Willistead Manor Inc.

(Photograph courtesy of Christopher Menard)

2014 Annual Report

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2014 Annual Report

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 2015

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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 2014.

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.

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Directorate

Term Expiring August 17, 2015	Term Expiring August 17, 2016
Stephen Marshall Mary Jane Dettinger Colleen Gaudette Robin Easterbrook David Langstone	James Evans Elizabeth Craig Douglas Sanborn Robert Gauthier Brad Smith Jean Douglas Willms Andalieb Abu-Zahra
Councillor Alan Halberstadt	
Kathy Renaud, 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:

2014/2015

Chairperson— Stephen Marshall
Vice-Chair— Louise Brown/Douglas Sanborn
Treasurer—Robert Gauthier Secretary—
Colleen Gaudette
Past Chairperson—James Evans

Committee Structure

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

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

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(Photograph courtesy of Christopher Menard)

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 2014 the Manor Club received donations totalling over $5,040.20.

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

(Photograph courtesy of Steven Kriemadis)

(Photography courtesy of Christopher Menard)

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 is the crown jewel of Olde Walkerville and continues to operate and offer gracious accommodations for weddings, receptions, meetings and other special events.

The Rotary Club of Windsor (1918) Art in the Park event took place June 7th and June 8th, 2014 and we extremely well attended with approximately 25,000 people taking part in the event over the first weekend in June. The Rotary Club as a result presented a very generous donation of $34,112.00 to the restoration and preservation efforts at Willistead Manor. Donations to Willistead Manor from the Rotary Club of Windsor (1918) began in 1972 and the Willistead Manor Board of Directors is always extremely grateful for their continuous support in keeping this historic gem flourishing for so many to appreciate.

The Windsor-Essex County Real Estate Board continues to provide financial support to the Manor. This year, they presented a $2,000.00 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 Board would like to convey a very special thank you to the Chandisherry Foundation whose surprise, yet generous financial contribution went towards foundation repair and restoration at the Manor. The Chandisherry Foundation contribution came at a most opportune time for Willistead Manor, where the structural integrity of the foundation began presenting a real concern. The Board of Directors was very grateful for the assistance in helping to preserve the bedrock of this majestic home.

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 $5,000.00 donation. We continue to applaud the work this group does and are very grateful for all the work they do for the Manor.

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.

(Photograph courtesy of Steven Kriemadis)

(Photograph courtesy of Steven Kriemadis)

On behalf of the Board of Directors, I would like to cordially thank Louise Brown for her countless years of unselfish dedication towards this Board and Willistead Manor. Louise has been a tireless advocate for Willistead since this Board was established in 1981. From her first day to her last, Louise's passion for preserving and maintaining Willistead's majesty never waned. Through her work at the Executive Level, Acquisitions Committee and special sub-committees, Louise's efforts and dedication have left a lasting impression for future generations to enjoy this treasure and its rich history. We will miss Louise's energy and inspiration will be fondly missed we wish her best of luck in her future endeavours.

As your 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.

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

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 – Manager of Community Development
Cathy Masterson – Manager of Cultural Affairs
Joseph Mancina - Deputy Treasurer, Financial Accounting
Penny Henderson – Facility Person
Steve Vlachodimos – Deputy City Clerk & Senior Manager of Council Services
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

(Photograph courtesy of Steven Kriemadis)

(Photograph courtesy of Christopher Menard)

Acquisitions Committee

The Acquisitions Committee met in 2014 to discuss impending projects.

Our main focus was finalizing the details for the men's second floor bathroom. Once all the details were determined, three companies gave proposals and Family Home Improvements was awarded the job.

The committee chose a beautiful textured wall covering in shades of brown that will harmonize with the existing tile floors. We have purchased a period Arts & Crafts light fixture which will hang in an alcove space in the center of the room. A new dark wood shutter blind will be included. The committee designed a custom made double sink vanity in the Chinese Chippendale style. The legs will be fluted with a trellis like carved apron finished in a rich dark walnut colour. A pair of under mount sinks with brushed chrome faucets will be installed. We chose a modeled image quartz countertop in tones of caramel, beige and brown. We will repurpose a pair of gold gilt mirrors from the North Gallery to go above the sinks, and replace the North Gallery with more elaborate detailed gold leaf mirrors. The water closet doors and surrounds will receive a trim molding that will be painted creating a paneled effect. The work will commence in mid March of 2015, with completion that same month. We anticipate a pleasing outcome, consistent with the manor's high quality appointments.

