Minutes
Board Meeting
Springwater Sports Heritage

Township Administration Centre November 24, 2015 7:00-9:00

ATTENDEES		
Directors	Larry Simpson, Chairperson	
	Frank Archer	Barbara Fralick
	Darrin Robertson	Paul Priest
	Mike Townes	Denise Ritchie-McLean
Ex Offico	Lou Belcourt, Inductee	Jennifer Coughlin, Council
Recording Secretary	Faye Stone	
Regrets	Ron Belcourt, Township Resource	
	Brenda Quinlan	Brad MacDonald

PREP ITEMS	DISCRIPTION/VERSION	COMMENT
Minutes	2015,4,15 Board Minutes	Distributed
Minutes	2015,5,6 Induction Committee Minutes	Distributed
Minutes	2015,7,8 Director of Finance Meeting	Distributed
Policies	SSH Financial Policies & Procedures Approved 2014,23,9	Distributed
Report	June Financial Summary	Distributed
Agenda	Township Finance & Audit Committee Agenda 2015,6,3	Distributed
Report	Township Reserve Report	Distributed
Report	Township 2014 Consolidated Audited Financial Statements	Distributed
Document	2016 Budget	Email Approval
Document	2016 Induction Documents • 2016 Induction Guidelines • 2016 Nomination Form • 2016 Nomination Supporting Material	Email Approval
Document	2014,12,21 Organizational Structure	Distributed
Document	2015,11,24 PRIMARY Objectives Working Update	Distributed

1. Confirmation of a Quorum and Call to Order

Moved by: ***Denise Ritchie McLean*** *Seconded by:* ***Darrin Robertson***

THAT the meeting of the Springwater Sports Heritage Board of November 24, 2015 has a quorum present and will come to order at 7:00 pm

Carried

2. Opening Remarks

- *Business Cards were distributed and feedback requested*
- *Video from 2015 CASH Conference in Nova Scotia shown*
- *The main focus of the meeting was introduced as Introspective Considerations of SSH*

3. 2015,4,15 Board Minutes

3.1. Approval as distributed

*Moved by**: Paul Priest*** *Seconded by**: Jennifer Coughlin***

THAT the Board minutes of April 15, 2015 be approved as distributed

Carried

4. SSH Introspective Considerations

The creation of a vision and the design and development of a supportive infrastructure were noted as impressive achievements of this Board. However, after two and one half years, Larry outlined the need to learn lessons from these initial steps, to reassess, to redesign where needed and recommit the Board's efforts.
To that end and using a power point presentation, Larry led the Board through a review/consideration of the following key fundamentals of SSH.

- **Purpose**
  a. **To digitally chronicle, preserve and provide internet access to Springwater's sports heritage.**
  b. **To ceremoniously acknowledge and exhibit the awards of exceptional sporting contributions and achievements of Springwater's Athletes, Builders and Teams.**

  All present felt these elements continued to capture the principal purposes of SSH. The wording "provide internet access" was seen by some as confusing and may be replaced by a reference to 'media' 'website'.
  The addition of a third element in reference to "Active Achievers" "Active Elite" was discussed as connecting the past to the present.
  <u>Action</u>: Larry will compose a revision to be presented at the next Board Meeting

- **Organizational Structure**

  Using the visual graphic "2014,12,21, Organizational Structure" (see APPENDIX A) the following was reviewed

  <u>Board</u>

  The affairs of the Springwater Sports Heritage are administered by a Board. The Board provides leadership, governance, succession planning, operational &

strategic accountability. The Board consists of nine Directors & two Ex Officio members supported by five Standing Committees.

A discussion took place re the terms of office of Ex-Offico Board members. Jennifer reported that the Township Council member's term would follow the election cycle. Lou expressed concern that the Inductee member's term might follow the induction cycle to give current and recent input to the Board. Retired Ex-Offico members would be welcome to continue as valued standing committee members.

***Action*: Larry and Lou will compose a revision to be presented at the next Board Meeting**

A review of each Standing Committee's Primary Objectives was held:

Facilities & Displays

Investigate Hall designs, locations, display opportunities, presentation awards & memorabilia possibilities

Financial Planning

Oversee financial administration; safeguard assets, data, personal information; mitigate financial risks, fraud and theft; prepare funding strategies

Induction

Maintain & manage a biennial inductee nomination & selection process that culminates with an induction ceremony

Promotion

Prepare & execute communication strategies with individuals, Sport Associations, Media & Governments

Sports Heritage

Digitally facilitate procurement, organization, preservation, promotion & dissemination of Springwater's sports heritage

***Action*: There was a consensus that the stated primary objectives of the Standing Committees reflected their goals and responsibilities at this time.**

- **Communications**

  A discussion re using emails was reviewed and confirmed as a necessary and effective means of communication.

