Willistead Manor Inc.

(Photograph courtesy of Christopher Lawrence Menard)

2016 Annual Report

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2016 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 2017

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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 2016.

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, 2017	Term Expiring August 17, 2018
Mary Jane Dettinger Robin Easterbrook Colleen Gaudette David Langstone	Andalieb Abu-Zahra Jean Douglas Willms James Evans Robert Gauthier Douglas Sanborn
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:

2016/2017

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

Honourary Chairs—Stephen Marshall (Deceased) 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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Manor Club

(Photograph courtesy of Christopher Lawrence Menard)

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 2016 the Manor Club received donations totalling over $2,227.55

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 Christopher Lawrence Menard)

(Photograph courtesy of Christopher Lawrence 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, buildings and furnishings.

Willistead Manor is the crown jewel of Olde Walkerville offering gracious accommodations for weddings, receptions, meetings and other special events.

The Rotary Club of Windsor (1918) Art in the Park event took place June 4th and 5th, 2016 and was again extremely well attended resulting in another generous donation in the amount of $35,154 towards 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 Board sincerely thanks the Windsor Essex County Association of Realtors for their $3,000 donation to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

The Board acknowledges and thanks Caesars Windsor who through their Caesars Windsor Cares Foundation donated $5,000 to restore the historic artwork in the Manor.

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 vibrant 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 donation of $2000 to Willistead Manor Inc. and also $2000 to the Willistead Endowment Fund. We applaud and are very grateful for all they do for the Manor.

Special thanks also to those that generously contributed $9,817 to the Willistead Endowment Fund in memory of our past Chair Stephen Marshall who gave himself tirelessly to all things Willistead and Walkerville.

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, come together annually to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was extremely well attended by over 1,750 visitors.

(Photograph courtesy of Christopher Lawrence Menard)

(Photograph courtesy of Christopher Lawrence Menard)

Finally, 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.

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 – Corporate Leader, Parks, Corporate Facilities, Recreation & Culture
Mark Winterton – City Engineer
Cathy Masterson – Manager of Cultural Affairs
Joseph Mancina – Chief Financial Officer/City Treasurer
Dan Seguin – Deputy Treasurer, Financial Accounting
Tom Graziano – Senior Manager, Facilities
Bianca Cinat – Recreation Centre Clerk, Willistead Manor
Steve Vlachodimos – Deputy City Clerk & Senior Manager, Council Services
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of Directors, Willistead Manor Inc.
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn
Chair, Willistead Manor Inc.
Board of Directors

(Photograph courtesy of Christopher Lawrence Menard)

(Photograph courtesy of Christopher Lawrence Menard)

Acquisitions Committee

The Acquisitions Committee had meetings throughout the year to review and research ongoing and future projects.

The committee oversaw the installation of the dining room drapery. The fabric consisted of raisin color damask with a bullion fringe. We have received many compliments on its appearance. We also completed the reupholster of the dining room chairs. The stripe fabric chosen for the chairs blends nicely with the beautiful rug given to Willistead by the Sanborn family. These additions gave the dining room a new and refreshed feeling. That space is often used for wedding ceremonies, and the new elements have garnered much accolade.

Acquisitions, working with city representatives finalized the details for the second floor servery. The work will commence in early 2017, and will not only be functional, but give a great aesthetic for all who will view it.

We are grateful to Bill and Rochelle Tepperman for their generous donation of items. Two pieces of art will be hung in the manor, and the remainder will go in our 2017 sale. Money received from our sale goes to offset funding toward many of our desired projects.

The committee oversaw the placement of the two new carpets in Mrs. Walker's bedroom and dressing room. The bedroom received a trellis patterned area rug that blends wonderfully with the wallpaper. The dressing room received a Persian design wool carpet that gave that space an exciting visual. We have received a number of comments on how the rooms have been transformed to new heights with these additions.

The manor was fortunate to receive a donation of items from the Fox estate. Mr. & Mrs. Fox were the caretakers for the Walker family. Notably, we received original letters from Mary Walker thanking them and giving instructions of her transitioning when she left Walkerville. These letters have given us much insight and will be very important to our historic file. One is currently on display in Mrs. Walker's bedroom. The others will be exhibited in the coach house. Also received from the Fox estate where a settee and two chairs given to them by the Walker's as wedding gifts. We will refurbish them and place them in Mrs. Walker's dressing room. They also donated a number of vintage books with beautiful covers that will be placed on the library shelves. These donations are amazing tangible examples of the Walker family's generosity. The displayed items will give those that view them the sense of a deeper connection to Edward & Mary Walker.

