

NOTE: The Minutes placed on the Agenda as a "**Communication Item**" were not approved by the Committee at the time of this publication.

AC
May 12, 2011

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

S. Marshall
L. Brown
R. Gauthier
J. Evans

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
P. Labute, Acting Manager of Cultural Affairs
J. Valdez, Acting Manager of New Business Development
A. Ciacelli, Council Assistant

Regrets

A. Jahns

1. CALL TO ORDER

* The Chairperson calls the meeting to order at 4:04 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by J. Evans
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held April 7, 2011, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

S. Marshall welcomes and introduces J. Valdez, who will be in an acting position for P. Labute.

The Chairperson provides the following update:

- S. Marshall indicates L. Brown attended the Rotary press conference regarding Art in the Park and a Federal funding announcement, which took place on Friday May 6, 2011 at Willistead Manor on behalf of S. Marshall and will provide a brief update during the regular meeting.
- Executive Class Catering has some tickets still available for the annual fundraiser which will take place on June 15, 2011.
- S. Marshall met with J. Mancina, Deputy Treasurer-Financial Accounting, and O. Colucci, Chief Financial Officer/& City Treasurer regarding the establishment of endowment funds to accept donations for the maintenance and preservation of the Willistead Grounds. A draft summary of the logistics of the fund, indicating donation standards and expense procedures is being prepared. Another follow up meeting has been scheduled, with more information to follow.
- G. Cumming and the Art Gallery of Windsor continue to work on a business plan for the potential E.C. & M. Walker Collection exhibition fundraiser.
- The family of the late Dr. Joseph Swanson has donated a computer, printer and desk to the Friends of Willistead.
- S. Marshall thanks A. Ciacelli, Council Assistant who helped the Chair in the preparation and completion of the Annual Report. The assistance was much appreciated.

4.2 Administration

P. Labute indicates corporate policies for volunteer groups are being reviewed and updated to ensure best practices are being developed and used, this information will be provided to all volunteer organizations. Sponsorship for the annual Christmas tree decorating was discussed. It was generally agreed upon that program recognition of sponsors would be the best way to acknowledge and thank them. Art in the Park will take place June 3rd, 4th, and 5th this year. P. Labute indicates she has been updating J. Valdez on all the policies, procedures, and acquisitions respecting Willistead Manor, as a result she will be well informed and have all the necessary information required to carry out her duties. P. Labute will still be available to the Board should the need arise.

4.3 Treasurer

J. Mancina will provide his report during the regular meeting.

5. **NEW BUSINESS**

Some suggestions were discussed regarding sponsorship for the Willistead Classic Car Show and will be discussed further during the regular meeting.

6. **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be held June 9, 2011

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:26 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

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Committee at the time of this publication.

AC
May 12, 2011

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

S. Marshall
M. J. Dettinger
J. Evans
L. Brown
C. Gaudette
W. McCall
R. Gauthier
D. Langstone
R. Easterbrook
D. Sanborn

Also in attendance are the following resource personnel:

A. Ciacelli, Council Assistant
J. Mancina, Deputy Treasurer—Financial Accounting
P. Labute, Acting Manager of Cultural Affairs

Regrets:

E. Craig
A. Jahns
W. Wilkinson
B. Clinansmith
Councillor A. Halberstadt

1. **CALL TO ORDER**

* The Chairperson calls the meeting to order at 4:36 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. **ADOPTION OF THE MINUTES**

Moved by W. McCall, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
April 7, 2011 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- S. Marshall indicates L. Brown attended the Rotary press conference regarding Art in the Park and a Federal funding announcement, which took place on Friday May 6, 2011 at Willistead Manor on behalf of S. Marshall. She indicates it was well attended, and well deserved for the Rotary Club, for all of their continued hard work. S. Marshall reminds everyone that some time ago, he had written a letter of support endorsed by the Board in support of Rotary Club of Windsor (1918) grant application.
- Executive Class Catering has some tickets still available for the annual fundraiser which will take place on June 15, 2011.
- S. Marshall met with J. Mancina, Deputy Treasurer-Financial Accounting, and O. Colucci, Chief Financial Officer/& City Treasurer regarding the establishment of endowment funds to accept donations for the maintenance and preservation of the Willistead Grounds. A draft summary of the logistics of the fund, indicating donation standards and expense procedures is being prepared. Another follow up meeting has been scheduled, with more information to follow.
- G. Cumming and the Art Gallery of Windsor continue to work on a business plan for the potential E.C. & M. Walker Collection exhibition fundraiser.
- The family of the late Dr. Joseph Swanson has donated a computer, printer and desk to the Friends of Willistead.
- S. Marshall thanks A. Ciacelli, Council Assistant who helped the Chair in the preparation and completion of the Annual Report. The assistance was much appreciated.

