Willistead Manor Inc.

(Photograph courtesy of Steven Kriemadis)

2015 Annual Report

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2015 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 2016

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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 2015.

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, 2016	Term Expiring August 17, 2017
James Evans Elizabeth Craig Douglas Sanborn Robert Gauthier Brad Smith Jean Douglas Willms Andalieb Abu-Zahra	Mary Jane Dettinger Colleen Gaudette Robin Easterbrook David Langstone
Councillor Chris Holt	
Kathleen 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:

2015/2016

Chairperson—Douglas Sanborn
Vice-Chair—Vacant
Treasurer—Robert Gauthier
Secretary—Colleen Gaudette
Past Chairperson—James Evans

Honourary Chairs—Stephen Marshall and Louise Brown

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 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 2015 the Manor Club received donations totalling over $4,550.00

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)

(Photograph 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 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 6th, and June 7th, 2015 and was extremely well attended with approximately 25,000 people taking part in the event of the first weekend in June. The Rotary Club as a result presented a very generous donation of $42,706 to the restoration and preservation efforts at Willistead Manor. Donations to Willistead Manor from the Rotary Club (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 Association of Realtors continues to provide financial support to the Manor. This year they presented a $2000.00 donation to Willistead Manor Inc. The Board of Directors sincerely thanks the Association of Realtors for their on-going support and confidence in the Manor's historic presence in our community and Essex County.

We must also acknowledge and thank the local Questers Chapters, a group of dedicated individuals who continue to assist the Manor with their generous donations year after year.

The Friends of Willistead are a very busy group of almost sixty volunteers who continue, year-after-year to support the Manor with docent services and various special community events promoting the Manor. This year, they presented a $6000.00 donation. We applaud the work this group does and are very grateful for all they do for the Manor.

The Board also wishes to extend thanks to the Windsor Design Association, the designers, and the teachers and students from the St. Clair College Interior Design Program. These very talented groups, along with the Friends of Willistead, came together once again to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was extremely well attended by over 1500 visitors.

A special thank-you to the acquisitions committee whose dedication allows us to maintain the high-level of historical quality and community value that Willistead Manor Inc. represents.

(Photograph courtesy of Steven Kriemadis)

(Photograph courtesy of Steven Kriemadis)

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, Recreation and Culture
Phil Roberts – Executive Director, Parks
Pam LaBute – Manager, Community Development
Cathy Masterson – Manager of Cultural Affairs
Joseph Mancina – Deputy Treasurer, Financial Accounting
Tom Graziano – Senior Manager, Facilities
Penny Henderson – Recreation Centre Clerk, Willistead Manor
Steve Vlachodimos – Deputy City Clerk & Senior Manager, Council Services
Robert Barlozzari – Council Assistant, Council Services
Sandra Gebauer – Council Assistant, Council Services
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn
Chair, Willistead Manor Inc.
Board of Directors

(Photograph courtesy of Steven Kriemadis)

(Photograph courtesy of Christopher Lawrence Menard)

Acquisitions Committee

The Acquisitions Committee met numerous times throughout the year of 2015 to discuss and detail a number of projects. We welcomed new board member Andalieb Abu-Zahra to our committee. She is a licensed interior designer with much experience. Her association will contribute greatly to our process.

Our committee met with Chuck Sulley from Art Metal to go over the details for railings at the Library stair area. We chose a simple black iron base with a polished brass handrail. Two railing were designed and installed. One as you step down from the Billiard room and one as you step down from the Morning room into the library. They serve a safe purpose, and as well add a beautiful aesthetic. We have received many compliments on their appearance and practicality.

The committee spent a number of hours redesigning the second floor service pantry. It is used by both the caterers and The Friends of Willistead. We chose two tones of porcelain tile for the floor in a cream and light taupe. The application will create a checkerboard pattern in keeping with the period of the Manor. A portion of the walls will receive a cream subway tile. New cabinetry was selected in a taupe wood with brushed chrome hardware. Also chosen are new sinks, faucets and a laminate counter top. In addition we have specked three rolling stainless steel carts that will serve as open storage and create a vast work space. New lighting and a fresh coat of paint will complete the space and transform it to its former glory. We anticipate ease of use from those that use it, and, because of its visibility to the public, a pleasant visual. The work will commence in early 2016.

New area carpets were chosen for Mrs. Walker's bedroom and Dressing room. Completion and installation will be in 2016. We researched and chose a fabric for the Dining room drapery in a damask pattern of a raisin and gold color. As well, we will be reupholstering the dining table chairs, and are currently looking for a new fabric selection. We are grateful to the Questers chapter 1154, Spirit of Windsor, for their financial contribution to the rooms refurbishing. We anticipate completion in 2016.

New wooden shutter blinds were chosen and installed in the Coach House. The wood was chosen to match with the wood tone of the window. The original blinds were inoperable, and now, as this space is often viewed by the public, ease of use, and an attractive appearance was achieved. We are grateful to The Friends of Willistead for their generous donation of funds that subsidized a large portion of the blinds. We have received many compliments.

