Willistead Manor Inc.

(Photograph courtesy of Steven Kriemadis)

Annual Report

2012

2012 Annual Report

THE CITY OF WINDSOR

The Corporation of the City of Windsor
and the
Board of Directors
Willistead Manor Inc.

www.willistead.ca
www.citywindsor.ca

Produced by The Council Services Department April, 2013

To His Worship the Mayor and Members of Council

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2012.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of the Community Development and Health Commissioner. A full report of the activities in the facility may be obtained from that Service Area.

Introduction and Background

The *City of Windsor Act, 1981* established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objective, the Corporation, Willistead Manor Inc. has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

1. The operation of Willistead Manor Inc.;

2. The development and maintenance of the grounds of "Willistead Park";

3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;

4. The promotion of meetings, receptions and displays in Willistead Manor;

5. The promotion of educational or cultural activities in Willistead Manor;

6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

Directorate

Term Expiring August 17, 2013	***Term Expiring August 17, 2014***
Mary Jane Dettinger Stephen Marshall Colleen Gaudette Louise Brown Robin Easterbrook David Langstone	James Evans Elizabeth Craig Douglas Sanborn Robert Gauthier
Councillor Alan Halberstadt	
Betty Clinansmith, President, (Friends of Willistead)	

Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council's appointment of Directors, elected the following Officers:

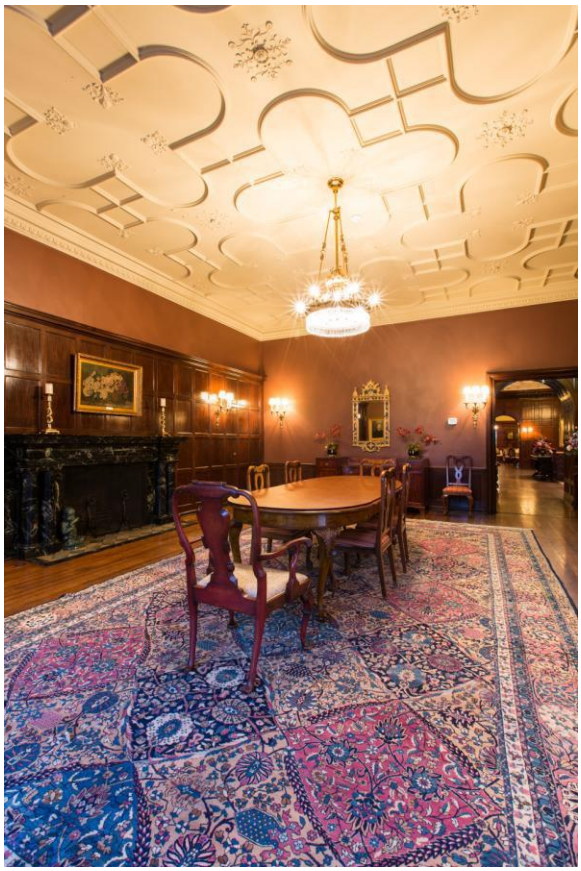
2012/2013

Chairperson— Stephen Marshall
Vice-Chair— Louise Brown
Treasurer—Robert Gauthier
Secretary—Colleen Gaudette
Past Chairperson—James C. Evans

Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that report through the Board:

- Acquisitions Committee
- Fundraising Committee
- Community Relations & Promotions Committee
- Car Show Committee
- Education Committee
- Historical Committee



(Photographs courtesy of Steven Kriemadis)

Manor Club

The Manor Club Fundraising program was approved by City Council in 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2012 the Manor Club received donations totalling over $5,036.25.

The following classifications of membership were established:

Charter Life Members:	original members whose donations exceeded $1,000.00 prior to December 31, 1982
Charter Corporate Members:	original corporations whose donations exceeded $1,000.00 prior to December 31, 1982
Life Members:	donors who have completed their $1,000.00 donations since December 31, 1982
Corporate Members:	corporations who have completed their $1,000.00 donations since December 31, 1982
Sustaining Members:	donors of less than $1,000.00 whose donations, when they reach $1,000.00 will make them life members
Sustaining Corporate Members:	corporate donors of less than $1,000.00 whose donations, when they reach $1,000.00 will make them corporate members

(Photographs courtesy of Steven Kriemadis)

Report of the Board Chair

The Willistead Manor Inc. Board of Directors is an active participant with the management resources of the City of Windsor's Office of the Community Development and Health Commissioner, which maintains Willistead's grounds, gardens, and all the buildings and furnishings.

