expense			
Heart of Business	2,147		2,147
Country Club	800		800
Barrie Copy	204		204
Total Expense	3,151	0	3,151
	100 Sec. 100		
Net Surplus/(Deficit)	21,599	2,000	23,599