We are grateful to Ms. Margo Bourke for her generous donation of items to be used in the manor, and, as well, some, to be sold in a future sale. The items consisted of a carved settee, brass tea cart, Victorian chairs, a mahogany grandmother clock, a burl wood desk, a gilt mirror, 2 jardinière's, and several small decorative pieces.

Through the donations we are able to enhance the manor, and with funds generated from the sale, we can replenish our décor fund. Therefore, we encourage, and are grateful to the public, to contact us with any possible donation of things that may qualify to that end.

As we move forward in 2015 the committee will be working on a number of projects: a brass hand rail leading to the Library; a pair of pedestals for the candelabras in the Great Hall; refreshing of all the floral arrangements throughout the manor; as well, all paintings will receive minor restoration work; new drapery and recovering of the chairs in the dining room; and a mural will be painted on the conservatory ceiling.

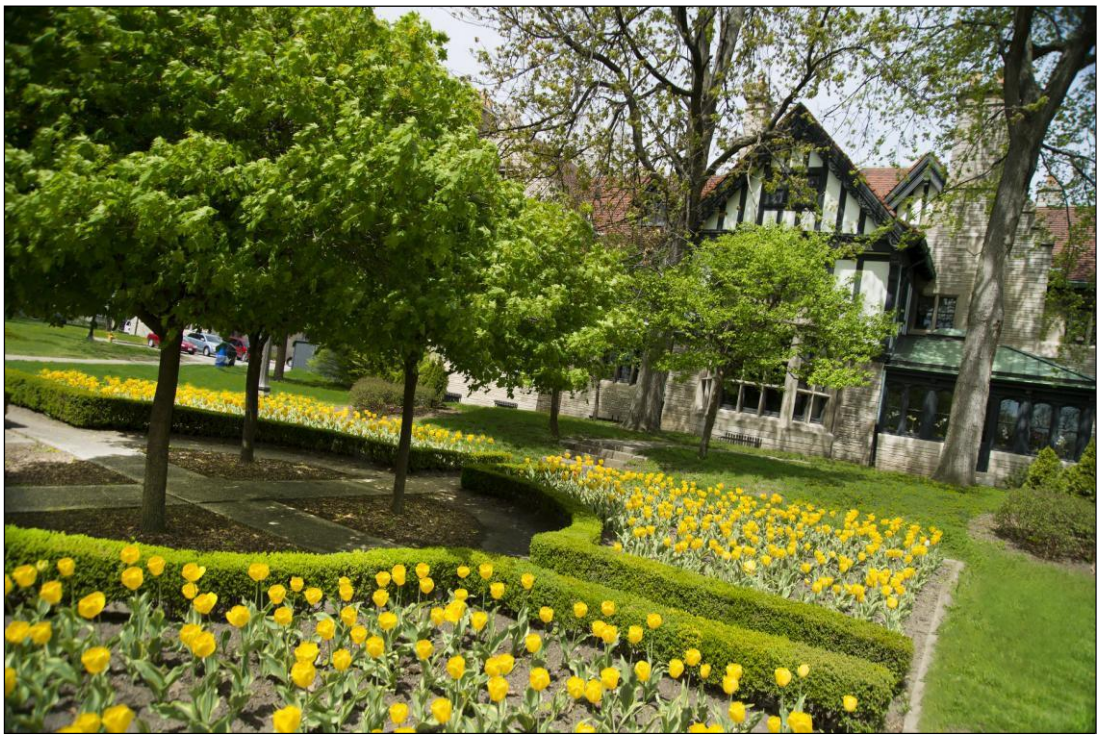
We receive constant compliments on all we do to preserve and maintain the integrity of Willistead Manors' interior. That is our mission as always, and we try to do this in a fiscally responsible way. We thank all those that help us to achieve our desired goals.

Respectfully submitted,

Robert Gauthier

Robert Gauthier ARDO IDC
Executive Member of the Board of Directors, Willistead Manor Inc., Chair of Acquisitions

(Photograph courtesy of Steven Kriemadis)



(Photograph courtesy of Christopher Menard)

Education Committee

High School and Grade School students continue to visit Willistead Manor during the school year. Schools included: Assumption High School Grade 10, St. Anne's High School Grade 10 and local area Grade 5 students from St. Anne's who walked to the Manor for a tour and outing.

Wonderful support continues throughout the entire year from Académie Ste Cécile International School Windsor. Students from South America come to Ste Cécile's for an added English learning experience. The Manor is fortunate that one of our new docents fluently speaks English and Spanish which is a great asset in conducting tours for these student visitors from South America.