Willistead Manor Inc. is the crown jewel of Olde Walkerville and it continues to operate and offers gracious accommodations for weddings, receptions, meetings and other special events.

Willistead is incredibly well built, and would cost approximately $35,000,000.00 to build today. The house however, is over 100 years old and is in need of some restorative maintenance. A ten year restoration program will require the following funding:

Roof Repairs	$54,000
Window, Exterior doors	
Masonry and Stucco repairs	1,059,050
Foundation Repairs	87,500
Exterior Wood trim repairs	87,500
Plumbing upgrades	70,750
Heating and Cooling upgrades	445,500
Electrical System upgrades	104,500
Life Safety Systems upgrades	36,200
Fence & Posts repairs	71,564
Total Cost	**$2,016,564**

10 Year Restoration Plan

The Board has begun a fundraising campaign to facilitate this restoration. It appears evident that the public is interested in the responsible maintenance of Willistead Manor, as many donations have been received. We especially want to thank the Morris Beverly Baker Foundation for a $27,500.00 donation which went towards roof repairs for the Manor.

The Board would like to thank Mayor Eddie Francis, for his vision and leadership, in bringing together a $1,500,000.00 financial contribution to this campaign. This Council direction, which was approved unanimously, also preserved Willistead Manor as a historical site, as City Council also updated the Manor's designation, therefore creating greater opportunities for increased levels of funding from both the Provincial and Federal Governments.

The Rotary Club of Windsor (1918) 2012 Art in the Park event, which took place June 2nd and 3rd was very well attended. For the first time in many years, there was no rain and they had record attendance numbers. As a result the total donation provided this year was a very generous $31,226.00. We applaud the continued efforts of the Rotary Club of Windsor (1918) for their many years of continuous support and we look forward to working with Rotary and Art in the

Park at Willistead Park for many more years. This joint effort, which began in 1978, has generated almost $1.2 million towards Willistead Restoration projects.

The Annual Fundraiser held in conjunction with Executive Class Catering was a great success this year, raising $19,326.95. We are very thankful for the continuing fundraising efforts of Executive Class Catering, which benefit the Manor, year after year.

The Windsor-Essex County Real Estate Board continues to provide financial support to the Manor. This year, they presented a $1,000.00 donation to Willistead Manor Inc. The Board of Directors sincerely thanks the Real Estate Board for their on-going support and confidence in the Manor's historic presence in our community and Essex County.

The Friends of Willistead are a very busy group of over sixty volunteers who continue, year-after-year to support the Manor with holiday Christmas decorations, docent services and various community events. This year, they presented a $6,000.00 donation. We continue to applaud the work this group does and are very grateful for all the work they do for the Manor.

We must also acknowledge the local Questers Chapter, consisting of a group of dedicated individuals who continue to assist the Manor with their incredible donations year after year, and for this we are very thankful.

A special thank-you to the acquisitions team who have put in countless hours to enhance the Manor and its furnishings to their original level. The Acquisitions Committee has been very busy this year completing new and ongoing projects in the Manor. The dedication of the Acquisitions Committee allows us to maintain the high-level of historical quality and community value that Willistead Manor Inc. represents.

The Board also wishes to extend thanks to the Windsor Design Association, the teachers and students from the St. Clair College of Applied Arts and Technology Design Department and the Friends of Willistead. These very talented groups came together once again to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was well attended by numerous visitors.

As the Chair, I would like to thank the entire Board of Directors for their continued support, their cooperation and tireless effort. Together, we can succeed to preserve the historic Willistead Manor Inc.

On behalf of the Board of Directors, I would like to thank the two retiring Board Members, Art Jahns and Walt McCall. Art worked hard as our History Committee Chair and brought many interesting historical facts and photographs into light. Art has committed to being available to help in the future.

