



MEETING MINUTES

GUELPH SPORTS HALL OF FAME

BOARD OF DIRECTORS

DATE February 14, 2017
 CHAIR Andy Behnan
 ATTENDEES Coralee Barfoot (minutes), Lynne Briggs, Carolyn Lee, Will Lensen, Wayne Mizen, Michael Sharpe, Larry Townsend
 REGRETS Carolyn Lee, Michael MacIntyre, Andrew Maloney, Trevor Reid

	Agenda Item	Action Item
1	Approval of February 14, 2017 Agenda. Add items: media release Carried.	
2	Approval of Minutes of December 6, 2016 meeting. Correction: Wayne met with Scott McRoberts Carried as amended: Larry T/Will L	
3	Review of Outstanding Action Items from December 6, 2016 meeting. (a) City of Guelph Clerks Department policy and letter to applicant was read and reviewed. (b) Rules and Regulations will be updated with amendments from the previous year and reviewed at the March meeting. Decision was made for a front page with Founding Fathers listed be included in the Rules & Regulations.	Larry will update Review of Rules and Regulations with all amendments from the previous year to Coralee for update.
4	Team Nomination Forms Team nomination forms will be updated to clearly state that the person nominating the team has to provide the team players names, address numbers and phone numbers should the team be selected and that if they do not provide this this information the players will not receive notification of induction and dinner information.	Larry, Mike and Coralee will work together to revise wording on this form and bring to a future meeting for review.

5	<p>Annual Timelines Review of January through March (letters, press releases etc.)</p> <p>2 week out dinner tasks were reviewed.</p> <p>Decision was made to send out media release for end of February.</p> <p>It was noted website should be updated.</p>	<p>Coralee will send out a revised 2 week out timeline.</p> <p>Coralee will work with Communications department to send out media release and will provide the Board with the list of media outlets that a release reaches.</p> <p>Coralee will provide a list of changes needed to the City's web services division.</p>
6	<p>Other Business</p> <p>(a) Dinner update – received.</p> <ul style="list-style-type: none"> • Wayne confirmed which tasks Janice Bacon will be taking over. • Decision was made to have a group photo taken (by Coralee) the evening of the dinner. <p>(b) Business ARISING from floor –</p> <ul style="list-style-type: none"> • It was noted that cell phones are to be shut off while inside the Cutten Fields. A reminder of this will be added to the bottom of each agenda. • Confirmation of lunch order needs to be received by Wayne at least 3 days in advance of meeting. Decision was made not to place a copy of the CJOY baseball crest alongside the photo for the plaque. 	
8	<p>Meeting Adjourned Carried.</p>	