A University of Windsor student with 3rd Year History Honours, Kayla Dettinger, is the first university student to access the Manor's newly acquired digital archives of the Walker Family. Utilizing the available documents, records and images, Kayla conducted extensive research and expanded and organized the archives on the life and times of Mrs. Edward Chandler Walker (Mary
Emma Walker), Edward's wife.

Kayla has created a new website design for the Manor with information based on the last will and testament of Edward Chandler Walker. His will opened many historical details and pointers to information that followed after Edward's passing. Information included a family lawsuit and many details about Mary's life after Willistead.

Kayla will make presentations of the new public website to the Manor's Board in April 2015; and, to the Parks Department.

All of the website development began in November as a 2014 semester course project that recently resulted in a $900.00 scholarship award presented to Kayla from the History Department of the University of Windsor.

The Walker website will be added to the City of Windsor's main website.

Respectfully submitted,

Mary Jane Dettinger

Mary Jane Dettinger
Education

(Photographs courtesy of Steven Kriemadis)

The Friends of Willistead

The year 2014 was challenging and productive for our group. We have ever changing membership as we grow and become a team that has proven to be helpful in all of our events and as docents for the Manor.

Our —Lunch and Learn Series served six luncheons to Quester groups and to the public – it seems everyone likes to come to the Coach House to eat and learn and relax.

Our fifth annual Easter —Egg-stravaganza invited fifty-three children and their proud families in to meet the real Bunny Rabbit, do crafts and games, take photos, have an egg hunt and go home with a filled basket of goodies.

Of course we were at Art in the Park in June with refreshments in the courtyard. As the Rotary Club had filled the park with vendors, the Manor was filled with artists and free tours led by our docents and volunteers were offered. We view these tours as our main fundraising event every year.

The summer saw us at the Manor on Monday and Wednesday afternoons for tours that brought in visitors to Windsor from all over – even Europe and the U.S. New to us were the visitors from the Pearl Cruise Ship Lines who discovered Walkerville and its gem – the Manor.

Our second Hallowe'en Howl had forty-three little ones in full costume playing games, doing crafts, bobbing for apples and enjoying spooky treats. An old-fashioned good time was had by all – especially the Friends.

Six professional decorators, St. Clair College staff and students including twenty Friends spent three days decorating the Manor in full holiday style for tour and photos that lasted all through December. The Coach House was once again the scene for ten crafters and artisans, baked goods, cider and cookies, and of course, Santa's Playroom, where even big kids had fun.

The Christmas Tea and Tour was fully attended by those who wished to have first look at the decorated Manor and enjoy tasty sandwiches, scones and sweets with many cups of tea.

Our latest and biggest project was the re-organizing, writing, photographing and printing of our book, ***"Willistead Manor – A History and A Guide"*** which was completed by our group and available at all events to help fundraise for Manor Restoration – don't worry about us running out – we had 5,000 copies printed.

A sincere thank you to all the Friends, families and supporters of our efforts.

Respectfully submitted,

Kathleen Renaud

Kathleen Renaud
President, Friends of Willistead

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2014
Financial Reports
and Statements

Board of Directors
Willistead Manor Inc.

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2014

Manor Club

The fiscal year ending December 31, 2014 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 2013 was included in the 2014 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2014 of $32,849.25.

Eight memberships in the Manor Club were renewed, amounting to $5,040.20. Six 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 $316,699.64.

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 $5,121.76 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2014

Assets:	*2014*	*2013*
Cash in Bank	*$ 37,971.01*	*$35,041.50*
Liabilities:		
City Treasurer - Willistead Capital Rest. Fund	*5,121.76*	*5,904.26*
Equity	*32,849.25*	*29,137.24*
Total Liabilities & Equity	*$37,971.01*	*$35,041.50*

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2014
with comparative figures for 2013

Revenues:	*2014*	*2013*
Operating Grant	*$4,500.00*	*$4,500.00*
Manor Club Memberships	*5,040.20*	*5,788.71*
Donations - Roof Repair	*25,000.00*	*26,500.00*
DVD Sales		*40.00*
Bank Interest - Savings	*81.56*	*115.55*
Bank Interest – Operations	*396.82*	*426.11*
Total Revenues	*$35,018.58*	*$37,370.37*
Expenditures:		
Fundraising	*760.06*	*1,029.78*
Other	*424.75*	*3,811.08*
Transfer to City of Windsor, Capital Fund	*25,000.00*	*26,500.00*
Transfer to Willistead Capital Rest. Fund	*5,121.76*	*5,904.26*
Total Expenditures	*31,306.57*	*37,245.12*
Excess of Revenues over Expenditures	*3,712.01*	*125.25*
Fund Balance, Beginning of Year	*29,137.24*	*29,011.99*
Fund Balance, End of Year	*$32,849.25*	*$29,137.24*

2014
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, 2014

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed $34,112.00 to the Willistead Restoration Fund for 2014. This joint effort, which commenced in 1978, has generated $1,193,324.88 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2014. 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 $101,866.00 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 $489,305.00 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 $128,388.89 for the year ending December 31, 2014.