Walt McCall has worked very hard to help make Art in the Park happen, as well as the car shows. Walt has also committed to being available in the future to help the Board.

Thank you Art & Walt.

The Board of Directors and the Chair also wish to thank the following people from the City of Windsor for their investment and support:

Ronna Warsh - Community Development and Health Commissioner (Former)
Jelena Payne - Community Development and Health Commissioner
Jan Wilson - Executive Director of Recreation and Culture
John Miceli - Executive Director of Parks and Facilities
Pam LaBute - Acting Manager, Leisure Outreach
Joseph Mancina - Deputy Treasurer, Financial Accounting
Scott Bisson - Acting Manager of Community Facilities & Business Development
Sarah St. John - Facility Person
Penny Henderson – Facility Person
Steve Vlachodimos – Deputy City Clerk & Senior Manager of Council Services
Anna Ciacelli – Council Assistant, and Executive Secretary to the Board of Directors, Willistead Manor Inc. (Former)
Robert Barlozzari – Council Assistant and Executive Secretary to the Board of Directors, Willistead Manor Inc.
Earl & Bonnie Reid – Resident Custodians

Respectfully submitted,

Stephen Marshall

Stephen Marshall
Chair, Willistead Manor Inc.
Board of Directors

(Photographs courtesy of Steven Kriemadis)

Acquisitions Committee

Meetings were held with the Acquisitions Committee to research and identify projects that need to be addressed at the Manor.

We are thrilled to report that existing antique globe lighting, original to the Manor, with new fittings, has been installed in the back hall. We are grateful to The Questers group for subsidizing this endeavor. It has made that area very attractive. We installed new sconce and chandelier shades throughout the Manor. We have received many accolades on their attractive appearance.

We completed the much needed lace draperies in both the French Drawing Room and Mrs. Walker's Dressing Room.

The Committee chose a French lace for the Drawing room of fine net with a tracery of vines. It was placed in both windows. The purpose was twofold. It will protect the piano, and as well, enhance the beauty of the room. It gave the space a wonderfully soft quality. We have received numerous compliments from the outcome.

The Committee also chose a lace fabric for the french doors in Mrs. Walker's dressing room. A new drapery treatment consisting of a top and bottom pocket rod has been installed on the south french doors. Again their purpose was twofold. They protect the piano donated by the Sanborn family, and as well, create a beautiful visual in the room. This room is one the most popular in the tours as a result of the accessories housed in it. The docents do a marvelous job of showing how life would have been during the time the Walkers occupied the Manor.

The Committee researched and chose the finish for the renovation of the second floor men's washroom. We have chosen a damask wall covering, a wooden venetian blind, new custom built vanity with granite counter top, and, as well, a period light fixture. Completion of this project is expected in 2013.

The Committee reviewed a number of things to be finalized. New track lighting has been researched further, and, will be installed in the North Gallery. New fabric will be chosen for the Dining Room chairs and will be upholstered in 2013. As well, new fringe will be installed on the drapes in the Dining Room. An iron hand railing will be designed for the step up and down in the doorways of the Billiard Room and Library, thus creating a safe passage. A number of paintings throughout the Manor will have minor repairs, and restoration will be done to them.

The Acquisitions Committee gives tireless hours devoted to the preservation and maintenance of the Manor, and is grateful to all that complement our efforts. We will continue to guide in a fiscally responsible manner.

Respectfully Submitted,

Robert Gauthier

Robert Gauthier, ARIDO IDC
Executive Member of the Board of Directors, Willistead Manor
Chair of Acquisitions Committee

(Photographs courtesy of Steven Kriemadis)

The Friends of Willistead

2012 proved to be a very busy year for the Friends of Willistead. We continued to have our traditional Easter egg hunt for the children, as well as our ever popular lunch in the Courtyard during Art in the Park. The summer was a very busy time; our Docents gave tours to the public during the Open Houses on Wednesdays and Sundays as well as any private tours of the house that were booked.

