

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

ATTENDEES

Directors

Larry Simpson, Chairperson  
Frank Archer  
Paul Priest  
Denise Ritchie-McLean  
Mike Townes

Barbara Fralick  
Brenda Quinlan  
Darrin Robertson

New Directors

Wayne Allen  
Linda Collins

Trish Campbell (Regrets)

Recording Secretary

Faye Stone

Ex Officio Members

Lou Belcourt, Inductee

Jennifer Coughlin, Council

Township Resource

Ron Belcourt

Guests

Brenda Stanley

Regrets

Brad MacDonald

PREP ITEMS

DISCRIPTION/VERSION

COMMENT

|            |  |                     |
|------------|--|---------------------|
| Minutes    | 2014 AGM Minutes                         | Distributed/Website |
| Document   | Springwater Sports Heritage Constitution | Distributed/Website |
| AGM Notice | emailed & Website November 25, 2015      | Distributed/Website |
| Report     | 2015 Annual Report                       | Distributed/Website |

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

*Moved by: Denise Ritchie-McLean*

*Seconded by: Jennifer Coughlin*

***THAT the Springwater Sports Heritage 2015 Annual General Meeting has a quorum present and will come to order at 7:00 pm***

***Carried***

**2. Opening Remarks**

- Chairperson Larry welcomed all present to this the second Annual General Meeting of Springwater Sports Heritage. The evening overview was noted as one of-
  - *Reporting on the activity and status of SSH over the past year and outlining its objectives as SSH goes forward into 2016.*
  - *Implementing the Director succession process with proposed new Directors: Wayne Allen, Trish Campbell and Linda Collins*
  - *Reporting on the SSH website; led by guest -Brenda Stanley*

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

---

**3. Confirmation of Timing and Notice**

- The Springwater Sports Heritage Constitution "Section C: Organizational Practices and Procedures under Item 10. Meetings" declares:

The Board will convene an AGM no later than three months after the end of the Business Year. 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: Lou Belcourt*

*Seconded by: Mike Townes*

***THAT the 2015 Annual General Meeting of the Springwater Sports Heritage Board was duly proclaimed and convened within the timeframe specified in the Constitution.***

***Carried***

**4. Approval of 2014 AGM Minutes**

*Moved by: Denise Ritchie McLean*

*Seconded by: Darrin Robertson*

***THAT the 2014 AGM minutes of January 21, 2015 be approved as distributed***

***Carried***

**5. Presentation and Approval of Financial Statements**

As part of Larry's power point presentation, a Dec. 31, 2015 detailed financial statement from the Township was displayed and reviewed (see Appendix A).

It indicated as deficit of -\$ 2,030.40.

Referring to the distributed 2015 Annual Report (Page 8) it was noted that the present Reserve Account of SSH is reported as \$17,503.19.

(Beginning Balance \$ 19,533.59 minus deficit \$ 2,030.40) (see Appendix B)

*Moved by: Denise Ritchie-McLean*

*Seconded by: Brenda Quinlan*

***THAT the 2015 Springwater Sports Heritage Financial Statements, as presented, be approved.***

***Carried***

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

**6. Review and Approval of the 2015 Annual Report**

- *The 2015 Annual Report was emailed to all directors for their consideration prior to the AGM. Larry apologized for its lateness and opened the floor to questions and/or input. Those present felt it was a detailed and extensive summary of SSH highlights, status and objectives going forth.*

*Moved by: **Barb Fralick***

*Seconded by: **Mike Townes***

***THAT the Springwater Sports Heritage 2015 Annual Report be approved.***

***Carried***

**7. Succession Plan**

**7.1. Retiring Directors**

| <b>Three Year Succession Plan<br/>Updated February 4, 2015</b> |                       |                |
|--|-----------------------|----------------|
| <b>2015, 2016, 2017</b>  | <b>2015, 2016</b>     | <b>2015</b>    |
| Mike Townes  | Larry Simpson         | Frank Archer   |
| Darrin Robertson   | Denise Ritchie McLean | Brad MacDonald |
| Barb Fralick   | Brenda Quinlan        | Paul Priest    |
|  |                       |                |

- Larry, referring to the above Succession Plan, noted that the three retiring directors will be very much missed and thanked them for their input, effort and enthusiasm over the past two years.  
Paul noted that he would be available to continue his work with the SSH. His skill and interest in the area of Facilities and Memorabilia will be a valuable resource for the Board.
- Frank was recognized as a significant Builder in his own right in the history and advancement of Sports in the Springwater area. He was acknowledged as the founding force in the creation of what became Springwater Sport Heritage. Frank noted that, *"It has been an honour working with you. I look forward to our second Induction. I think....your dedication and decisions will keep this Board secure as it progresses through. Larry, I am most impressed with your leadership and your new members will soon recognize that..."*

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

**7.2. Approval of New Directors**

- The three proposed Directors to SSH were introduced to the group.