Willistead Capital Maintenance

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totalling $160,000.00.

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, 2014 the Willistead Endowment Fund has a fund balance of $6,550.48. The minimum capital balance that must be preserved in the fund as at December 31, 2014 is $3,279.68.

Conclusion

Combined with the 2014 contribution from Willistead Manor Inc. and the Art-in-the-Park donation, along with the projected 2015 expenditures from the Willistead Capital Restoration Reserve Fund, it is estimated that the fund will have a balance of approximately $169,311 at December 31, 2015 to be used towards future restoration at Willistead.

The various fund raising 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, 2014
with comparative figures for 2013

Revenues:	*2014*	*2013*
Friends of Willistead	*$5,000.00*	*$4,000.00*
Sale of Antiques and Furnishings	*-*	*18,476.50*
Interest Income	*633.87*	*361.05*
Total Revenues	*5,633.87*	*22,837.55*
Expenditures:		
Furnishings and Upgrades	*200.00*	*-*
Excess (Deficiency) of Revenues over Expenditures	*5,433.87*	*22,837.55*
Fund Balance, Beginning of Year	*46,275.52*	*23,437.97*
Fund Balance, End of Year	*$51,709.39*	*$46,275.52*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2014
with comparative figures for 2013

Revenues:	*2014*	*2013*
Interest Income	*$ 26.53*	*$ 51.53*
Total Revenues	*26.53*	*51.53*
Expenditures:		
Capital Projects Approved	*-*	*20,000.00*
Total Expenditures	*-*	*20,000.00*
Excess (Deficiency) of Revenues over Expenditures	*26.53*	*(19,948.47)*
Fund Balance, Beginning of Year	*2,130.96*	*22,079.43*
Fund Balance, End of Year	*$ 2,157.49*	*$ 2,130.96*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE
As at December 31, 2014
with comparative figures for 2013

	2014	2013
Revenues:		
Willistead Manor Inc.	*$ 5,904.26*	*$ 5,135.21*
Art-in-the-Park	*34,112.00*	*25,383.00*
Friends of Willistead – Donation Box Proceeds	*280.95*	*-*
Interest Income	*1,232.96*	*1,245.60*
Total Revenues	*41,530.17*	*31,763.81*
Expenditures:		
Capital Projects Approved	*25,000.00*	*25,000.00*
Total Expenditures	*25,000.00*	*25,000.00*
Excess (Deficiency) of Revenues over Expenditures	*16,530.17*	*6,763.81*
Fund Balance, Beginning of Year	*111,858.72*	*105,094.91*
Fund Balance, End of Year	*$128,388.89*	*$111,858.72*

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2014
with comparative figures for 2013

Revenues:	*2014*	*2013*
Donations	*$ 500.00*	*$ 950.60*
Interest Income	*78.12*	*63.00*
Total Revenues	*578.12*	*1,013.60*
Expenditures:		
Bank Charges	*-*	*25.00*
Total Expenditures	*-*	*25.00*
Excess (Deficiency) of Revenues over Expenditures	*578.12*	*988.60*
Fund Balance, Beginning of Year	*5,972.36*	*4,983.76*
Fund Balance, End of Year	*$6,550.48*	*$5,972.36*

CORPORATION OF THE CITY OF WINDSOR

WILLISTEAD CAPITAL RESTORATION - RESERVE FUND
PROJECTED FUNDS AVAILABLE FOR FUTURE PROJECTS
2015 PROJECTION

Balance December 31, 2014	*$128,388.89*
Projected 2015 Revenues:	
Willistead Manor Inc.	*5,121.76*
Art-in-the-Park	*35,000.00*
Willistead Classic Car Show	*-*
Interest	*800.00*
Total Projected 2014 Revenues	*$ 40,921.76*
Projected 2015 Expenditures:	
2015 Capital Expenditures	*$ -*
Projected Fund Balance, December 31, 2015	*$169,310.65*