





AC  
June 9, 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  
Councillor A. Halberstadt  
M. J. Dettinger  
J. Evans  
L. Brown  
W. McCall  
D. Langstone  
R. Easterbrook  
D. Sanborn  
B. Clinansmith

**Also in attendance are the following resource personnel:**

A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors,  
Willistead Manor Inc.  
J. Mancina, Deputy Treasurer—Financial Accounting  
P. Labute, Acting Manager of Cultural Affairs  
J. Valdez, Acting Manager of New Business Development

**Regrets:**

E. Craig  
A. Jahns  
W. Wilkinson  
C. Gaudette  
R. Gauthier

**1. CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:35 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 J. Evans, seconded by M.J. Dettinger,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held  
May 12, 2011 **BE ADOPTED** as presented.

Carried.

### 3. CHAIRPERSON'S REPORT

S. Marshall welcomes and introduces J. Valdez, Acting Manager of New Business Development, who will be in an acting position for P. Labute, Acting Manager of Cultural Affairs, as well as Councillor A. Halberstadt, newest member of the Board of Directors.

The Chairperson provides the following update:

- S. Marshall indicates there is nothing currently to report on the Walker Art Collection Exhibition. He is waiting to meet with Art Gallery of Windsor officials to work on the business plan for the event.
- The Executive Class Catering annual fundraiser which will take place on June 15, 2011 is sold out; some last minute arrangements may be made by calling Executive Class Caterers directly.
- S. Marshall has met twice with J. Mancina, Deputy Treasurer-Financial Accounting, and O. Colucci, Chief Financial Officer/& City Treasurer as well as W. Vendrasco, Senior Legal Counsel regarding the establishment of endowment funds to accept donations for the maintenance and preservation of the Willistead Grounds and/or building. They are reviewing other endowments funds, including the terms of the funds. To ensure all issues are being addressed the Chairperson will take the draft to the donors to get their opinions as well. It is being determined whether the donations may be used in conjunction with infrastructure grant funding. The group hopes to have a working draft for the Board to review at the first board meeting in September. Councillor A. Halberstadt inquires whether it would be similar to the Art Gallery of Windsor endowment fund currently in place. S. Marshall indicates all current and/or previous endowment fund types are being reviewed to develop the best possible situation for Willistead Manor Inc.
- The family of the late Dr. Joseph Swanson has donated a computer, printer and desk to the Friends of Willistead; the Chairperson will follow up with the family for pick up or delivery of the items.
- S. Marshall has participated in several ad hoc meetings regarding the car show or a variation thereof, further details will be provided by W. McCall.

### 4. BUSINESS ARISING FROM THE MINUTES

None.

### 5. REPORTS

#### 5.1 Management

P. Labute reviews the contractual obligation of Executive Class Caterers. The upcoming fundraising event should be a success:

## 5.2 Treasurer

J. Mancina reports on the current account balances:

Operating Account Balance: \$28,115.00  
Savings Account Balance: \$ 5,113.00  
Donations to Date: \$ 5,085.00

The Quarterly financial summary report is distributed and discussed. D. Langstone inquires as to whether the leaky roof was repaired. P. Labute indicates the leak in the men's washroom was addressed and repaired. M. J. Dettinger inquires as to whether the entrance way was repaired. This issue will be addressed when the gables and balcony concerns are to be addressed. Councillor A. Halberstadt requests clarification on the two accounts mentioned in the report. J. Mancina and P. Labute explain that the Capital Restoration reserve supports the Heritage part of the Manor, and the Capital Maintenance reserve address costs related to operations. This account was instituted about 5 or 6 years ago in conjunction with the catering agreement, funds from the catering fundraising events flow through this account.

Moved by J. Evans, seconded by D. Langstone,  
That the City of Windsor Quarterly Financial Summary report as at March 31,  
2011 **BE APPROVED.**

Carried.

## 6. COMMITTEES

### 6.1 Fundraising

J. Evans reports that Executive Class's fundraising event will be held on June 15, 2011, with the Right Honourable Paul Martin as the guest speaker. Tickets are currently sold out and any information requests would have to go through the caterers.

J. Evans discusses the job description of a Board Member; the member's handbook is consulted.

### 6.2 Community Relations and Promotions

W. McCall indicates that Art in the Park was very well attended, with record attendance over the three day period. A comment was made indicating how important W. McCall's contribution was to make the event a success. The Board recognizes the important contribution made by W. McCall and all the other volunteers making this year's event a great success.