Larry noted that he would attempt to monitor appropriateness and number of attachments. He also noted that it is essential that all members attempt to ensure that-

- *Emails are read in a timely manner*
- *They are responded to where appropriate*
- *Disapproval feedback is offered where needed*

- **Succession**

Constitution, Section C: 4. Term of Office

Directors serve a three-year (3) term and additional terms if prepared to do so and if duly elected. The inaugural Board will have Directors' terms set to replace three (3) Directors each year to help provide consistency. When possible, to help provide stability and consistency, the Board will endeavour to minimize the number of Directors being replaced at any one time. Ex Officio Members' "Term of Office" is the responsibility of the group they represent.

Three Year Succession Plan Amended February 4, 2015		
2015, 2016, 2017	2015, 2016	2015
Mike Townes	Larry Simpson	Frank Archer
Darrin Robertson	Denise Ritchie McLean	Brad MacDonald
Barb Fralick	Brenda Quinlan	Paul Priest

A discussion re the succession model as amended Feb. 4, 2015 was held. Most felt that this format was an effective means of maintaining continuity and stability as well as bringing new points of view to SSH. Some points were stressed

- *Board members may be excused from their role at any time if and when the need arises.*
- *As outlined in the constitution, Directors may serve additional terms if prepared to do so and if duly elected. It was stressed that past Board members would be welcomed back to serve as valued Standing Committee members.*

A review of the 2015 "End of Term" time -frame for three SSH Directors was discussed. Their plans were shared with the Board and/or the chair. It was shared that two of the three are considering retiring their positions. The third is prepared to continue in his positions if numbers warrant.

Action: ***Notice of the vacancies to the SSH Board will be added to the Springwater Link as well as the in Mike's Springwater News weekly article. Larry encouraged all members to share Potential candidate names with him. Contact will be made with various local Sports Associations to advise them of these vacancies.***

- **Meetings**

  A review of various meeting elements was undertaken and agreed to

  Frequency

  Board meetings will be held at least three times per year: AGM, Spring and Fall. It's expected that Standing Committees will carry the majority of the workload.

  Duration

  Will continue to try not to exceed 2 hours

  Location

  To be Township Administration Building

  Minutes

  The Board expressed their gratitude to Faye for her well documented and timely minutes

- **Annual Report and Annual Meeting**

  "An email notice of the AGM to the Board Members and a declaration of the date, time and location of the AGM on the SSH website must occur a minimum of four (4) weeks' before the AGM takes place."

*Moved by****: Barb Fralick*** *Seconded by****: Mike Townes***

THAT the AGM of the SSH be scheduled for Thurs. Jan. 14, 2016 at 7:00 pm at the Township Administration Centre

Carried

Action: ***Jennifer to book a room at Township Administration Centre, Larry to add a notice to website and send required emails, Standing Committee chairs to be prepared to make brief presentations***

5. Standing Committees' Reports and Business

5.1. Facilities & Displays

5.1.1. Chairperson's Report

Paul noted that he continues to investigate storage facilities and structures. A large, glasses cabinet in Administration basement was viewed as an appropriate

structure to move to the foyer area for display of SSH artifacts/signage. Paul will encourage Arena staff to assist community members in sorting and distributing Fall Fair material from the cabinet area. He will attempt to reclaim a portion of display area for SSH.

A discussion was held re the possibility of using a portion of the Arena display cabinets as a secure area for housing the TV.

Action: Paul and Larry will contact Ron Belcourt to assist in investigating the implementation of the above suggestions.