**Wayne Allen** was noted as a young, enthusiastic director with family roots in Springwater. An interest in the history and heritage of the area may well be in his genes. It is hoped that Wayne may help engage the youth of the area in SSH.

**Trish Campbell** has been an active Heritage committee member over the past year. She been a force in getting SSH into the world of Social Networking; Facebook, blogging and tweeting. It seems such a natural transition into a role as a Director.

**Linda Collins** brings an impressive background and interest in sports in her own right. She has been a strong supporter of the efforts of SSH in its 'start up' years. Her skill-set is so varied and striking that she will be a valued director in whatever role she assumes on the Board of SSH.

*Moved by: Jennifer Coughlin*

*Seconded by: Frank Archer*

***THAT Wayne Allen, Trish Campbell and Linda Collins be approved as the new incoming Directors of Springwater Sports Heritage***

***Carried***

- 7.3. The Revised Succession Plan** was presented to the Board. It was noted that as this may be a yearly requirement there needs to be a recruiting plan formulated.

| <b>Three Year Succession Plan</b> |                   |                       |
|-----------------------------------|-------------------|-----------------------|
| <b>Updated January 14, 2016</b>   |                   |                       |
| <b>2016, 2017, 2018</b>           | <b>2016, 2017</b> | <b>2016</b>           |
| Wayne Allen                       | Mike Townes       | Larry Simpson         |
| Trish Campbell                    | Darrin Robertson  | Denise Ritchie McLean |
| Linda Collins                     | Barb Fralick      | Brenda Quinlan        |

**8. Standing Committee Chairpersons**

Larry reviewed the various Standing Committees and noted the **Chairperson vacancies** in two areas. Directors were encouraged to give consideration to assuming these responsibilities and contact him ASAP to discuss that decision.

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

- Chairperson status

| STANDING COMMITTEES   |   |                         |
|-----------------------|---|-------------------------|
| Committee             | Assignment  | Chairperson             |
| Facilities & Displays | Hall designs, locations, display opportunities, presentation awards & memorabilia   |                         |
| Financial Planning    | Oversee financial administration; safeguard assets, data, personal information; mitigate financial risks, fraud and theft; funding strategies |                         |
| Induction             | Maintain & manage a biennial inductee nomination & selection process that culminates with an induction ceremony                               | Darrin Robertson        |
| Sports Heritage       | Digitally facilitate procurement, organization, preservation, promotion & dissemination of Springwater's sports heritage                      | Larry Simpson (Interim) |
| Promotion             | Prepare & execute communication strategies with individuals, Sport Associations, Media & Governments  | Mike Townes             |

**9. Presentations/Discussion**

**9.1. Website Development**

- Brenda led the group through a list of advancements and steps that have taken place over the year re the Website.
- She made reference to the statistics of 'hits' and 'visits' etc. (see APPENDIX C) to indicate that more people are coming to the site and that they are reading more pages.
- Brenda began her "guided walk" through the website by noting what was present and available as 2015 began. She then proceeded to display the additions and expansions some of which are noted below
  - News items are listed and archived
  - Menu buttons have been added (Heritage, Active Elite)
  - The menu buttons now open down to display sub directories and some of those even have their own sub directories
  - **This was noted as a very important area of organization of content and pathways. Most are being filled with content but others display locations where content will be built- out as it is found/written**
  - Nomination forms and nomination process are on the site. You will be able to fill in the forms from the website.