Acquisitions work tirelessly to maintain the Manor's appearance and functionality, and are very thankful to all that contribute to that end.

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 Steven Kriemadis)

Education Committee

Tecumseh's St. Anne's Catholic High School Grade 10 students continue to visit the Manor every year. Walkerville's King Edward School junior and senior Kindergarten students visited the Manor with their parents to view the wonder of the beautiful Christmas Trees and Decorations displayed in December.

Windsor's Académie Ste. Cécile International School students from South America came throughout the year to the Manor on local history field trips that are part of their studies. The Manor offers English, French and Spanish speaking docents through the Friends of Willistead that enhance a visitor's experience.

The History Department of the University of Windsor is also a very strong community supporter of Willistead Manor. The University of Windsor continues to hold Educational Seminars at the Manor in the summer for their History / English Professors and students.

The Manor's Board of Directors is interested in developing a permanent Digital History Display for on-going education in the Manor's Coach House. The history display could be completed with the assistance and resources of students from the University of Windsor History Department. Our working relationship is a wonderful opportunity that started with the joint development of a City web-site, by a University of Windsor history student, that featured Edward Walker's wife Mary Griffin Walker. More research is planned to explore and add the background of other Walker family members such as Edward's brothers James Harrington and Franklin Hiram Walker.

Education and the Board will continue to explore a potential relationship with the University of Windsor. The relationship might include the use of the University of Windsor's Leddy Library, access to university equipment and the possibility of obtaining grant funding if we move forward. More work is needed to continue this effort.

Such a relationship could be a wonderful contribution towards the 2016 heritage celebration of Willistead Manor's 110 Year Anniversary in our Windsor and Essex County community.

Respectfully submitted,

Mary Jane Dettinger

Mary Jane Dettinger
Education

(Photograph courtesy of Christopher Lawrence Menard)

Friends of Willistead

2015 was a banner year for the Friends…. we have increased our membership to 57 and many have taken a leadership role that has proven to be helpful in all of our events and as docents for the Manor.

Our **"Lunch and Learn"** activities served 7 luncheons to Quester groups and to the public – these are held in the Coach House and it served as a basis for donating the money to update the window coverings – in conjunction with the Acquisitions Committee of the Board and the City there are now beautiful wooden blinds that —fit just right.

Our sixth annual **Easter "Egg-stravaganza"** invited 54 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 – the pictures appeared in the Windsor Star!

We were once again 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. We see this as our main fundraising event every year.

The summer saw us at the Manor Sunday and Wednesday afternoons for **Open House Tours** that brought in visitors to Windsor from all over – even Europe and the U.S.

Our third **Hallowe'en Howl** had 39 little ones in full and sometimes scary costumes play games, do crafts, sing and enjoy spooky treats. An old-fashioned good time was had by all – especially the Friends as —Witches of Willistead.

St. Clair College staff and 12 students, 6 professional decorators and 22 Friends spent two days **Decorating the Manor** in full holiday style to tour and take photos all through December. The crowds were at times very surprising. Our Coach House was once again the scene for eight crafters/artisans, baked goods and cider and cookies were served at our fundraiser.

Our new project was the promoting and selling of our book, **Willistead Manor – A History and A Guide** - almost one thousand copies were sold during the year – don't worry about us running out – we had 5,000 copies printed.

A sincere thank you to all the Friends, families, City Staff and Board members and all supporters of our efforts as volunteers at the Manor.

Respectfully submitted,

Kathleen Renaud

Kathleen Renaud
President, Friends of Willistead

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2015
Financial Reports
and Statements

Board of Directors
Willistead Manor Inc.

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2015

Manor Club

The fiscal year ending December 31, 2015 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 2014 was included in the 2015 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2015 of $35,863.36.

Twenty one memberships in the Manor Club were renewed, amounting to $4,550.00. 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 $321,249.64.

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 $4,595.82 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2015

	2015	*2014*
Assets:		
Cash in Bank	*$ 40,459.18*	*$ 37,971.01*
Liabilities:		
City Treasurer - Willistead Capital Restoration Fund	*4,595.82*	*5,121.76*
Equity	*35,863.36*	*32,849.25*
Total Liabilities & Equity	*$ 40,459.18*	*$ 37,971.01*

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2015
with comparative figures for 2014

	2015	2014
Revenues:		
Operating Grant	$ 4,500.00	$ 4,500.00
Manor Club Memberships	4,550.00	5,040.20
Donations - Restoration	6,000.00	25,000.00
Bank Interest - Savings	45.82	81.56
Bank Interest - Operations	375.77	396.82
Total Revenues	$ 15,471.59	$ 35,018.58
Expenditures:		
Fundraising	760.06	760.06
Other	1,101.60	424.75
Transfer to City of Windsor, Capital Fund	6,000.00	25,000.00
Transfer to Willistead Capital Restoration Fund	4,595.82	5,121.76
Total Expenditures	12,457.48	31,306.57
Excess of Revenues over Expenditures	3,014.11	3,712.01
Fund Balance, Beginning of Year	32,849.25	29,137.24
Fund Balance, End of Year	$ 35,863.36	$ 32,849.25

2015
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
WILLISTEAD MANOR – Capital Restoration Project Account

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR FINANCIAL REPORT
For the year ending December 31, 2015

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed $42,706.00 to the Willistead Restoration Fund for 2015. This joint effort, which commenced in 1978, has generated $1,236,030.88 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2015. 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 $106,466.00 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 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 $178,027.67 as at December 31, 2015 year end.

