



MINUTES
Markham Sport Hall of Fame Committee
DECEMBER 11, 2017
MARKHAM PAN AM CENTRE

Committee Members

Councillor Colin Campbell
Jason Sheldon
Paul Cicchini
Meg Stokes
Rila Levine
Rukshan Para
Cathy McKnight
Mark Saito

Staff

Stephen Chait, Director, Economic
Growth, Culture and Entrepreneurship
Josh Machesney, Acting Legislative
Coordinator, Committee Clerk

Regrets

Mayor Frank Scarpitti
Regional Councillor Nirmala Armstrong
Councillor Don Hamilton
Ron Anderson
Kelly O'Hanlon
Anderson Mendonca
John Collie

The Markham Sports Hall of Fame Committee meeting convened at 7:14 pm with Meg Stokes as Chair.

The Committee took a moment to recognize departing member, Bruce Barnett, and thanked him for his work on the Committee.

1. ADOPTION OF THE OCTOBER 16, 2017 MINUTES

The October 16, 2017 Markham Sport Hall of Fame Committee meeting minutes were adopted.

2. Updates from Gala Sub-Committee

Meg Stokes, Chair, provided a brief update from the Gala Sub-Committee.

3. Updates on Website Design & Ryerson Discussions

Cathy McKnight provided an update on the website design, as well as a detailed Markham Sport Hall of Fame (MSHOF) website project plan. She reviewed the project plan and advised the Committee of decisions that still need to be made, such as the domain name, information

architecture, development requirements, where it will be hosted, who will maintain it, and who will create the content. She also advised the Committee that she anticipates the website will begin the development stage in January 2018.

Mark Saito informed that there were a few options available to seek help for developing the website and creating content. Although he advised that there were limited applicants to the job posting for students to help with developing the Committee's website, the Professor from Ryerson University's Sports Media Program advised that she could assign some of the work that needs to be completed for the MSHOF website to her students as part of their coursework. However, the Committee would have to define what content they need, and comply with the University's semester schedule. Mark also informed the Committee that his son could assist with developing content – though the Committee would still need to decide on and define the type of content they would need for the website.

Mark suggested that he could facilitate content development if he could get 4 or 5 Committee members to help with developing the content. Meg asked that any interested members reach out to Mark or Cathy as soon as possible.

It was discussed that the Committee should leverage the services of the students at Ryerson's Sport Media Program, however should find a balance of professionalism. It was suggested that the Committee reach out to a professional website developer in this regard.

4. Press Conference Plans

Meg advised that a local business has agreed to be MSHOF's first founding sponsor. This is a \$40,000 sponsorship towards the MSHOF. Meg further advised that she would like to hold a press conference in January or February to officially announce the sponsor, and perhaps one other potential sponsor.

Meg asked Committee members to send her a list of potential sponsors so she can speak to the City and the Solicitation Committee about approaching these businesses about sponsorship.

5. Nomination Forms

Stephen Chait provided an update on the City's legal review of the Committee's induction nomination forms. He informed that Legal has reviewed the forms and advised that the text of the forms were satisfactory to the City. The City's legal department offered some feedback in the form of points of clarification to ensure the forms are clear and concise.

Stephen advised that the form can and will be posted on the City's website once the final draft is approved.

6. Other/New Business

Meg advised that her term as Committee Chair is ending, and invited any nominations for Chair at the next meeting. The Vice-Chair will also be elected at the next meeting.

7. January Meeting Date

The next Markham Sport Hall of Fame Committee meeting will be January 8, 2018

8. Adjournment

The Markham Sports Hall of Fame Committee meeting adjourned at 8:01 p.m.