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

- Opportunity to go on the site and do a “Search”. This is a huge advancement
- An area of Governance is now available; SSH minutes, Terms of Reference etc.
- **The incredible amount of paperwork re the organization of the SSH to become a Board of the Township and its committees and duties are now all available for viewing.**
- Area available where a user can upload their own “piece of heritage”
- Connections established to SSH accounts    Blog    Facebook    Twitter    YouTube
- Addition of videos of 2014 induction, more photo galleries
- An “In Memory” section added for Inductees who may have passed
- George Allen’s 2003 *Chapters* book is available on line from the SSH site
- ....**And so on.**
- It was noted that when you first go on the site it may look much the same---but visitors are encouraged to use the menu buttons to follow the sub directories— a whole world is being added to our site... And more is yet to come. Frank noted that such a website tour would be so helpful to many potential visitors and past visitors to the site who may not know where and how to navigate its passages.
- **Larry noted that SSH would like to thank Brenda for her continued support and enthusiasm. She has made herself available throughout the year. It is anticipated that “Input” training will continue in 2016 and that more and more areas of the website will continue to be “built out”**

## 9.2. 2016 and Beyond

### Larry and Committee chairs made note of some 2016 objectives

- **Induction**

Darrin reported nominations forms are ready and on line. Drop off locations at three libraries and Township has been confirmed. A meeting will be held into April. There is a need for volunteers as the induction Critical path is followed.

- **Heritage**

Larry referred to the progress Brenda outlined in her website overview. Training and Building out will continue. Adding and updating content re the arena TV will be completed early into the new year.

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

- **Active Elite**  
Using the Q & A format initiated by Trish, Active Elite will continue to be identified and recorded.
- **Sponsorship Plan**  
This plan will be a priority for development. Larry noted that he has already been approached by a few potential sponsors.
- **Promotion**  
The consultation with various local sports organizations continues to be a goal for the upcoming year. Coverage re the Induction process via the newspaper and website will be obtained.
- **Facilities**  
Paul and Ron reported that the area in the Glass Trophy cabinet to safely house the TV has been completed and ready for hook up. This should happen shortly into the new year.  
The present open area location for storage in Township building is in place. The Township may be preparing for a build out of this lower level. It is hoped that a secure designated storage area for SSH can be incorporated. The committee continues to follow the proposed capital plan for the Elmvale Arena

**10. Next AGM Meeting**

*Moved by: Jennifer Coughlin*

*Seconded by: Barb Fralick*

***THAT the next Springwater Sports Heritage AGM be held at the beginning of 2017 in compliance with the Constitution.***

***Carried***

**11. Election of Executive (In Camera)**

- Section C: Organizational Practices and Procedures

Item 6. Election of Executive

*"The Board shall convene immediately after the Annual General Meeting (AGM) for the purpose of electing the Executive from among the Directors."*

*Moved by: Denise Ritchie-McLean*

*Seconded by: Darrin Robertson*

***THAT the Springwater Sports Heritage 2015 Annual General Meeting move into an "In Camera" session for the election of the 2016 Executive at 8:17 p.m.***

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

---

***Carried***

- In Camera Discussion and election of 2016 Executive

*Moved by: Brenda Quinlan*

*Seconded by: Darrin Robertson*

***THAT the Springwater Sports Heritage 2015 Annual General Meeting move out of the "In Camera" session at 8:30 p.m.***

***Carried***

**12. Announce 2016 Springwater Sports Heritage Executive**

| 2016 EXECUTIVE<br>Springwater Sports Heritage |                                |
|---|--------------------------------|
| Chairperson                                   | Larry Simpson                  |
| Past Chairperson                              | N/A (decision to leave vacant) |
| Vice Chairperson                              | Barb Fralick                   |
| Secretary                                     | Brenda Quinlan                 |
| Treasurer                                     | TBD                            |

**13. Adjournment**

*Moved by: Denise Ritchie- McLean*

*Seconded by: Brenda Quinlan*

***THAT the Springwater Sports Heritage 2015 Annual General Meeting adjourn at 9:15 pm.***

***Carried***



Minutes  
**2015 ANNUAL GENERAL MEETING**  
 Springwater Sports Heritage  
 January 14, 2016