5.1.2. Plaqued Poster given to three of the five 2014 Induction Sponsors

- *Diamond Head Sprinklers, Powell Jones and Sexton's each given a plaqued poster of the 2014 Inductees.*
- *Marshall Insurance have been in the midst of moving and have not advised members of their wishes. Currie's has declined.*

5.1.3. Banner Usage Schedule

- *Banner usage continued to be encouraged*

5.1.4. Artifacts and Memorabilia

5.1.4.1. Arena Cabinet: See agenda item 5.1.1.

5.1.4.2. Storage and Display at Springwater Administration Centre

- *Reference April 15, 2015 Board Minutes*
- *See Agenda item 5.1.1. above*

A discussion took place re seeking the use of the upstairs of the Arena as a locale for a larger and more permanent display area for the SSH. This area is presently deemed a Hall and used as such with rental fees. Its access is not open to the public for rink viewing nor for tournament teams. Many felt that it has wall space on the east wall for display. Barb recommended that the Board look into a Pilot Project of renting the room on the occasion of large assemblies such as tournaments/ Maple Syrup…This might help address the significant rest/assembly /viewing area needs of the Arena as well as displaying SSH material. SSH/volunteer supervision would be needed.

Action: Further discussion and investigation is essential and will require an awareness of the pending Township renovation plans.

5.1.5. Elmvale Community Arena Renovation

- *Jennifer noted that the Draft (note DRAFT) six year capital plan shows an addition to the Elmvale Arena that includes new accessible washroom and space for the Hall of Fame in 2017.*
- *The next meeting will be held on Dec. 14, 2015.*

- *The Master Recreation Plan for the Township is also completed and the Township is beginning to set moneys aside in anticipation of those potential needs.*

***Action*: Jennifer to continue to represent and speak to the needs of SSH whenever/wherever possible**.

5.2. Financial Planning

5.2.1. Chairperson's Report

- *In Brad's absence, Larry presented a SSH updated financial report (see Appendix B) and current Township Trial balance (see Appendix C)*

5.2.2. Review July 8, 2015 Township Director of Finance Meeting Minutes

5.2.2.1. 2014 Audit Confirmed Completed

- *Jeff Schmidt, Township Director of Finance, confirmed the completion of the Township 2014 Audit and that SSH's financial activity and reporting was appropriate and satisfactory.*

5.2.2.2. Township Reserve Fund Statement & Practice

- *Larry reported that his meetings with the financial staff of the Township assured him that the reserve funds of the SSH are in place and can be transferred to the SSH Acct. as needed. The Township Trial Balance page showing the transfer to reserve of $19,533.59 is attached (see APPENDIX D).*

5.2.2.3. Online Payment Availability/Options/Process

- *Various options to assist those purchasing Induction Ceremony tickets were discussed. Options ranged from using a third party to submitting an online form with related details including credit card information. It's possible that a Township account could be used directly for deposit*

***Action*: This will require further investigation as the Township options are changing and there still remains approximately seven months before the Induction Ceremony tickets will be made available for purchase.**

5.2.3. Confirmation of email approval request for 2016 Budget

Moved by: ***Denise Ritchie-McLean*** *Seconded by*: ***Darrin Robertson***

THAT the 2016 Budget be approved

Carried

5.2.4. Development of a SSH Sponsorship Plan

Action: The current preliminary development will be further worked on by the Standing Committee and brought back to the Board for consideration.

5.3. Induction

5.3.1. Chairperson's Report

Darrin reported that the date for the 2016 induction ceremony is scheduled for Friday Sept. 30th. He advised that the Barrie Country Club has been booked. The cost will be in the same range as the 2014 ceremony.

Action: Darrin will forward a request to Denise Ritchie- McLean to make a deposit payment in the sum of $800.00 to the Barrie County Club. Denise will forward this to Township staff

5.3.2. Approval of the 2016 Induction Committee Minutes of May 6, 2015

Moved by: ***Barb Fralick*** *Seconded by:* ***Denise Ritchie-McLean***

THAT the 2016 Induction Committee Minutes of May 6, 2015 be approved as distributed

Carried

5.3.3. Confirmation of email approval request for 2016 Induction Guidelines, 2016 Nomination Form and 2016 Nomination Supporting Material

Moved by: ***Mike Townes*** *Seconded by:* ***Barb Fralick***

THAT the 2016 Induction Guidelines, 2016 Nomination Form and 2016 Nomination Supporting Material be approved

Carried

5.3.4. Approval of Critical Path and Venue

CRITICAL PATH 2016 INDUCTION	
2015	
Sept (early)	*Board to review/amend/approve critical path & recommended action*
Sept	*Confirm Venue with Barrie Country Club*
Oct (mid)	*Nomination Forms available*
Oct	*Contact Previous Unsuccessful Nominations*