Willistead Capital Maintenance

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totalling $160,000. The Willistead Capital Maintenance Reserve Fund has a balance of $6,273.35 as at December 31, 2015 year end.

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, 2015 the Willistead Endowment Fund has a fund balance of $6,618.56. The minimum capital balance that must be preserved in the fund as at December 31, 2015 is $3,279.68.

Willistead Capital Restoration Project Account

In 2012, City Council approved a major capital restoration project at Willistead Manor estimated to cost approximately $2.2 million with a commitment to provide funding of $1.5 million ($150,000 annually over 10 years from 2012-2021) towards this major capital initiative. Additionally, City Council approved Heritage funding of $75,000 towards this project and the redirection of $174,707 from previously approved capital projects at Willistead Manor. The remaining funding was to come from the fundraising efforts of the Willistead Manor Inc. Board of Directors. As at December 31, 2015 total donations received to date amount to $85,550 bringing the total funding available for this project to $935,257. The remaining annual contribution from the City (based on the $150,000 per year) to be credited to the project for period 2016-2021 is $900,000. As at December 31, 2015 total expenditures incurred to date on the project account total $178,134.

Significant expenditures on major components of the project are anticipated to be incurred in 2016/2017. RFP 11-16 for a Heritage Architect Professional was advertised on February 27, 2016. The award of that RFP will secure the services of a qualified and experienced Heritage Architect who will undertake a thorough assessment of the major building envelope components. Construction drawings and specifications will be prepared describing the remediation work required for the deficiencies. The tender for the restoration work will be advertised later in 2016 with most of the construction work anticipated in 2017.

WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2015
with comparative figures for 2014

	2015	2014
Revenues:		
Friends of Willistead	$ 4,600.00	$ 5,000.00
Spirit of Windsor, Questers 1154 Donation	300.00	
Talbot Trail #1176 Quester's Donation	480.25	
Interest Income	548.88	633.87
Total Revenues	5,929.13	5,633.87
Expenditures:		
Furnishings and Upgrades	425.00	200.00
Total Expenditures	425.00	200.00
Excess (Deficiency) of Revenues over Expenditures	5,504.13	5,433.87
Fund Balance, Beginning of Year	51,709.39	46,275.52
Fund Balance, End of Year	$ 57,213.52	$ 51,709.39

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2015
with comparative figures for 2014

	2015	2014
Revenues:		
Interest Income	$ 22.47	$ 26.53
Fundraising Revenue	4,093.39	-
Total Revenues	4,115.86	26.53
Expenditures:		
Capital Projects Approved	-	-
Total Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	4,115.86	26.53
Fund Balance, Beginning of Year	2,157.49	2,130.96
Fund Balance, End of Year	$ 6,273.35	$ 2,157.49

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2015
with comparative figures for 2014

	2015	2014
Revenues:		
Willistead Manor Inc.	$ 5,121.76	$ 5,904.26
Art-in-the-Park	42,706.00	34,112.00
Friends of Willistead - Donation Box Proceeds & Sale of Books	372.90	280.95
Interest Income	1,438.12	1,232.96
Total Revenues	49,638.78	41,530.17
Expenditures:		
Capital Projects Approved	-	25,000.00
Total Expenditures	-	25,000.00
Excess (Deficiency) of Revenues over Expenditures	49,638.78	16,530.17
Fund Balance, Beginning of Year	128,388.89	111,858.72
Fund Balance, End of Year	$ 178,027.67	$ 128,388.89

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2015
with comparative figures for 2014

	2015	2014
Revenues:		
Donations	$ -	$ 500.00
Interest Income	68.08	78.12
Total Revenues	68.08	578.12
Expenditures:		
Total Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	68.08	578.12
Fund Balance, Beginning of Year	6,550.48	5,972.36
Fund Balance, End of Year	$ 6,618.56	$ 6,550.48

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNT
As at December 31, 2015

		Life to Date
Revenues:		
City Contribution	***(1)***	*$ 600,000.00*
Heritage Funding	*- Trust*	*25,000.00*
	- Reserve	*50,000.00*
Donations	*- The Morris & Beverly Baker Foundation*	*54,500.00*
	-The Chandisherry Foundation	*25,000.00*
	- Friends of Willistead	*6,000.00*
	- Other	*50.00*
Transferred Balance from Previous Capital Project		*174,707.00*
Total Revenues		*935,257.00*
Expenditures:		
Total Expenditures to Date		*178,134.00*
Balance Available at December 31, 2015		*$ 757,123.00*

(1) *City Council has approved an annual contribution of $150,000 per year 2012-2021 for total of $1,500,000. This $600,000 amount represents contributions of $150,000 for each of years 2012-2015.*