Township Administration Centre

7:00-9:00

**APPENDIX A**

|                               |                  |  |   |                     |  |                    |              |
|-------------------------------|------------------|--|---|---------------------|--|--------------------|--------------|
| System: 2015-01-08 4:05:07 PM |                  | <b>DETAILED TRIAL BALANCE FOR 2015</b>                       |   |                     |  | Page: 1            |              |
| User Date: 2015-01-08         |                  | Corporation of the Township of Springwater<br>General Ledger |   |                     |  | User ID: smcnabb   |              |
| Ranges:                       | From:            | To:  | Subtotal By:                            | No Subtotals        | Include:                                 | Posting, Unit      |              |
| Date:                         | 2015-01-01       | 2015-12-31   | Sorted By:                              | Fund                |  |                    |              |
| Account:                      | 1-550-031-481126 | 1-550-111-532515   |   |                     |  |                    |              |
| Account:                      | 1-550-031-481126 | Description:   | Donations - 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 |
| 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              | \$900.00     |
|                               |                  |  |   | 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                      | Jrnl 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                            | 6826               | \$59.00      |
| 2015-04-28                    | 208,414          | PMTRX00001179  | Purchases                               | 19200               | Georgian Copy & Printers Inc.            | 8224               | \$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                               | R03639              | Larry Simpson                            | 10069              | \$122.03     |
| 2015-05-21                    | 210,285          | PMTRX00001187  | Purchases                               | R03639              | 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                      | Jrnl No.         | Orig. Audit Trail  | Distribution Reference                  | Orig. Master Number | Orig. Master Name                        | Posting No.        | Debit Credit |
| 2015-01-19                    | 201,635          | PMTRX00001138  | 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                      | Jrnl No.         | Orig. Audit Trail  | Distribution Reference                  | Orig. Master Number | Orig. Master Name                        | Posting No.        | Debit Credit |
| 2015-10-30                    | 222,617          | GLTRX00021232  |   |                     |  | 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   |

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

**APPENDIX B**

| <b>FINANCIAL REPORT</b>                                 |                           |                 |                         |
|---|---------------------------|-----------------|-------------------------|
| Springwater Sports Heritage                             |                           |                 |                         |
| December 31, 2015                                       |                           |                 |                         |
|   |                           | INCOME          | EXPENSE                 |
| GENERAL INCOME/EXPENSE                                  |                           |                 |                         |
|   | Donations                 | 500.00          |                         |
|   | Expenditures              |                 | 627.83                  |
| ARENA TV  |                           |                 |                         |
|   | TV Purchase & Instalation | 1,231.07        | 1,108.62                |
| WEBSITE   |                           |                 |                         |
|   | Development               |                 | 1,841.86                |
|   | Maintenance               |                 | 183.16                  |
| TOTAL   |                           | <u>1,731.07</u> | <u>3,761.47</u>         |
| BALANCE   |                           |                 | <u><b>-2,030.40</b></u> |
| Township of Springwater Balance as of December 31, 2015 |                           |                 | <u><b>-2,030.40</b></u> |
| <hr/>   |                           |                 |                         |
| RESERVE ACCOUNT   |                           |                 |                         |
|   | Beginning Balance         |                 | 19,533.59               |
|   | SSH Balance               |                 | <u>-2,030.40</u>        |
|   | Reserve Balance           |                 | <u><b>17,503.19</b></u> |

Minutes  
**2015 ANNUAL GENERAL MEETING**  
Springwater Sports Heritage  
January 14, 2016

Township Administration Centre

7:00-9:00

**APPENDIX C**

| 2015 WEBSITE ACTIVITY |                 |                  |        |         |           |
|-----------------------|-----------------|------------------|--------|---------|-----------|
| Month                 | Unique visitors | Number of visits | Pages  | Hits    | Bandwidth |
| Jan 2015              | 198             | 309              | 3,368  | 22,015  | 395.29 MB |
| Feb 2015              | 259             | 369              | 3,376  | 22,612  | 408.27 MB |
| Mar 2015              | 302             | 440              | 1,725  | 11,809  | 262.43 MB |
| Apr 2015              | 363             | 553              | 3,223  | 18,709  | 265.39 MB |
| May 2015              | 307             | 482              | 3,553  | 24,808  | 284.92 MB |
| Jun 2015              | 486             | 799              | 12,776 | 44,152  | 1.11 GB   |
| Jul 2015              | 301             | 604              | 3,183  | 16,773  | 318.29 MB |
| Aug 2015              | 294             | 554              | 1,544  | 12,207  | 310.52 MB |
| Sep 2015              | 304             | 462              | 1,051  | 7,494   | 201.88 MB |
| Oct 2015              | 367             | 628              | 2,327  | 12,353  | 256.77 MB |
| Nov 2015              | 335             | 669              | 5,401  | 32,544  | 852.24 MB |
| Dec 2015              | 280             | 561              | 3,070  | 14,086  | 607.81 MB |
| Total                 | 3,796           | 6,430            | 44,597 | 239,562 | 5.18 GB   |

**Explanation:**

*Unique Visitors: The number of **different days** a visitor visited*

*Number of Visits: The number of **different times** visitors visited*

*Pages: The number of **different pages** visitors visited*

*Hits: The number of **different actions** visitors engaged in*