Nov-Apr	*Monitor nomination process*
2016	
April	*Confirm Sponsors*
May 2	*Deadline for Nominations*
May (end of)	*Board Nomination Evaluation*
June (wk 2)	*Inductee Election*
June (end)	*Inform Inductees/Delegates/Nominators*
July (early)	*Inductee Announcement Press Release*
July (mid)	*Inductee/Delegate Communiqué*
July (mid)	*Tickets available for Inductees/Delegates & Sponsors*
Aug (wk 1)	*Tickets available to public*
Aug (mid+)	*Inductee/Delegate Communiqué*
Sept 30th	*Ceremony*

*Moved by**: Denise Ritchie-McLean*** *Seconded by**: Jennifer Coughlin***

THAT the 2016 Induction Critical Path and Venue be approved

Carried

5.4. Promotion

5.4.1. Chairperson's Report

Action: Mike indicated that he would promote the appeal for person interested in becoming Directors of the SSH Board in both the Township Link and Springwater News. Continued reference to the upcoming Nomination process will also be a focus of his attention.

5.4.2. Sport Associations Developments

Action: Plans to get together with various local sports Association representatives are ongoing.

5.5. Sports Heritage

5.5.1. Approval of May 5, 2015, June 15, 2015 and November 3, 2015 Sports Heritage Committee Minutes

Moved by: ***Darrin Robertson*** *Seconded by****: Lou Belcourt***

THAT the Sports Heritage Committee Minutes of May 5, 2015, June 15, 2015 and November 3, 2015 be approved as distributed

Carried

5.5.2. Follow-up of Minutes

5.5.2.1. Appointment of a Sports Heritage Committee Chairperson

- *As was noted in the last Heritage Committee minutes, Barb is staying on as a member of the committee but relinquishing her Chair duties. Members of the Board were asked if anyone would be interested in assuming the Chair duties. Interested members should contact Larry/Barb*

Action: ***Larry will act as Chair of the Heritage Committee until a replacement is found.***

5.5.2.2. Bereavement/In Memory Protocol

- *This item, as outlined in the June 15, 2015 Heritage Committee Minutes, was brought forward to the Board for review and discussion. The emphasis seemed to be on ensuring that SSH notification should be in an after "common knowledge" time frame.*
- *Discussion took place about the possibility of having a "Commemorative" heading, where appropriate, for Inductees that pass away. The Committee consensus was that it would be positive and add to the historical usefulness of the website and the Inductees' information.*

Action: ***Add a "Commemorative" heading to the website for Inductees that pass away. It was recommended that ….If/when an Inductee passes a link may be included that could send the viewer to the Inductee's obituary, eulogy, summary thoughts, newspaper articles etc.***

5.5.2.3. Inductee Profiles Update

- *Larry reported that these profiles are being updated to the website as they are completed.*
- *Mike Patchell has been successful in locating descendants of Lloyd Turner. Follow-up is underway to have them established as a delegate and provide additional content should it be available.*

5.5.3. Website

5.5.3.1. Data Report

- *Larry displayed a chart (see APPENDIX E) prepared by Brenda Stanley that indicated various usage statistics with respect to the SSH website.* ***Unique visitors, Number of Visits, Pages Displayed*** *etc.*
  The committee will continue to monitor usage.

5.5.3.2. Development Plans

- *Larry shared a working site map (see APPENDIX F) outlining the present and proposed navigation menu elements and their sub categories.*
  Two new menu elements called ***Heritage*** *and* ***Active Elite*** *are presently not up and running but do indicate the focus of the Heritage Committee's effort. As content is sourced, gathered and written these elements will be fleshed out. Frank shared his* ***Input Request Form*** *which he has handed out. It requests family members to recall an* ***Elder Elite*** *in 100 words and add any pictures or documentation. Hopefully this might add to the SSH repository of the many significant athletes and builders from our Township. Some of these may even go on to become candidates for Induction in the SSH Hall of Fame.*

5.5.4. Social Media

- *Trish Campbell is continuing to expand the Active Elite inventory. She has developed a Q & A form that may be used as a template for interviews.*

5.5.5. Projects

- *Larry indicated that the three main projects underway by the Sports Heritage Committee include*

5.5.5.1. Active Elite

- *Name: This project has been referred to by a collection of potential names. The current popular title is "Active Elite".*
- *Criteria for Inclusion: The Committee is currently using the following criteria to determine if the Individual or Team qualifies. "An amateur or professional Township of Springwater individual or team participating in a recognized sport at a regional level or higher."*
- *Relationship between the Blog and website is being explored to ensure minimum effort will produce significant results. By using the Blog and/or other Social Media the "Active Elite" on the website should be able to receive the content automatically.*