As our major fundraiser for the year, we put together a 2013 calendar. We had a great time dressing in period costume to best highlight the purpose of each room in the house as it was being photographed.

After the house was decorated for the Holiday Season we held a "Sneak Peek Tea". Ticket holders had an opportunity to see the decorated house before it was open to the public. The Tea proved to be a success and is again planned for 2013. At the Tea we unveiled our calendar and offered it for sale. The calendar was also available during all House Tours during the Holiday Season. The Coach House Boutique once again offered baked goods, crafts and sale of hot cider and cookies.

The Friends of Willistead volunteers are looking forward to helping with tours again in 2013.

Respectfully submitted,

Pauline Irwin

Pauline Irwin
Acting President
Friends of Willistead

(Photograph courtesy of Steven Kriemadis)

2012
Financial Reports and Statements

Board of Directors
Willistead Manor Inc.

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2012

Manor Club

The fiscal year ending December 31, 2012 concluded with Willistead Manor Inc. continuing its "Manor Club" fundraising campaign. Operating on a budget of $4,500.00 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2011 was included in the 2012 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2012 of $29,011.99.

Twent-nine memberships in the Manor Club were renewed, amounting to $5,036.25. Eight of the Manor Club contributions exceeded the $100.00 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total $305,870.73.

As the Board is empowered under Section 6 (c) of its governing legislation

> *"to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor".*

We will be presenting a cheque to the City Treasurer in the amount of $5,135.21 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2012

Assets:	*2012*	*2011*
Cash in Bank	*$ 53,474.15*	*$ 33,164.49*
Liabilities:		
City Treasurer - Willistead Capital Rest. Fund	*5,135.21*	*5,142.70*
City Treasurer – Willistead Capital Maint. Fund	*19,326.95*	*-*
Equity	*29,011.99*	*28,021.79*
Total Liabilities & Equity	*$ 53,474.15*	*$ 33,164.49*

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2012
with comparative figures for 2011

Revenues:	*2012*	*2011*
Operating Grant	*$ 4,500.00*	*$ 4,500.00*
Manor Club Memberships	*5,036.25*	*5,085.00*
Annual Fundraising Event	*19,326.95*	*28,781.85*
Donations – Roof Repair	*27,500.00*	*-*
DVD Sales	*-*	*120.00*
Bank Interest - Savings	*98.96*	*57.70*
Bank Interest – Operations	*312.79*	*329.55*
Total Revenues	*$ 56,774.95*	*$ 38,874.10*
Expenditures:		
Current Year - Fundraising	*1,067.87*	*1,085.96*
- Other	*2,754.72*	*1,788.25*
City Treasurer - City of Windsor, Capital Fund	*27,500.00*	*-*
- Willistead Capital Rest. Fund	*5,135.21*	*5,142.70*
- Willistead Capital Maint. Fund	*19,326.95*	*28,781.85*
Total Expenditures	*55,784.75*	*36,798.76*
Excess of Revenues over Expenditures	*990.20*	*2,075.34*
Fund Balance, Beginning of Year	*28,021.79*	*25,946.45*
Fund Balance, End of Year	*$ 29,011.99*	*$ 28,021.79*

2012
FINANCIAL REPORTS
AND STATEMENTS

CORPORATION OF THE CITY OF WINDSOR

WILLISTEAD MANOR - Furniture and Furnishings Trust Fund
WILLISTEAD MANOR - Capital Maintenance Reserve Fund
WILLISTEAD MANOR - Capital Restoration Reserve Fund
WILLISTEAD MANOR – Endowment Fund

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR FINANCIAL REPORT
For the year ending December 31, 2012

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed $31,226.00 to the Willistead Restoration Fund for 2012. This joint effort, which commenced in 1978, has generated $1,133,829.88 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2012. This show, which began in 1987, has generated a total of $209,152.71 toward Willistead restoration projects.

Friends of Willistead

The Friends of Willistead have generated „contributions" totalling $97,866.00 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

Furniture and Furnishings

Furniture and furnishings valued at approximately $376,550 have been donated to Willistead over the years by many generous members of the community.