4. BUSINESS ARISING FROM THE MINUTES

The final version of the 2010 Willistead Manor Inc. Annual Report was distributed.

5. REPORTS

5.1 Management

P. Labute indicates corporate policies for volunteer groups are being reviewed and updated to ensure best practices are being developed and used, this information will be provided to all volunteer organizations. Sponsorship for the annual Christmas tree decorating was discussed. It was generally agreed upon that program recognition of sponsors would be the best way to acknowledge and thank them. Art in the Park will take place June 3rd, 4th, and 5th this year. P. Labute indicates she has been updating J. Valdez, Acting Manager of New Business Development, on all the policies, procedures, and acquisitions respecting Willistead Manor, as a result she will be well informed and have all the necessary information required to carry out her

duties. She has experience in rentals/facilities, and acquisitions. P. Labute will still be available to the Board should the need arise.

5.2 Treasurer

J. Mancina indicates he will report on the endowment and trust parameters as they are developed. The Quarterly report has not been completed yet, but should be ready by the June 2011 meeting. J. Mancina reports on the current account balances:

Operating Account Balance: \$28,092.00
Savings Account Balance: \$ 5,108.00
Donations to Date: \$ 5,085.00

6. COMMITTEES

6.1 Fundraising

J. Evans reports that E. Craig was unable to attend. Executive Class's fundraising event will be held on June 15, 2011, with the Right Honourable Paul Martin as the guest speaker. Tickets are still available should you require them.

6.2 Community Relations and Promotions

W. McCall indicates that Art in the Park preparations are proceeding. The press release on Friday May 6, 2011 announcing Federal money for the Rotary Club was well attended. Several press releases regarding Art in the Park have been prepared and are appearing locally.

6.3 Acquisitions

R. Gauthier reports the repair to the art pieces in the Library and the dining room is complete. The dining room rug has been cleaned, refringed and placed back in the dining room, with a new carpet pad. The staircase runner and small carpet in the Great Hall have been repaired. The Questers group funding will be available in the fall of 2011, to complete the back hall light installation.

6.3 Friends of Willistead

M. J. Dettinger reports on behalf of B. Clinansmith who was unable to attend. She indicates that the Easter egg hunt which took place on Easter weekend worked out very well, there were about 50 children and their parents in attendance. The Sun Bonnet Tea will take place on Sunday May 15, 2011; tickets are available for \$20.00 each. The Friends of Willistead are preparing for Art in the Park, everyone is hoping for the best weather for this year's event.

6.5 Classic Car Show

W. McCall indicates there are ongoing discussions regarding the car show. A suggestion is made to incorporate a wider variety of vintage automobiles, including some more modern ones. Perhaps funds can be raised through a number of smaller sponsors. More ideas are welcome, and further discussion will take place.

6.6 Education

M. J. Dettinger indicates that a school tour was scheduled but was cancelled at the last minute due to unavailable funding for bussing. She indicates she participated in a telephone interview with the A channel, during the recent election.

6.7 Historical

None.

6.8 Manor Club

D. Langstone is preparing the Manor Club listing, as per last meeting, the Art in the Park vouchers will be sent out to Manor Club members the week of May 16, 2011, to ensure everyone receives their voucher in advance of Art in the Park weekend.

7. NEW BUSINESS

Some concerns regarding the grounds were brought forward. P. Labute ensures that the grounds will be maintained as soon as the machines can get in. The delay, due to the wet weather has caused all the parks to be slightly overgrown, and behind their regular cutting schedules. The chair reminds everyone of Art in the Park weekend, June 3rd, 4th and 5th, 2011.

8. DATE OF NEXT MEETING

The next meeting is scheduled for June 9, 2011

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:47p.m.

CHAIRPERSON

EXECUTIVE SECRETARY