5.5.5.2. Figure Skating

- *In the short-term the Figure Skating working group will upload George Allen's Sports material related to Figure Skating and then expand and fine-tune as more content is located/developed.*

5.5.5.3. School Sports Heritage

- *Jennifer continues to explore this option*

6. Elmvale Community Arena TV

- *As noted in the Heritage Committee Minutes, the original TV supplied by Don Stoddart was damaged. It was replaced. The replacement is now set up in the arena. Originally, it was suggested that the use of a protective glass be sourced and obtained. Members of the Board suggested that it may be possible to place this TV directly in the trophy cabinet which would make it even more secure.*
  ***Action*: Larry and Paul will investigate this option**
- *Plans for the TV continue to include –Announcements, Active Elite, Inductees and Advertisements*

7. Next Meeting

Moved by: ***Denise Ritchie-Mclean*** *Seconded by:* ***Barb Fralick***

THAT the next Springwater Sports Heritage Board Meeting will be the AGM at 7:00 p.m. on Jan. 14, 2016 at the Township Administration Center. The spring meeting will be held in April at the call of the chair.

Carried

8. Adjournment

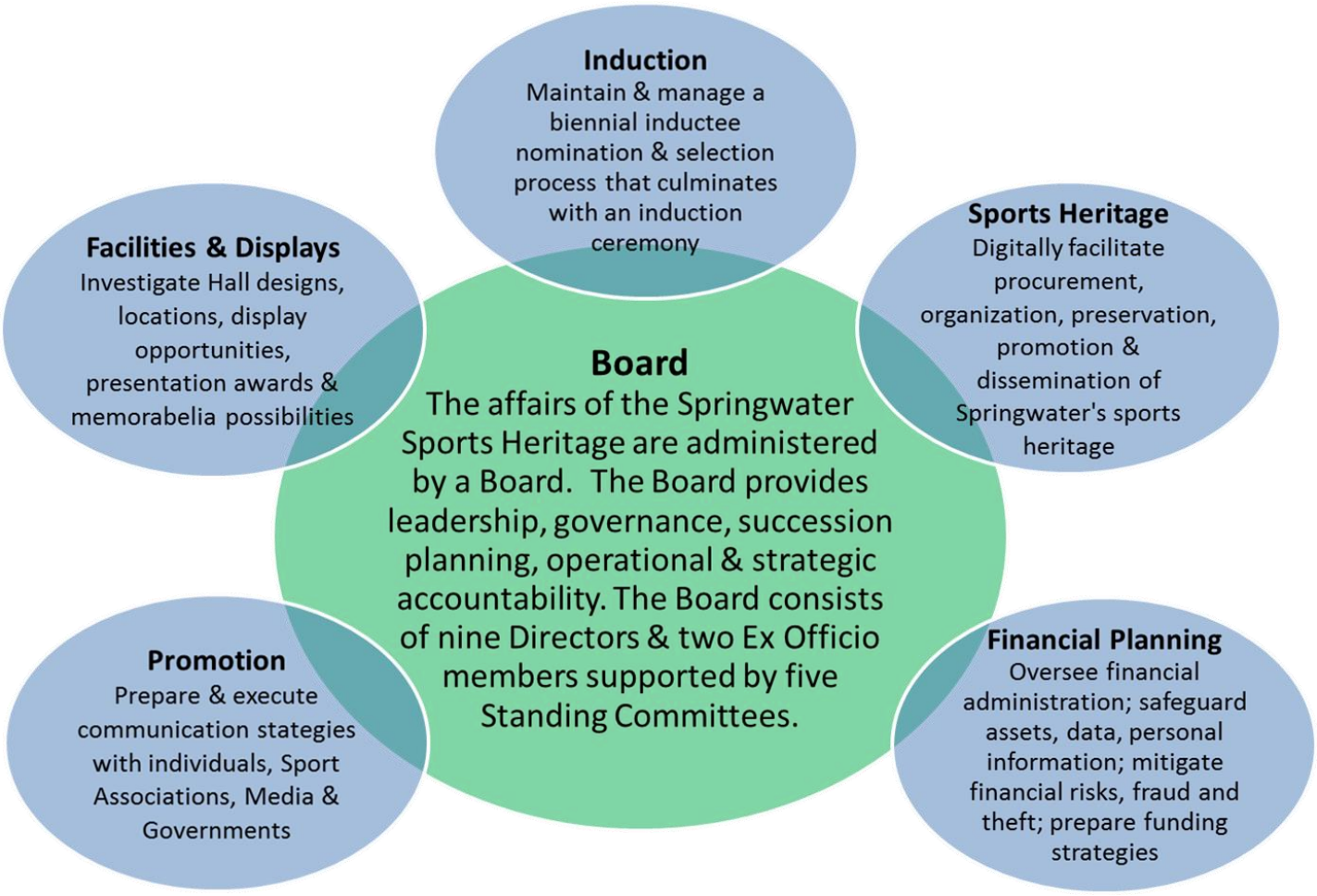
Moved by: ***Darrin Robertson*** *Seconded by:* ***Jennifer Coughlin***

