



**MINUTES**  
**Markham Sport Hall of Fame Board**  
**July 14, 2016**  
**Markham Pan Am Centre**

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**Board Members**

Ron Anderson  
Regional Councillor Nirmala Armstrong  
Bruce Barnett  
Councillor Colin Campbell  
John Collie  
Councillor Don Hamilton  
Rila Levine  
Cathy McKnight  
Anderson Mendonca  
Rukshan Para  
Mark Saito  
Meg Stokes

**Staff**

Mary Creighton, Director of Recreation  
Christina Lee, Recording Secretary

**Regrets**

Paul Cicchini  
Janis Cookson, Manager, Sports Development  
Kelly O'Hanlon  
Mayor Frank Scarpitti  
Jason Sheldon

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The Markham Sport Hall of Fame Board meeting was officially convened at 5:45 p.m.

**1. CONFIRMATION OF AGENDA**

Following a brief discussion, it was agreed that, given that not all members were available for the proposed sub-committee breakout sessions to be productive, Board- wide discussion would take place instead.

**2. ADOPTION OF THE JUNE 9, 2016 MINUTES**

The June 9, 2016 Markham Sport Hall of Fame Board meeting minutes were adopted as distributed.

**3. SUB-COMMITTEE UPDATES**

**Finance – John Collie**

- The sub-committee is working on a draft of a letter to potential sponsors.

In discussion it was acknowledged that the sponsorship drive should begin soon in order for funding of an induction in 2017.

- The Finance sub-committee will draft a letter to prospective sponsors, containing key messages from the Communications and Research sub-committee, for the Board's consideration at the next meeting. The draft letter and to whom it should be sent will then be discussed with Dennis Flaherty, Director of Corporate Communications.

#### **Selection, Research and Induction – Anderson Mendonca**

- The sub-committee is working on the nomination form and the scoring grid. Both will likely be similar to that being used by Toronto.
- The sub-committee suggested that the Selection Committee membership could include members of the MSHOF Board in the first year and include some of the first year's inductees in the second year. It was also discussed that the selection committee should be separate from the MSHOF Board and include members of the sport community.

In discussion, it was agreed that:

- ❖ nomination should be able to be made both online and by hardcopy; and
- ❖ the Selection Committee would be responsible for reviewing the nominations, requesting more information as required, researching the validity of the nomination, and reaching out to the nominees. Staffing could be required to assist the Selection Committee.

Ms. McKnight offered her assistance with the online form.

Ms. Creighton and Mr. Anderson expressed concern regarding the induction of any candidate who is still active/current in his/her sport as was agreed upon at the previous meeting.

- The Selection, Research and Induction sub-committee will bring drafts of the nomination form and the scoring grid for the next meeting.

#### **Communications and Research – Rukshan Para**

- The sub-committee is working on key messaging and branding. Their ideas will be emailed to the Board members for their comments.
- The sub-committee is also working on a press conference to be held in September/October.

It was suggested that Mr. Flaherty in Corporate Communications could provide media contacts and assistance for the press event.

- Board members will provide their comments regarding the proposed key messages to Mr. Para as soon as possible.
- The plan for the press conference will be presented at the next meeting.
- Ms. Creighton will provide contacts for e-mail blasts can be sent to the local sports organizations.

**Design and Technology – Rila Levine**

- The sub-committee members have been working on the concept that the MSHOF will be a combination of physical and digital displays.
- The Design and Technology sub-committee members will contact companies to invite them to visit the Pan Am Centre and submit their suggestions with rough cost estimates for possible designs.
- A rough cost estimate will be readied for the next meeting.

**3. NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

The Markham Sport Hall of Fame Board meeting adjourned at 7:20 p.m.