



# MEETING MINUTES

**MEETING**      **Guelph Sports Hall of Fame Board of Directors**

**DATE**            June 11, 2019

**LOCATION**        Cutten Fields, Guelph, Ontario

**TIME**             12:00 pm

**PRESENT**        Adam Stewart, Andrew Maloney (Chair), Carolyn Lee (Vice-Chair), Coralee Barfoot, Chris Cassolato, Larry Townsend, Lynne Briggs, Mike MacIntyre

**REGRETS**        David Durbin, Garrett Duvall, Wayne Mizen

## DISCUSSION ITEMS

<b>ITEM #</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>Declaration of any conflict of interest</b> No conflicts of interest.
<b>2</b>	<b>Approval of Agenda</b> Moved by Larry Seconded by Carolyn
<b>3</b>	<b>Approval of Minutes of March 19, 2019</b> Moved by Carolyn Seconded by Mike
<b>4</b>	<b>Review of Outstanding Action Items</b> <ul style="list-style-type: none"><li>Andrew will update the Terms of Reference and Nomination Forms and provide a statement to be used on the website.</li><li>Lynne will submit report to Council for approval of Terms of Reference. Once Terms of Reference have been approved, Lynne will have City's website and Hall of Fame website updated.</li></ul>
<b>5</b>	<b>Roles and Responsibilities of Board Members and City staff for Hall of Fame Board and Kiwanis sports Celebrity Dinner</b> <ul style="list-style-type: none"><li>The City's Parks &amp; Recreation General Manager has made a decision that the Secretary's roles and responsibilities shall be only as stated per the City's Corporate Policy and Procedure.</li><li>Coralee and Lynne will not be involved in Kiwanis Celebrity Sports Dinner planning.</li><li>Coralee will no longer sit on the Board as Administrative support, however, has made the decision to join Kiwanis and will assist with the dinner planning as a Kiwanian.</li></ul>

	<ul style="list-style-type: none"> <li>• Ticket selling for the dinner was briefly discussed and suggestion was made to move to Event Brite for selling tickets. Adam and Coralee will work with Kiwanis to implement this change for next year's event.</li> </ul>
6	<p><b>Review of 2019 Kiwanis Sports Celebrity Dinner</b></p> <ul style="list-style-type: none"> <li>• The dinner was a success with over 300 people in attendance.</li> <li>• Many inductees and guests have followed up with phone calls and emails saying what a wonderful time they had and how much they appreciated everyone's hard work to put this together for them.</li> <li>• Celebrity Speakers were great. Next year keep to a maximum of 4 speakers.</li> <li>• Silent Auction could have been better as there were a lot of items not bid, however, Larry has managed to sell some since the dinner.</li> <li>• David, Chris and Garrett did very well at selling raffle tickets but could use more help next year.</li> <li>• Snapd provided some media coverage. Larry passed around article for everyone to view.</li> <li>• Andy Behnan was a huge help in volunteering and connecting with schools again this year for high school ambassadors.</li> <li>• The Special Olympians were one of the nicest highlights of the evening and were so appreciative of the Kiwanis for inviting them to attend.</li> <li>• The sound system was the best it has ever been.</li> <li>• Next year the dinner will be on Wednesday, May 13, 2020.</li> </ul>
7	<p><b>2019 – 2020 Hall of Fame Board Meeting Dates – at Cutten Fields</b></p> <ul style="list-style-type: none"> <li>• September 10</li> <li>• October 8</li> <li>• November 26</li> <li>• December 17</li> <li>• January 14</li> <li>• February 11</li> <li>• March 10</li> <li>• April 14</li> <li>• June 9</li> </ul>
8	<p><b>Review contact info for Board Members and membership status for Board and Selection Committee</b></p> <ul style="list-style-type: none"> <li>• All contact and membership status was reviewed. No changes to contact info for the Board of Directors or Selection Committee.</li> <li>• Peter Delisle agreed to stay on as a member of the Selection Committee.</li> <li>• Coralee will add Jim Parcels and Dan MacKenzie as members to the Selection Committee.</li> <li>• Carolyn will email the City Clerks office letting them know she intends to stay on the Board of Directors until November of 2021.</li> </ul>
9	<p><b>New Business</b></p> <p><b>Hall of Fame Board – modernizing communications</b></p> <ul style="list-style-type: none"> <li>• Discussion was held regarding opening some social media accounts for the Hall of Fame Board of Directors and with regard to broadening community engagement.</li> <li>• Lynne will ask the community engagement company that she works with at the City if they are interested in volunteering some time to work with the Board.</li> </ul>

	<ul style="list-style-type: none"> <li>Adam will continue to think of ways to engage the media more to assist with outreach.</li> <li>This item will be placed on the September agenda for further discussion.</li> </ul>
<b>10</b>	Meeting Adjourned: Adam/Larry Next Meeting: September 10, 2019

**ACTION ITEMS**

<b>ITEM #</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>DESCRIPTION</b>
<b>1</b>	Coralee	June 30	Post March 19, 2019 minutes to Guelph Sports Hall of Fame page on City's website. <b>Done.</b>
<b>2.</b>	Andrew	June 14	Update the Terms of Reference and Nomination Forms <b>done</b> and provide a statement to be used on the website. <b>outstanding</b>
<b>3</b>	Coralee	June 30	Have the City update the website and will place new nomination forms on tables at the Kiwanis Sports Celebrity Dinner. <b>Done</b>
<b>4</b>	Carolyn	August 30	Send email to Clerks letting them know she wishes to stay as a member of the Board until Nov. 2021 – Coralee let clerks know. <b>Done.</b>
<b>5</b>	Coralee	August 30	Update Selection Committee and Board Contact info sheets – <b>Done.</b>
<b>6</b>	Coralee	September 6	Coralee will place Hall of Fame – modernizing communications on the September agenda. <b>Done.</b>
<b>7</b>	Lynne	September 6	Ask the community engagement company that you work with if they are interested in volunteering some time to work with the Board.