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

Carried

APPENDIX A

ORGANIZATIONAL STRUCTURE
Board & Standing Committees



APPENDIX B

FINANCIAL STATEMENT

Springwater Sports Heritage
2015 Fiscal Year as of November 24, 2015

RESERVE ACCOUNT	Beginning Balance	19,533.59
	Transfers In/Out	0.00
	Current Balance	19,533.59

	INCOME	EXPENSE	AR/AP	NET
GENERAL INCOME/EXPENSE				
Donations				
Elmvale District Maple Syrup	500.00			
General Expenditures				
3 Posters Plaqued		193.24		
1 Poster Plaqued		59.00		
Business cards		203.52		
CASH 2015 Membership		50.00		
2 Posters Plaqued		122.07		
Totals	500.00	627.83	0.00	-127.83
ARENA TV				
TV Purchase & Instalation				
Don Stoddart, Key Mortgage Partners	1,231.07			
The Heart of Business		1,108.62		
Sponsors				
TBD				
Content Development & Maintenance				
TBD				
Totals	1,231.07	1,108.62	0.00	122.45
WEBSITE				
Donations				
TBD				
Development				
Phase II Version 1		1,841.86		
Maintenance				
TBD		183.16		
Totals	0.00	2,025.02	0.00	-2,025.02
GRAND TOTALS	**1,731.07**	**3,761.47**	**0.00**	**-2,030.40**
Balance as per Township November 24, 2015				**-2,030.40**

APPENDIX C

System: 2015-11-24 12:39:11 PM
User Date: 2015-11-24

Page: 1
User ID: smenabb

DETAILED TRIAL BALANCE FOR 2015

Corporation of the Township of Springwater
General Ledger

Ranges: From: To:
Date: 2015-01-01 2015-12-31
Account: 1-550-031-481126 1-550-111-532515

Subtotal By: No Subtotals
Sorted By: Fund

Include: Posting, Unit

Account: 1-550-031-481126 Description: Donations - Sports Heritage Beginning Balance: $0.00

Trx Date	Jnnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2015-02-02	201,979	CRREC00006789	Key Mortgage Partners	319222	February 2, 2015 Counter Depos	1769		$1,231.07
2015-06-10	211,098	CRREC00007340	Elmvale & District Maple Syrup	325478	June 10, 2015 Counter Deposit	10373		$500.00
					Net Change	Ending Balance		
Account: 1-550-031-481126				Totals:	-$1,731.07	-$1,731.07	$0.00	$1,731.07

Account: 1-550-111-532201 Description: Materials & Supplies - Sports Heritage Beginning Balance: $0.00

Trx Date	Jnnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2015-01-29	202,084	PMTRX00001145	Purchases	JAN 2015	Larry Simpson	1865	$193.24	
2015-04-22	206,853	PMTRX00001175	Purchases	03268	Larry Simpson	6626	$59.00	
2015-04-28	208,414	PMTRX00001179	Purchases	19200	Georgian Copy & Printers Inc.	6224	$203.52	
2015-04-28	208,504	PMTRX00001179	Purchases	2015	Canadian Association for Sports Heritage	8314	$50.00	
2015-05-21	210,285	PMTRX00001187	Purchases	R03939	Larry Simpson	10069	$122.03	
2015-05-21	210,285	PMTRX00001187	Purchases	R03939	Larry Simpson	10069	$0.04	
					Net Change	Ending Balance		
Account: 1-550-111-532201				Totals:	$627.83	$627.83	$627.83	$0.00

