

Minutes  
**Board Meeting**  
Springwater Sports Hall of Fame  
December 4, 2013

Elmvale Curling Club

7:30-9:30

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ATTENDEES

SSHoF Board

Frank Archer

Mike Townes

Brad MacDonald

Paul Priest

Denise Ritchie-McLean

Darrin Robertson

Larry Simpson

Regrets

Gary Edgecombe

Jill Robertson

Non Board Attendees:

Recording Secretary: Faye Stone

Professional Advisor: John Heacock

Director of Recreation, Parks & Properties: Ron Belcourt

1. Opening Remarks

- a. Larry welcomed all present and introduced our Professional Legal Advisor John Heacock, Springwater Township's Director of Recreation, Parks & Properties Ron Belcourt and our new Recording Secretary Faye Stone.
- b. Larry advised members that Director Gary Edgecombe had asked to withdraw from the Board due to job and personal time constraints but is very willing to continue as our "Professional Financial Advisor".
- c. The need to fill a Director position and at the same time have more representation from South Springwater was discussed. Possible contacts were noted and will be forwarded to Larry who will follow up on these suggestions.

**Action: PAUL, RON & LARRY**

- d. All present were encouraged to monitor their committee workload and commitments.
- e. All present felt that use of email has been successful method of communication re agendas and various documents to be reviewed by members.

2. Minutes Approval

- Minutes of October 30, 2013, Board Meeting were discussed and approved
- Availability of these minutes on Ken's Information Link  
<http://www.bedfordsolutions.com/SSHOF/resources.htm>

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3. Meetings, other

Larry provided updates re other formal and informal meetings:

- a. Mac MacDonald, Barrie Hall of Fame
  - Review of Barrie's method of selection
  - Point system used
- b. Gary French, Author, Historian, Lawyer
  - Larry met with Gary hoping he might assist with the Archive Committee
  - Gary expressed a willingness to provide some guidance but indicated that this Board should focus on all segments of Heritage and not just Sports.
- c. Digital Sports Heritage Archive Committee update
  - Email sent re Ken's Information Links (see above)
  - Minutes of that meeting are available at above Link and were emailed to Board members  
*(See 2013,11,26 Minutes Digital Committee Inaugural Meeting)*
  - Highlights were discussed
  - Mike Towns has penned an article in the Dec. 5<sup>th</sup> issue of the Springwater News re the SSHoF (highlighting its purpose, aims and objectives)
  - He will also begin assemble a list of contacts
  - Members will identify Resources
  - Larry also met with Sue Adams re her Task Timeline. All members were emailed this for their review.
  - Board and Committee Structure
  - Board Plan –tasks and Timelines
  - Template of one committee (DASH)- their tasks and timelines
  - It was a very detailed attempt to identify various areas of need and track progress

4. John Heacock, Professional Legal Advisor

a. Business Models

John addressed the issue of the Best Possible Structure for this organization. See John's full summary-- *Appendix 1 to these minutes*

Highlights- John presented two models and listed each one's pros and cons. A Partnership- Type relationship with the Township of Springwater was his suggestion.

- Township has access to programs, grants etc.
- It can accept donations on behalf of the SSHoF and issue receipts

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- SSHoF could be self perpetuating in this partnership model
  - Facilities, cooperation and assistance would be available
  - Other Boards are under this similar partnership (Library)
  - Liability not an issue under Township umbrella

***Moved by Mike Townes and seconded by Denise Ritchie-Mclean that we pursue a Partnership Relationship as our Business Model. A request will be made to Springwater Council to have the SSHoF become a Committee of Council.***

***Action: The next council meeting will be Dec. 16<sup>th</sup>. LARRY will craft and present this request correspondence.***

b. Copyright & Personal Information Agreements

Recent D.A.S.H. meeting expressed concerns re copyright infringement issues. John felt that he did not have the expertise required to comment on Copyright issue

c. Guiding Principles

John reviewed these documents and felt that they were quite extensive. He felt that there are times when "less is more". It was agreed the Inductee Guidelines did not have to be part of the Guiding Principles as they both had an individual purpose

***Action: LARRY will separate the Inductee Guidelines from the Guiding Principles to create two documents.***

5. Inaugural Induction

a. Update

- Despite the immense amount of work required, it was decided to continue with the nomination/induction process for the fall of 2014
- Following Sue's template for the DASH committee, Larry presented an outline for this Induction Committee
- It was agreed that Darrin Robinson will be the Chairperson for this Standing Committee and both Paul Priest and Mike Townes will assist
- The Nomination form was reviewed and accepted. Date added ---see below

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- Mike Townes addressed Four Nomination Guideline issues which were discussed
    - Attempt to adjust wording in “Boundary and Eligibility” section to provide more flexibility
    - Inclusion of Sponsor in “team” section did not seem to be required
    - Wording might include “regional” in criteria re recognized Sports. “The sport must be a member of, or is affiliated with, a **regional**, provincial or national sport governing association
    - Concern re dropping nominees after three cycles. It was decided to scan and digitally save images-nominations. Forms to be returned to nominator for resubmission

***Action: LARRY will rework these sections to address concerns. He will email members for their approval***

*b. Dates established re Nominations/Inductions*

- *Nominations forms available Feb. 15, 2014*
- *Deadline for Nominations April 1, 2014*
- *Evaluation and Election Sept. 12, 2014*
- *Announcement to public Oct. 2014 (Fall Fair)*
  - *Banquet TBA*

