



# MEETING MINUTES

## GUELPH SPORTS HALL OF FAME

### BOARD OF DIRECTORS

DATE September 11, 2018  
 CHAIR Andy Behnan  
 ATTENDEES Coralee Barfoot, Lynne Briggs, Chris Cassolato, David Durbin, Garrett Duval, Michael MacIntyre, Adam Stewart, Wayne Mizen, Larry Townsend  
 REGRETS Carolyn Lee, Andrew Maloney

	<b>Agenda Item</b>	<b>Action Item</b>
1	<b>Approval of Agenda</b> Approved	Coralee post minutes to Guelph.ca
2	<b>Approval of Minutes of March 20, 2017 meeting.</b> Adam S/Mike MacIntyre Carried	
3	<b>Introduction of New Board Members</b> New Board members Chris Cassolato, David Durbin, and Garrett Duval provided a brief verbal resume and reasons for wanting to serve on the Sports Hall of Fame Board of Directors.	Coralee will have Guelph.ca updated to reflect new members.
4	<b>Review of Outstanding Action Items:</b> <ul style="list-style-type: none"> <li>- Sleeman Centre Video Screen - Adam followed up regarding advertising availability and found out that there is no space available this season for advertising.</li> <li>- Coralee will update Selection Committee and Board Member contact sheets. Done.</li> <li>- Terms of Reference – this item will be deferred to October 9<sup>th</sup> meeting.</li> </ul>	<p>Lynne will follow up with City rep to see if the City can find space available for advertising.</p> <p>Dave will reach out to U of G rep regarding advertising on scoreboards in the University.</p> <p>Coralee will make changes and send out to members. Coralee will put TOR on October 9<sup>th</sup> agenda.</p>
5	<b>Post Kiwanis Celebrity Sports Hall of Fame Dinner Update - Larry</b> <ul style="list-style-type: none"> <li>- May 2018 dinner was very successful.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Improvements to the dinner this year were: <ul style="list-style-type: none"> <li>o Posting silent auction dinner names instead of calling them out</li> <li>o More volunteers assisted at the front door</li> <li>o New sound system</li> <li>o Alphabetical guest name list that referenced table numbers</li> <li>o Guests who bought tickets could pick their tickets up on their table in sealed envelopes</li> <li>o 380 people attended</li> </ul> </li> </ul>	
6	<p><b>Personnel Updates</b></p> <ul style="list-style-type: none"> <li>- The call for nominations and election of new Board of Directors Chair will be held October 9<sup>th</sup>.</li> <li>- Board of Director's Contact List &amp; Membership Status List – updated.</li> </ul>	
7	<p><b>Terms of Reference Review</b> Deferred to Oct. 9<sup>th</sup> meeting</p>	
8	<p><b>2018-2019 Meeting Dates</b> Meetings will continue to be the second Tuesday of each month with the exception of November when it will be scheduled for November 27<sup>th</sup> to allow the Selection Committee time to review 2019 inductee applications and attend the Board of Directors to present their recommendations for new inductees.</p> <p><b>Meeting Dates:</b> 2018: October 9, November 27, December 11 2019: January 8, February 12, March 12, April 9, May 14, June 11</p>	Coralee will send all Board Members outlook meeting invites. Done.
9	<p><b>Kiwanis Sports Celebrity Dinner – May 15<sup>th</sup> 2019</b></p>	
10	<p><b>Other Business</b></p> <p>1) Guelph Sports Hall of Fame – Advisory Committee of City of Guelph.</p> <ul style="list-style-type: none"> <li>- Lynne briefed the Board of Directors on the attached email from the City's Clerks department (see full email at the end of these minutes) that provides background information into the reason that the Hall of Fame Board of Directors is an Advisory Committee.</li> <li>- The Board can choose to review new Board Member applications, however, the Terms of Reference need to be changed to indicate this.</li> <li>- The Board discussed the pros and cons of continuing to be an Advisory Committee and will</li> </ul>	Discuss when TOR are reviewed.

	officially vote to stay an Advisory Committee or act on their own at the October 9 <sup>th</sup> meeting. 2) Adam posed the question “What is the net benefit to the community from the dinner?” Decision was made to discuss this at the next meeting.	Coralee will add this topic to the Oct 9 <sup>th</sup> agenda.  Coralee will add this topic to the Oct 9 <sup>th</sup> Agenda.
11	<b>Meeting Adjourned – 1:15pm</b> <b>Carried –Larry /Adam</b>	

**Advisory committee email from CITY OF GUELPH CLERKS DEPARTMENT**

**From:** Dolores Black  
**Sent:** July 24, 2018 11:24 AM  
**To:** Lynne Briggs; Clerks  
**Cc:** Coralee Barfoot; Heather Flaherty; Dylan McMahon  
**Subject:** RE: Advisory Committee Policy

Good Day, Lynne:  
I have spoken with Dylan regarding your enquiry below.

Although the Hall of Fame Board of Directors is not an “advisory committee” in the strictest sense of the word, it is treated in the same manner because it is a Council-struck committee that involves City staff and reports to City Council. Due to those factors, we process the applications in the same fashion as our true “advisory” committees.

Having said that, we have no qualms with the staff liaison seeking the input of the board regarding the appointments. The recommendations were delegated to staff liaisons in order to avoid a past issue of board members controlling too much. Ways to ensure your board is getting appropriate applicants on the board include:

- i) providing City Clerk’s office with particular skills sets/criteria they need from the board members at any given recruitment period so that would be advertised (ie. Other committees look for people with marketing experience at times, or engineers, or leadership skills, etc.)
- ii) Staff liaison could check in with the committee or chair regarding applications received (must be done in a confidential manner and we could go over how that would roll out in a meeting if you wish)

If you wish to formally have the committee establish a nominating committee for public appointments, then that would need to be addressed at one of your meetings and the terms of reference for the nominating committee would need to be set and a report to Council would be required. Or, if you wish to change it so that this Board would not have to go through this process and remove itself from the existing structure, that would also require Council approval (again, we would be happy to assist with either of these reports and processes)

Please feel free to set up a meeting with Dylan and me if you wish to discuss more fully.  
**Dolores Black**, Council Committee Coordinator  
**City Clerk’s Office, Corporate Services**