Account: 1-550-111-532234 Description: Advertising - Sports Heritage Beginning Balance: $0.00

Trx Date	Jnnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2015-01-19	201,636	PMTRX00001136	Purchases	HOB0173	The Heart of Business	1702	$1,108.62	
					Net Change	Ending Balance		
Account: 1-550-111-532234				Totals:	$1,108.62	$1,108.62	$1,108.62	$0.00

Account: 1-550-111-532282 Description: Maintenance - Website - Sports Heritage Beginning Balance: $0.00

Trx Date	Jnnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
2015-10-30	222,617	GLTRX00021232			JFOB	21369	$1,841.86	
2015-11-03	221,007	PMTRX00001256	Purchases	HOB0356	The Heart of Business	20960	$183.16	
					Net Change	Ending Balance		
Account: 1-550-111-532282				Totals:	$2,025.02	$2,025.02	$2,025.02	$0.00

	Accounts	Beginning Balance	Net Change	Ending Balance	Debit	Credit
Grand Totals:	4	$0.00	$2,030.40	$2,030.40	$3,761.47	$1,731.07

APPENDIX D

System: 4/21/2015 11:24:51 AM
User Date: 4/21/2015

DETAILED TRIAL BALANCE FOR 2014
Corporation of the Township of Springwater

Page: 3
User ID: smcnabb

10/15/2014	194,310	PMTRX00001100	Purchases	17722	Georgian Copy & Printers Inc.	18565	$544.92	
11/27/2014	198,179	PMTRX00001115	Purchases	R05973	Larry Simpson	22455	$22.34	
12/3/2014	198,660	PMTRX00001117	Purchases	20562	Paul Priest	22897	$1,928.35	
12/19/2014	198,942	CPY141213ALL	Canadian Payroll Summary Batch			22948	$13.80	

	Net Change	Ending Balance		
Account: 1-550-111-532358 Totals:	$12,872.13	$12,872.13	$13,672.13	$800.00

Account: 1-550-111-727600 Description: Transfer to Reserve Beginning Balance: $0.00

Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Posting No.	Debit	Credit
12/31/2014	202,617	GLTRX00018853				24367	$19,533.59	

	Net Change	Ending Balance		
Account: 1-550-111-727600 Totals:	$19,533.59	$19,533.59	$19,533.59	$0.00

	Accounts	Beginning Balance	Net Change	Ending Balance	Debit	Credit
Grand Totals:	6	$0.00	$0.00	$0.00	$37,900.00	$37,900.00

APPENDIX E

Month	Unique visitors	Number of visits	Pages	Hits
Jan 2015	198	309	3,368	22,015
Feb 2015	259	369	3,376	22,612
Mar 2015	302	440	1,725	11,809
Apr 2015	363	553	3,223	18,709
May 2015	307	482	3,553	24,808
Jun 2015	486	799	12,776	44,152
Jul 2015	301	604	3,183	16,773
Aug 2015	294	554	1,544	12,207
Sep 2015	304	462	1,051	7,494
Oct 2015	367	628	2,327	12,353
Nov 2015	282	494	3,933	23,218
Dec 2015	0	0	0	0
Total	3,463	5,694	40,059	216,150

Unique Visitors

The number different days a visitor visited the website.

