

Minutes  
**2014 Induction Ad Hoc Committee Meeting**  
Springwater Sports Heritage  
September 29, 2014

Elmvale Curling Club

7:30-10:00

ATTENDEES

Directors

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

Recording Secretary

Faye Stone

Guests

Dan McGinnis

Regrets

<u>PREP ITEMS</u>	<u>DISCRIPTION/VERSION</u>	<u>COMMENT</u>
Minutes	Board minutes of September 23, 2014	Distributed
Minutes	Sports Heritage Committee Minutes of Sept. 5, 2014	Distributed

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

*Moved by: Denise Ritchie-McLean*

*Seconded by: Paul Priest*

***THAT the scheduled meeting of the Springwater Sports Heritage Induction Ad Hoc Committee meeting of September 29, 2014 has a quorum present and will come to order at 7:30 p.m.***

***Carried***

**2. Opening Remarks**

*Darrin welcomed all committee members and introduced Dan McGinnis as the Emcee for the upcoming Induction ceremony.*

**3. Tickets**

**3.1. Update Sales Status**

*Darrin noted that most inductees seem to have their tickets now*

*Count is 228. (Six council tickets saved; 3 spoken for)*

***Decision:*** *attempt to stick to the 230 number (begin an emergency waiting list for any last minute ticket challenges)*

**3.2. Floor Plan**

*A review of the table and stage setup was held. Tables will be named relative to Inductees. (i.e. Coby Adams Table; center piece will made relative to Corby)  
Assigned seating/table lists will be displayed (Barb and Faye to coordinate)  
Positioning of awards table, photograph area and Emcee area at the front was discussed and decided upon*

Minutes  
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---

**3.3. Mike Jacobs and George Allen**

*It was agreed to recognize these two gentlemen in the chairman's remarks that evening and after the fact in follow up publicity.*

**3.4. Payment Printout**

**Action:** *In concert with Shelley at the township office, Darrin will complete his reconciliation of ticket sales and funds received this week.*

**Note:** *Marshall cheque for \$2100 needs to be coded as \$2000 donation; \$100 ticket sales*

**4. Awards**

**4.1. Status of Printing**

*Larry noted that he will meet with the photographer/award plaque maker ASAP*

*A) to clarify that the SSH has the rights to the digital images he creates with the bio and sketches he is provided with. These will be used in website and future displays*

*B) to establish the final date of delivery of items required for the plaques.*

**4.2. Folder for Team Award Photos**

*Faye distributed various samples of presentation folders that might be used to encase the pictures to be presented to each team member. Cost of each was shared*

**Decision:** *Faye will contact NEBS and arrange to have 100 folders printed (Name and Logo on the front) (Blue folder with Gold writing). We require about 52 of these but their generic nature we allow us to use the remainder for various tasks in the future)*  
*Approx cost \$ 350.00*

**4.3. Sponsor Awards**

*Individual Awards will not be given to the sponsors. It was decided to use some of the above folders to include a variety of memorabilia from the evening*

**5. Banners**

**5.1 Design & Approvals**

*Paul noted that the designer/printer of the approved banners needs all the information by this Friday.*

**Action:** *Larry will follow up with Mike (photographer) re his timeline for completion of the images Paul needs to forward to the banner maker.*

**5.2 Location:**

**Decision** *Paul will place three of the banners at the doors coming into the hall during the 6:00- 6:45 time frame. He will then transfer them to the stage setting where they will join the two inductee banners*

Minutes  
**2014 Induction Ad Hoc Committee Meeting**  
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---

**5.3 Inductee Banners**

**5.3.1 Unveiling**

*The two inductee banners will be raised as the Inductee portion of the programme begins. 5.3.2.*

**5.3.2 Location(s)**

*5 banners on stage (1-2-3-4-5) Inductee numbers 2 and 4*

**6. Stage**

**6.1. Lectern & Logo**

*Emcee Dan noted his desire to have a lectern. Placement off to the side was suggested in order to free up as much of the stage as possible. Larry noted that Barrie CC has been provided with a digital Logo as the lectern has a monitor on it.*