### 6.3 Acquisitions

R. Gauthier was unable to attend the board meeting, A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc. provides the acquisition

report: The repair to the Billiard room rug is complete and it has been placed in its appropriate location with a new pad. The fringe has been replaced in Mrs. Walker's dressing room. B. Reid has graciously offered to take the recoverable, removed fringe from the dressing room rug and do a minor repair to the rug in the bedroom. As a result this will save the repair cost, with many thanks to B. Reid.

### **6.3 Friends of Willistead**

B. Clinansmith reports that the Sun Bonnet Tea held May 15, 2011 at the Manor was well received. Art in the Park was a great success, and the Friends were quite satisfied. The Friends are working on a new project which will take place in July-November involving tours and lunches to take place in the Coach House, and more information will be provided in the coming months.

### **6.5 Classic Car Show**

W. McCall indicates the Car show is taking a different course, including exotic cars. This is a great opportunity to attract a different crowd to the car show including many different high end exotic cars showcased in a great setting by local owners. A possible date of September 18, 2011 is presented. Currently, there isn't a budget allocated to this event, as a result some creative marketing, and several private donations have been secured. A champagne breakfast will be held on the morning of the event to thank the car owners for the opportunity to showcase their cars. Mr. Meat has agreed to provide all the meat/cooking services for the event during the day at no cost to the board. Walkerville Collegiate Secondary School will be contacted and afforded a fundraising opportunity for their school. St. Clair College will also be contacted requesting their participation. A press conference will take place about a month prior to the event to draw more attention to the show.

Moved by W. McCall, seconded by D. Langstone

That the Willistead Manor Board of Directors **APPROVE** funding \$2500.00 from the Willistead Manor Inc. Operating Account for the 2011 Classic Car Show which will take place in September, 2011 at Willistead Park.

Carried.

### **6.6 Education**

M. J. Dettinger reviews a document she has come across regarding Peche Island, and the Walker's involvement. P. Labute indicates there is more information regarding Peche Island at the Community Museum if anyone is interested.

### **6.7 Historical**

None.

---

**6.8 Manor Club**

D. Langstone indicates the Manor Club listing is now complete with all contributions dating back to 1982. Further discussion will have to take place regarding how to proceed with this information. A. Ciacelli reports that 22 complimentary passes were turned in for admission at Art in the Park, and the invoice will be provided to J. Mancina for reimbursement to the Rotary Club of Windsor (1918) when it is received as per the motion which was passed recently.

**7. NEW BUSINESS**

None.

**8. DATE OF NEXT MEETING**

The next meeting is scheduled for September 8, 2011

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:29 p.m.

---

CHAIRPERSON

---

EXECUTIVE SECRETARY





AC  
June 9, 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  
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 & Executive Secretary to the Board of Directors,  
Willistead Manor Inc.

**Regrets**

A. Jahns  
R. Gauthier

1. **CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:03 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 J. Evans, seconded by L. Brown  
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held May 12, 2011, **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

L. Brown has agreed to purchase a gift certificate for B. & E. Reid, resident custodians as approved in a previous motion.

4. **REPORTS**

4.1 **Chairperson**

S. Marshall welcomes and introduces J. Valdez, Acting Manager of New Business Development, who will be in an acting position for P. Labute, Acting Manager of Cultural Affairs.

The Chairperson provides the following update:

- S. Marshall indicates there is nothing currently to report on the Walker Art Collection Exhibition. He is waiting to meet with Art Gallery of Windsor officials to work on the business plan for the event.
- Executive Class Catering annual fundraiser which will take place on June 15, 2011 is sold out.
- S. Marshall has met twice with J. Mancina, Deputy Treasurer-Financial Accounting, and O. Colucci, Chief Financial Officer/& City Treasurer as well as W. Vendrasco, Senior Legal Counsel regarding the establishment of endowment funds to accept donations for the maintenance and preservation of the Willistead Grounds and/or building. They hope to have a working draft, for the Board to review at the first meeting in September.
- The family of the late Dr. Joseph Swanson has donated a computer, printer and desk to the Friends of Willistead; the Chairperson will follow up with the family regarding pick up or delivery of the items.
- S. Marshall has participated in several ad hoc meetings regarding the car show or a variation thereof, further details will be provided by W. McCall during the regular board meeting.

4.2 **Administration**

P. Labute indicates Art in the Park weekend went very well, the weather was very cooperative.

4.3 **Treasurer**

J. Mancina will provide his report as well as review the Quarterly Report during the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be held September 8, 2011

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:23 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