Number of Visits

The number different times visitors visited the website

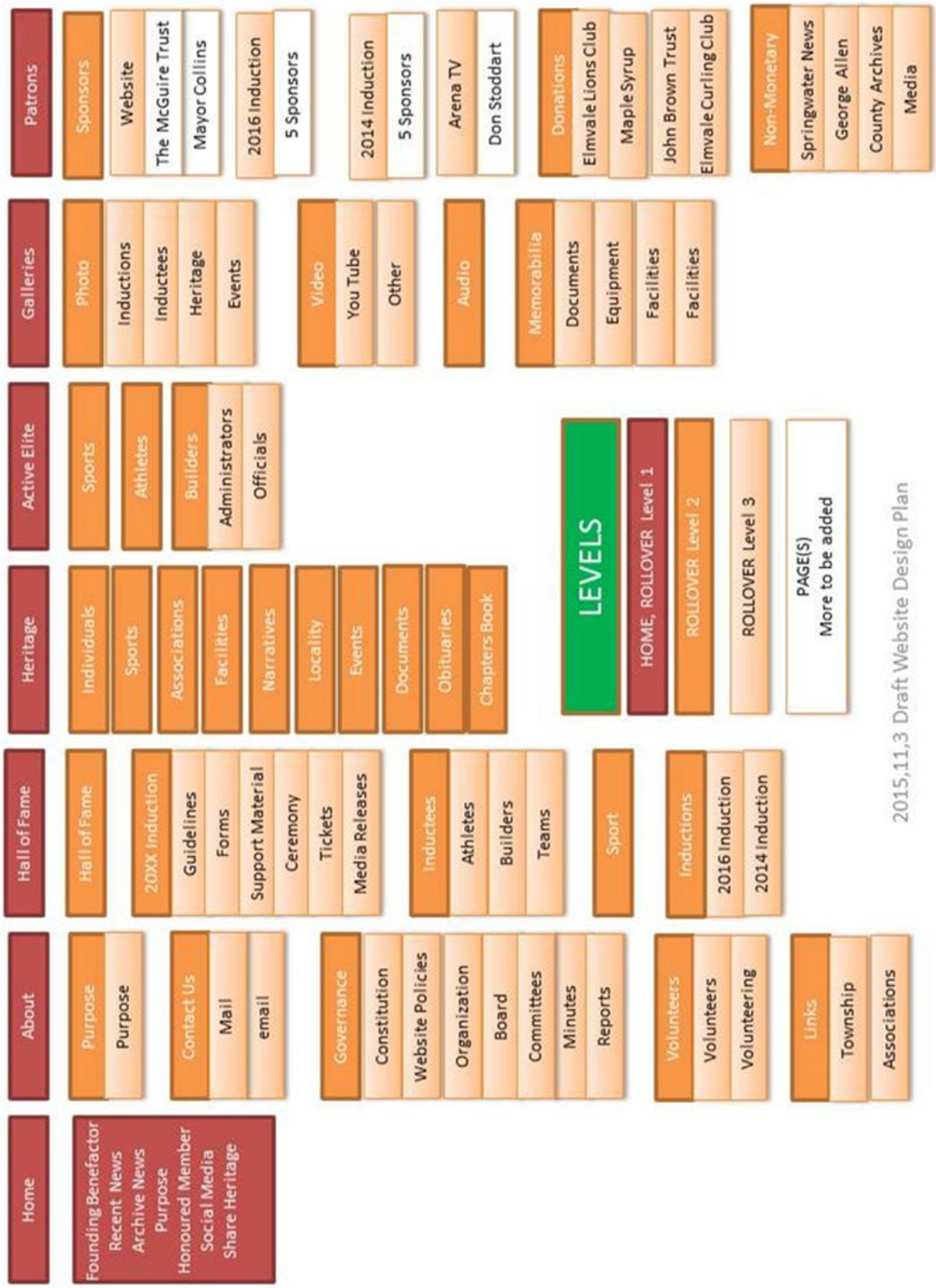
Pages

The number different pages visitors visited while on the website

Hits

The number different actions visitors engaged in while on the website

APPENDIX F


Home
Founding Benefactor
Recent News
Archive News
Purpose
Honoured Member
Social Media
Share Heritage
About
Purpose
Purpose
Contact Us
Mail
email
Governance
Constitution
Website Policies
Organization
Board
Committees
Minutes
Reports
Volunteers
Volunteers
Volunteering
Links
Township
Associations
Hall of Fame
Hall of Fame
20XX Induction
Guidelines
Forms
Support Material
Ceremony
Tickets
Media Releases
Inductees
Athletes
Builders
Teams
Sport
Inductions
2016 Induction
2014 Induction
Heritage
Individuals
Sports
Associations
Facilities
Narratives
Locality
Events
Documents
Obituaries
Chapters Book
Active Elite
Sports
Athletes
Builders
Administrators
Officials
Galleries
Photo
Inductions
Inductees
Heritage
Events
Video
You Tube
Other
Audio
Memorabilia
Documents
Equipment
Facilities
Facilities
Patrons
Sponsors
Website
The McGuire Trust
Mayor Collins
2016 Induction
5 Sponsors
2014 Induction
5 Sponsors
Arena TV
Don Stoddart
Donations
Elmvale Lions Club
Maple Syrup
John Brown Trust
Elmvale Curling Club
Non-Monetary
Springwater News
George Allen
County Archives
Media
LEVELS
HOME, ROLLOVER Level 1
ROLLOVER Level 2
ROLLOVER Level 3
PAGE(S)
More to be added
2015,11,3 Draft Website Design Plan