One behalf of the entire board, we are grateful to all that donate to enhance and help preserve this historical gem in our city.

Robert Gauthier

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

(Photograph courtesy of Christopher Lawrence Menard)

(Photograph courtesy of Christopher Lawrence Menard)

Education Committee

The Manor offers English, French and Spanish speaking docents through the Friends of Willistead assistance.

A new school, Westview Freedom Academy visited the Manor in the fall. We welcomed students from Grades 10 through 12 on that occasion.

The Friends of Willistead have a Guest Book in the Manor's Great Hall and we encourage the student and their teachers from around the World to sign this important historic record book.

St. Anne's Elementary School also visited the Manor before Christmas this year.

We are proud to have these students come to Willistead for a very extensive History Lesson and look forward to the future as we expand our awareness and education program to include the Manor's adjoining Coach House.

As we continue the Cultural and Heritage Program in the Coach House UNI~COM, an organization led by the University of Windsor and the community, encourages Adult Education participation in the program through our Tea & Talk Series conducted by The Friends of Willistead

Respectfully submitted,

Mary Jane Dettinger

Mary Jane Dettinger
Willistead Education Committee Coordinator

(Photograph courtesy of Christopher Lawrence Menard)

(Photograph courtesy of Christopher Lawrence Menard)

Friends of Willistead

Changes, challenges and cheers seemed to be the theme for 2016 for the Friends…. changes in how we do our activities, challenges to raise funds for restoration and cheers for the dedication of our 59 person strong group of the Friends of Willistead.

Our **"Lunch and Learn"** activities served 6 luncheons to Quester groups and to the public – these are held in the Coach House and it serves as our platform to promote "THE 200 YEAR LEGACY OF HIRAM WALKER" which was our topic of interest – well researched and very timely.

Our seventh annual **Easter "Egg-stravaganza"** invited 52 children and their 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 – everyone seems to have a great time, especially the Friends !

Art in the Park in June is our main fundraiser every year as the Friends present a café in the courtyard and act as docents in the Manor for free tours. Just as the vendors take their spots in the park for the event organized by the Rotary Club we try to highlight the Manor and its history to the public.

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

Our fourth **Halloween Howl** had 35 little ones in costumes play games, do crafts, sing and enjoy spooky treats. An old-fashioned good time was had by all – especially the Friends who play right along.

St. Clair College staff and 20 students, 6 professional decorators and 25 Friends spent two days **Decorating the Manor** in full holiday style for Open Houses and 12 outside tours. Our Coach House was once again the scene for eight crafters/artisans and our jumble table even though weather and format changes did not draw the crowds we usually do.

Willistead Manor – A History and A Guide - is still presented at all of our events and continues to sell well … we also sell pewter medallions showing the depiction of the Manor and at Christmas a lot of the public showed interest and bought for selves or presents.

General Meetings for the Friends takes place every second Monday evening of the month and it is amazing that we have 30 to 35 out to take part in the planning and executing of the activities we do.

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

Respectfully submitted,

Kathleen Renaud

Kathleen Renaud
President, Friends of Willistead

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2016
Financial Reports
and Statements

Board of Directors
Willistead Manor Inc.

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2016

Manor Club

The fiscal year ending December 31, 2016 concluded with Willistead Manor Inc. continuing its "Manor Club" fund raising 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 2015 was included in the 2016 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2016 of $36,616.19.

Eighteen memberships in the Manor Club were renewed, amounting to $2,227.55. Five 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 $323,477.19.

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 $2,258.50 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2016

	2016	*2015*
Assets:		
Cash in Bank	*$ 38,874.69*	*$ 40,459.18*
Liabilities:		
City Treasurer - Willistead Capital Restoration Fund	*2,258.50*	*4,595.82*
Equity	*36,616.19*	*35,863.36*
Total Liabilities & Equity	*$ 38,874.69*	*$ 40,459.18*

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2016
with comparative figures for 2015

	2016	2015
Revenues:		
Operating Grant	$ 4,500.00	$ 4,500.00
Manor Club Memberships	2,227.55	4,550.00
Donations - Restoration	4,000.00	6,000.00
Bank Interest - Savings	30.95	45.82
Bank Interest - Operations	358.66	375.77
Total Revenues	$ 11,117.16	$ 15,471.59
Expenditures:		
Fundraising	669.20	760.06
Other	3,436.63	1,101.60
Transfer to City of Windsor, Capital Fund	4,000.00	6,000.00
Transfer to Willistead Capital Restoration Fund	2,258.50	4,595.82
Total Expenditures	10,364.33	12,457.48
Excess of Revenues over Expenditures	752.83	3,014.11
Fund Balance, Beginning of Year	35,863.36	32,849.25
Fund Balance, End of Year	$ 36,616.19	$ 35,863.36

2016
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, 2016

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed $35,154.00 to the Willistead Restoration Fund for 2016. This joint effort, which commenced in 1978, has generated $1,271,184.88 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2016. 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 $110,466.00 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 $220,239.16 as at December 31, 2016 year end.