*c. Drop-off locations/Mailing*

- Ron advised the Board that as part of the arrangement between the Township and SSHoF it could be possible to use the Township address including a Drop Box.
- The address would be

*Township of Springwater*  
*2231 Nursery Rd.*  
*Minesing, ON. Attention SSHoF*
- Drop Boxes may be established at Libraries

***Action: This will be undertaken as part of the “Terms of Agreement” with the Township.***

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- d. Sources of Funds: With short term fund requirements identified contacts might be made to
- Maple Syrup Committee
  - Lions Club
  - Springwater Rotary Club
  - Springwater Council

***Action: When the agreement has been arranged with the Township the FISCAL STANDING COMMITTEE will set up an account***

- e. Promotion re Nomination process and procedure discussed

***Action:***

- i. MIKE to pursue an addendum to township biweekly ad in Springwater News***
- ii. MIKE to approach Mike Jacobs to request Sponsorship status***
- iii. RON to look into adding timeline and procedures to Township Recreation Guide***

***Post Meeting Note: RON confirmed the information for the Recreation Guide must be in by January 14 for publication the third week of January***

**Note:**

**As the scheduled meeting time was becoming short it was agreed to deal with the time sensitive agenda items #s 10 & 11 and table #s 6-9 & 12-13 until the next Board meeting.**

- 6. Inductee Election Ranking Process **(tabled)**
- 7. Museum And Gallery Studies at Georgian, Brad MacDonald **(tabled)**
- 8. Membership with “Canadian Association for Sport Heritage” **(tabled)**
- 9. Consider Additional Awards **(tabled)**
- 10. Name Change
  - a. Should have what we want for URL & documents
  - b. For Board & Standing Committees
  - c. Current does not embrace heritage endeavor
  - d. Key words: BOARD, HALL, SPORTS, DIGITAL, HERITAGE, ARCHIVE, other

***Action: Each BOARD member charged with giving suggestions to Larry ASAP***

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11. Review and further develop Primary Objectives

- a. Primary Objectives document was reviewed.
- b. It was felt that six Standing Committees may be more workable than four.
- c. The new Standing Committees were agreed to and Chairpersons from the Board were established (see table below)
- d. Some Board members expressed their interest in joining some of the Standing Committees (see table below)

Standing Committee	Chairperson	Board Members
Executive	Larry	Executive Committee
Inaugural Induction	Darrin	Mike, Paul
Exhibition/Display	Paul	Darrin, Denise
Fiscal Strategy	Brad	Denise
Promotion/Collaboration	Mike	Brad
Archive	Larry	Brad (TBD), Mike

**Action:**

- a. ***LARRY will modify the current Primary Objectives document to reflect the agreed to changes and then fwd. to the Board.***
- b. ***Each CHAIRPERSON prepare for next meeting to***
  - ***Present the Terms of Reference for their Committee (if possible a copy could be sent to the Board members in advance)***
  - ***Outline - short term budget needs***

12. Action Required **(tabled)**

- a. Vice Chairperson Position
- b. Identify Members "Term of Office"
- c. Mailing Address (Resolved, see 5 c. above)

13. Standing Committees **(tabled)**

- a. Nomination
- b. Awards
- c. Fundraising
- d. Digital Archive

14. Next Meeting

- a. **Date Feb. 5, 2014 Location: Elmvale Curling Club**

15. Adjournment

- a. Time adjourned 9:45

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Appendix #1

Summary of Address by John Heacock

To the Board of Springwater Sports

Hall of Fame— December 4, 2013

Opening; Gary Edgecombe

Issue: Best possible structure for this organization

Common Solution; Not for Profit Corporation without share capital

- |            |  |
|------------|--|
| Advantages | <ul style="list-style-type: none"><li>– no income tax returns</li><li>– inexpensive to manage</li><li>– is recognized as an independent legal entity</li><li>– may be eligible for CRA charity designation</li><li>– Can insure executive for personal liability</li></ul> |
|------------|--|

Examples where this type of corporation is used; Elmvale Curling Club

Elmvale Figure Skating Club

Elmvale Minor Hockey

Significance for these organizations : The ability to insure personal liability of their directors and officers. And, each of these organizations has inherent risks in their ventures, the curling club with alcohol sales and the hockey and skating club with physical injuries.

SUGGESTION That the common form of non-profit incorporation isn't necessarily the most viable alternative for you This organization is exceptional low risk for liability, so that shouldn't be of concern

But I see a very significant difference between this and the aforementioned groups. Each of the

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Appendix 1 (cont.)

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clubs continues year after year, with wholesale changes of their officers and directors over time, because persons with special personal interests keep joining the clubs and replenishing their memberships and executive.

YOUR KEY DIFFERENCES- -the demography of this board is itself significant. Most, if not all, are lifelong residents of this municipality

tthis board, and the hall of fame, will not generate membership for specially interested people.

The current flurry of interest for this new and interesting project wil lwane over time

THUS, I believe your main concern should be sustainability in the future for this organization.

Twenty years from now, most, if not all of you, will have moved on for one reason or another.

How will you ensure an active, interested executive in the years to come.

SUGGESTION: I think this board should investigate a partnership type relationship with the Township of Springwater, possibly modelled, to a smaller degree, along the lines of the Library

Board.. The advantages include – The Township has access to many programs which provide bursuries or grants to special interest groups

The Township can accept donations

The Township is self perpetuating and, under that umbrella, I think the Sports hall of Fame could flourish for many years

Cooperation and assistance would be at hand.

The Township has the facilities to meet your needs.