**6.2. Microphone(s)-**

**Action:** *Darrin to meet with Barrie CC staff on Thurs of this week. He will note that two cordless microphones will be required. (one for the Emcee)(one for Mike T. ---- Mike T will be at the awards table and will provide that mic. to certain speakers as needed )*

**6.3. Banners**

*The Banners to be moved to the stage at 6:50. The photography area will be off to the side of the stage. It was noted that we will need a banner type backdrop for this purpose*

**Action:** *Paul to consider backdrop and move banners when required*

**7. Ceremony**

**7.1. Flowers**

*It was decided against floral displays.*

**7.2. Printing**

**Action:** *Larry agreed to put together the evening program and forward it to printer along with the Souvenir program*

**7.3. Blessing**

*Lou Belcourt will say the Blessing which he will tailor to the event*

**7.4. Speakers**

*Mayor Collins and Larry at the outset and Darrin at induction commencement*

**7.5. Website Introduction**

*Brenda Stanley will be introduced in induction section (after builder and athletes-before teams)*

Minutes  
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---

**7.6. Emcee Script**

*It will be the aim to have this ready prior to Thanksgiving. Larry and Dan will then review and fine-tune.*

**7.7. Music and Vocalist(s)**

*Darrin will discuss availability of Barrie CC providing background music (6:00 to 6:55)  
A Video and the song "I Believe" will be played as the Athletes and Builders file in and take their place at their tables. Teams will not file in)  
Rowan King will sing Oh Canada*

**7.8. Audio Visual**

**Action:** *Larry will approach Brenda Stanley and explore cost to complete a Power Point presentation re the inductees.*

*Ginger Tsang has agreed to work on this project if required*

*Aim: To have rolling images available from 6:00- 6:55 with background music*

*: Inductee images shown as their presentation occur*

**7.9. Photography**

*Denise has enlisted a helper to assist with taking picture that evening*

**Action:** *Denise to formulate a list of pictures that need to be captured and supplement that list with candid, spontaneous shots.*

**7.10. Video Recording**

*Larry noted that Rogers will be unable to do the recording due to election coverage commitments.*

**Action:** *Denise to look into approaching a community member who has background in commercial video/camera work*

*Darrin to contact Brad McDonald re possible Georgian college videographer*

*Larry to discuss with Brenda whether her firm does videotaping*

**7.11. Presentations**

**7.11.1. Formal SSH wording for Induction**

**Action:** *Dan and Larry to devise a phrase to be used in the introduction of each Athlete and Builder or just at the presentation moment. i.e. "Jane Doe--we welcome you into the Springwater Sports Heritage Hall of Fame".....*

**7.11.2. Sponsors**

**Action:** *Larry will introduce the five major sponsors by use of their individual logos on the Video screen and reference to the stage banner. He will indicate that these sponsors will be presenting the awards to the Teams*

Minutes  
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---

**7.11.3. Inductees**

*Inductees will be introduced in Alphabetical order. It is hope that they will be aware of their placement and make their way to the stage "holding area" as the inductee ahead of them has their photo taken.*

**7.11.4. Schedule of Presenters**

**Action:** *Larry reviewed his list of inductees and their desired presenters in an effort to make a final draft of this list. Committee members were asked to ensure that all inductees have a presenter who has been arranged/contacted. Those missing or unclear were asked to gain more information and update with Larry.*

**7.11.5. Assistance with Awards**

*Mike Townes volunteered to arrange the Awards Table and position himself there – hand awards to presenters--provide Mic as needed-- assist with mounting and dismounting stage as needed.*

**7.12. Volunteers**

*See #8 below*

**8. 2014 Ceremony Schedule of Activity Prep**

*Larry reviewed a "Ceremony Prep" list which was distributed prior to the meeting. Members present signed up for some of the outlined chores. Darrin will use this Prep list to develop a list of activities and volunteer positions that still need to be filled.*

**9. Adjournment**

Moved by: **Denise Ritchie-McLean**

Seconded by: **Paul Priest**

**THAT the Induction Ad Hoc Committee Meeting adjourn at 10:00 pm.**

**Carried**