Willistead Capital Maintenance

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totaling $160,000. The Willistead Capital Maintenance Reserve Fund has a balance of $17,241.28 as at December 31, 2016 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, 2016 the Willistead Endowment Fund has a fund balance of $16,551.74. The minimum capital balance that must be preserved in the fund as at December 31, 2016 is $8,188.29.

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, 2016 total donations received to date amount to $89,550 bringing the total funding available for this project to $1,089,257. The remaining annual contribution from the City (based on the $150,000 per year) to be credited to the project for period 2017-2021 is $750,000. As at December 31, 2016 total expenditures incurred to date on the project account total $220,094.

Additionally, in December 2016 the Federal Economic Development Agency for Southern Ontario approved our application for funding under the Canada 150 Community Infrastructure Program (CIP 150). This approval will provide a non-repayable contribution of up to $450,000 representing 23% of total eligible project costs provided the work is completed by March 31, 2018.

RFP 11-16 for a Heritage Architect Professional was advertised on February 27, 2016. The award of that RFP was granted to Goldsmith Borgal and Company Ltd. by CR398/2016 on June 20, 2016. They 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 in 2017 with most of the construction work anticipated in 2017.

WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2016
with comparative figures for 2015

	2016	2015
Revenues:		
Friends of Willistead	$ -	$ 4,600.00
Spirit of Windsor, Questers 1154 Donation	-	300.00
Talbot Trail #1176 Questers Donation	-	480.25
Maple Leaf Questers Donation	500.00	-
Interest Income	341.68	548.88
Total Revenues	841.68	5,929.13
Expenditures:		
Furnishings and Upgrades	18,557.14	425.00
Total Expenditures	18,557.14	425.00
Excess (Deficiency) of Revenues over Expenditures	(17,715.46)	5,504.13
Fund Balance, Beginning of Year	57,213.52	51,709.39
Fund Balance, End of Year	$ 39,498.06	$ 57,213.52

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2016
with comparative figures for 2015

	2016	2015
Revenues:		
Interest Income	$ 61.32	$ 22.47
Fundraising Revenue	10,906.61	4,093.39
Total Revenues	10,967.93	4,115.86
Expenditures:		
Capital Projects Approved	-	-
Total Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	10,967.93	4,115.86
Fund Balance, Beginning of Year	6,273.35	2,157.49
Fund Balance, End of Year	$ 17,241.28	$ 6,273.35

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2016
with comparative figures for 2015

	2016	2015
Revenues:		
Willistead Manor Inc.	$ 4,595.82	$ 5,121.76
Art-in-the-Park	35,154.00	42,706.00
Friends of Willistead - Donation Box Proceeds & Sale of Books	615.50	372.90
Interest Income	1,846.17	1,438.12
Total Revenues	42,211.49	49,638.78
Expenditures:		
Capital Projects Approved	-	-
Total Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	42,211.49	49,638.78
Fund Balance, Beginning of Year	178,027.67	128,388.89
Fund Balance, End of Year	$ 220,239.16	$ 178,027.67

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2016
with comparative figures for 2015

	2016	2015
Revenues:		
Donations	$ 9,817.22	$ -
Interest Income	115.96	68.08
Total Revenues	9,933.18	68.08
Expenditures:		
Total Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	9,933.18	68.08
Fund Balance, Beginning of Year	6,618.56	6,550.48
Fund Balance, End of Year	$ 16,551.74	$ 6,618.56

CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNT
As at December 31, 2016

		Life to Date
Revenues:		
City Contribution	***(1)***	*$ 750,000.00*
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	*10,000.00*
	- Other	*50.00*
Transferred Balance from Previous Capital Project		*174,707.00*
Total Revenues		*1,089,257.00*
Expenditures:		
Total Expenditures to Date		*220,094.00*
Balance Available at December 31, 2016		*$ 869,163.00*

(1) *City Council has approved an annual contribution of $150,000 per year 2012-2021 for total of $1,500,000. This $750,000 amount represents contributions of $150,000 for each of years 2012-2016.*