



Canadian Baseball Hall of Fame & Museum

**P.O. Box 1838 (140 Queen St. E.)
St. Marys, Ontario, Canada, N4X 1C2**

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MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game

MINUTES

**CBHFM Board of Directors Meeting – 7:00am, Friday, September 22, 2017
140 Queen St. E., St. Marys, ON**

Present: Tammy Adkin (Acting Chair), Adam Stephens, Jody Hamade (Treasurer), Jordan Schofield, Julie Docker-Johnson, Harry Gundy, Tony Little, Bob Stephens, Jeremy Diamond, John Starzynski

Ex-Officio: Al Strathdee (Mayor)

Staff: Scott Crawford, Director of Operations, Jocelyne Gall, Finance & Administration Coordinator

Regrets/Absences: Mike King, Mike Wilner, Dave Morneau, Lynn Hainer (Council Rep), Stephen Brooks, Ted Kalnins, Liam Scott

Call to Order: Tammy Adkin called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- Holiday Auction (Resource Development)

Approval of Agenda:

Moved by Bob Stephens; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting September 22, 2017

Carried.

Approval of Minutes from August 25, 2017:

Moved by Julie Docker-Johnson; **Seconded** by Jordan Schofield:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on August

25, 2017 as circulated by email and distributed before the meeting.
Carried.

Business arising from the minutes of August 25, 2017:

None

New Business:

None

Committee Reports:

a. Management

- Adam recently met with Brent Kittmer of the Town to discuss the Operations Agreement. Key items from the meeting include:
 - Proposal that the Town collect all field rental revenues and will cover field operations expenses, including an allocation for Hall of Fame staff time.
 - The Hall of Fame will provide an estimated cost for budgetary purposes; the Town will make monthly payments based on the budget and it will be trued-up at the end of the year
 - This will result in an approximate \$14,000 positive impact for the Hall
 - Adam will continue to explore a plan for the Hall to host fundraising opportunities as well as policies for 'force of nature' expenses and capital expenses

b. Finance:

- Jody and Jordan presented the report as circulated
- HST Review
 - o Jordan presented his findings on HST; there is a grey area when it comes to fundraising events which could have an impact on the Hall of up to \$15,000
 - o Jordan presented rationale for maintaining status quo, ie. not charging HST on current fundraising event tickets
 - o The report was accepted by the Board
- Jordan presented the draft 2018 budget. The following amendments are to be considered:
 - o Lottery expenses should only include those required to operate the lottery
 - o Need to show, at minimum, a balanced budget
 - o Rental revenue and site expenses adjusted as per negotiations with the Town
 - o Amortization revenue and expenses taken out as not "cash"
 - o Fundraising expenses should ideally be less than 35% of fundraised revenue

The revised budget will be tabled at the October board meeting for approval.

c. Resource Development

- Jeremy presented his report for enhancing the holiday auction
 - o The Board has been asked to reach out to contacts to provide an auction item, preferably an 'experiential' item
 - o Jeremy to reach out to Mike Wilner to discuss potential opportunities

- The Board is open to including a few select items on consignment, with full transparency to the bidders
- Jeremy and Scott to continue to explore the option of online bidding sites

d. Outreach

- No report

e. Nominating

- No report

f. Governance

- No report

g. Museum Renovations

- Tammy updated the Board on the project:
- Terry Marklevitz is working on the site plan and the storm sewer management plan. He has also reached out to BaAM and the electrical engineers for their plans
 - Key dates:
 - October 23: construction drawings will go out to tender and the building permits will be applied for
 - October 24 St. Marys Town Council to review plans
 - November 6: Tender closes
 - November 13: Tender awarded
 - November 20: Shovel in the ground
 - With the exception of the Storm Sewer Management Plan which could add an additional cost, there are no ballooning costs anticipated
 - Tammy does not have expected ongoing operating costs yet

Operations Report

a. Events/Induction

Moved by Tony Little; **Seconded** by Bob Stephens:

THAT the CBHFM Board of Directors approves the dates of June 14-17, 2018 for Induction weekend
Carried.

b. Site Updates

- There were more than 1000 events in 2017 and there continues to be bookings into October
- The equipment sheds has been broken into 6 times. Cameras have been installed, the OPP has been involved and Scott has sought advice from 2 security companies. All hand equipment has been moved off site temporarily.

c. Museum Updates

- There were more museum visitors in August 2017 than 2016

- The museum is on fall hours now, closes for season Oct 7
- The Hall had a presence at the U18 Baseball World Cup, Roberto Alomar's golf tournament and Fergie Jenkins' golf tournament

d. **Baseball News**

- Canada finished 4th at the U18 Championships in Thunder Bay

New Business

- None

In Camera

- None

Motion to Terminate – Tony Little at 8:35 am

Next CBHFM Board Meeting dates:

All meetings at CBHFM Admin Office, 140 Queen St. E. at 7am
October 27, November 24, December 22