



MINUTES OF THE MEETING

GUELPH SPORTS HALL OF FAME

October 7th, 2014 AT 12 NOON

PRESENT: Andy Behnan, Larry Townsend, Sandra Pitts, Wayne Mizen, Carolyn Lee, Will Lenson, Rich Grau, Tammi Glasgow

REGRETS: Mike MacIntyre, Andrew Maloney

1. **READING OF THE MINUTES OF July 8th, 2014**

-Changed noted: on attachment A

-under Selection Committee Responsibilities/Guidelines

-The Chair of the Selection Committee is to be selected annually by the Selection Committee Members (at their first meeting)

That the minutes of July 8th, 2014 meeting be accepted as amended and approved

MOVED BY LarryT/SandraP - carried

2. **Selection Committee:**

i) **New Members:**

- Three individuals have submitted their names/applications to serve on the Selection Committee
- Jeff Weddig, Rusty Lovelock & Chuck Miller
- There should be 7 voting members on the Selection Committee, but with only three applicants the Committee will be short one member

That the three individuals expressing their desire to serve on the Selection Committee be accepted

Moved by WayneM, seconded by WillL - carried

ii) **Orientation:**

- AndyB and CarolynL to meet to discuss the on boarding and explanation of responsibilities and guidelines for the Selection Committee members
- Meetings
 - CarolynL (as the Board member on the Committee) to facilitate the orientation
 - Orientation to occur in late October
 - Selection Committee meetings – tentatively Nov 18th & 25th

3. **Nomination Form Redesign:**

- The form needs to be updated and require more detailed verification of information submitted

- LarryT, SandraP & TammiG to meet to redesign the form
- Redesigned form to come back to the Board on November 18th for review

4. Annual Report: (information)

- Completed and submitted

5. Website:

- RichG & TammiG still moving forward on acquiring pictures and writes for the inductees to be included on the website

6. Board Members:

- The vacant position is currently posted and will be filled in November

7. Other Items:

- WayneM – Financially the Kiwanis Sports Celebrity Dinner was successful
 - Scotia Bank will be returning again next year, but that will be their last year
- A discussion was held about moving the Kiwanis Sports Celebrity Dinner
 - The Hanlon Convention Center, Delta and Holiday were discussed
 - Dinner location will again be at the ICC on Wednesday June 10th, 2015
 - Sound system still remains a concern

8. NEXT MEETING(s):

Tuesday November 18, 2014
Cutten Fields
12noon
(Board Room)

Tuesday December 16th, 2014
Cutten Fields
12noon
(Board Room)

9. Adjourn:

- MOVED BY CarolyL/SandraP - carried

ATTACHMENT A

Revised October 7th, 2014

To apply for a position on the Selection Committee

- 1 Before the actual process starts the Chair of the Board and the secretary will review the status of all members – who is staying, who should be going, when will we notify and thank them for their service
- 2 Just after the Labour Day weekend, - **September 3rd** – the Chair of the Board and Secretary will prepare a media statement calling for applicants interested in serving on the Selection Committee. Board members will be encouraged to encourage members of the public to apply.
- 3 Applications will be available by contacting the Secretary at rich.grau@guelph.ca or at the Sleeman Centre Administration Office (inside gate #1) weekdays between 9am and 4pm.
- 4 All applications are to be received by **Tuesday, September 16th at 4pm.**
 - a. Applications will be review by a committee comprised of:
 1. Hall of Fame Board Representative
 2. Kiwanis Club representative
 3. Individual at Large (previous Selection Committee member?)
- 5 Appointees to the Selection Committee are to be completed by October 1st.

Selection Committee Responsibilities/Guidelines

1. One mandate of the Selection Committee panel is to review the present nomination form (for nomination of individuals for induction). It needs to look more like an application, among other things it needs to indicate “level” of achievements along with(verifiable) backup information
2. There needs to be a process for verification of the information submitted by the nominator prior to selections of nominees being considered. The Selection Committee members need to be more actively involved in verifying the information submitted
3. ***The chair of the Selection Committee is to be selected annually by the Selection Committee Members (at their first meeting).***
4. Nomination Deadline for 2014 is October 31st.
5. The Secretary will prepare the Selection Committee for an update of the binders and will review the City's five-year regulation for filing nominations.

6. At the 2nd meeting of the Selection Committee, the Secretary will inform the members of the most recent placements of inductees in each category. This is to clearly insure that someone who was close to being accepted as an inductee is not being overlooked.
7. When the Selection Committee chairperson brings the nominees forward to the Board of Directors, he/she will bring a binder with all nomination forms materials in it, as a reference item for questions asked by the Hall of Fame Board of Directors.