Willistead Capital Restoration

All of the details listed above indicate another successful year for Willistead and the various activities committed to raising funds for the continued restoration of Willistead. The Willistead Capital Restoration Fund has a balance of $105,094.91 for the year ending December 31, 2012.

Willistead Capital Maintenance

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totalling $140,000.

Willistead Endowment Fund

In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2012 the Willistead Endowment Fund has a fund balance of $4,983.76. The minimum capital balance that must be preserved in the fund as at December 31, 2012 is $2,554.38.

Conclusion

Combined with the 2012 contribution from Willistead Manor Inc.and the Art-in-the-Park donation, along with the projected 2013 expenditures from the Willistead Capital Restoration Reserve Fund, it is estimated that the fund will have a balance of approximately $125,730 at December 31, 2013 to be used towards future restoration at Willistead.

The various fundraising activities and volunteer contributions continue to reflect the success enjoyed by Willistead.

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2012
with comparative figures for 2011

Revenues:	*2012*	*2011*
Friends of Willistead	*$ 3,000.00*	*$ 5,000.00*
Questers	*1,023.82*	*-*
Interest Income	*255.32*	*263.45*
Total Revenues	*4,279.14*	*5,263.45*
Expenditures:		
Furnishings and Upgrades	*2,048.25*	*6,160.00*
Excess (Deficiency) of Revenues		
over Expenditures	*2,230.89*	*(896.55)*
Fund Balance, Beginning of Year	*21,207.08*	*22,103.63*
Fund Balance, End of Year	*$ 23,437.97*	*$ 21,207.08*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2012
with comparative figures for 2011

Revenues:	*2012*	*2011*
Catering Fundraising Event	*$ 19,326.95*	*$ 28,781.85*
Interest Income	*31.22*	*-*
Total Revenues	*19,358.17*	*28,781.85*
Expenditures:		
Bank Interest Expense	*-*	*169.04*
Capital Projects Approved	*-*	*20,000.00*
Total Expenditures	*-*	*20,169.04*
Excess (Deficiency) of Revenues over Expenditures	*19,358.17*	*8,612.81*
Fund Balance, Beginning of Year	*2,721.26*	*(5,891.55)*
Fund Balance, End of Year	*$ 22,079.43*	*$ 2,721.26*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE
As at December 31, 2012
with comparative figures for 2011

	2012	2011
Revenues:		
Willistead Manor Inc.	*$ 5,142.70*	*$ 4,732.07*
Art-in-the-Park	*31,226.00*	*55,955.00*
Friends of Willistead	*3,000.00*	*-*
Interest Income	*992.34*	*514.62*
Total Revenues	*40,361.04*	*61,201.69*
Expenditures:		
Capital Projects Approved	*25,000.00*	*25,000.00*
Total Expenditures	*25,000.00*	*25,000.00*
Excess (Deficiency) of Revenues over Expenditures	*15,361.04*	*36,201.69*
Fund Balance, Beginning of Year	*89,733.87*	*53,532.18*
Fund Balance, End of Year	*$ 105,094.91*	*$ 89,733.87*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2012
(no comparative figures for 2011)

Revenues:	*2012*
Donations	*$ 5,108.76*
Total Revenues	*5,108.76*
Expenditures:	
Bank Charges	*125.00*
Total Expenditures	*125.00*
Excess (Deficiency) of Revenues over Expenditures	*4,983.76*
Fund Balance, Beginning of Year	*-*
Fund Balance, End of Year	*$ 4,983.76*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION - RESERVE FUND
PROJECTED FUNDS AVAILABLE FOR FUTURE PROJECTS
2013 PROJECTION

Balance December 31, 2012	*$ 105,094.91*
Projected 2013 Revenues:	
Willistead Manor Inc.	*5,135.21*
Art-in-the-Park	*40,000.00*
Willistead Classic Car Show	*-*
Interest	*500.00*
Total Projected 2013 Revenues	*$ 45,635.21*
Projected 2013 Expenditures:	
*2013 Capital Expenditures **	*$ 25,000.00*
Projected Fund Balance, December 31, 2013	*$ 125,730.12*

** As submitted in the City"s 2013 Capital Budget*