

ADOPTED by Council at its meeting held November 7, 2011 [M316-2011]

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Windsor, Ontario, November 7, 2011

**REPORT NO. 42** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held October 12, 2011

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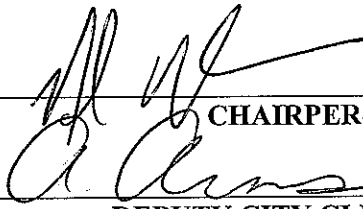
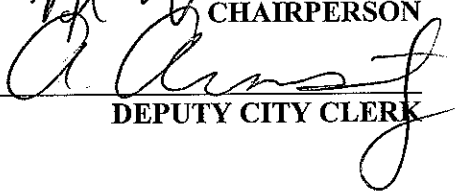
**Present:**  
**Councillor Al Maghnieh, Chair**  
**Councillor Alan Halberstadt**  
**Councillor Percy Hatfield**  
**Councillor Ron Jones**  
**Councillor Ed Sleiman**

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Hatfield, seconded by Councillor Sleiman,  
That the minutes of the Willistead Manor Inc. (Executive Committee and Board of Directors) meeting held September 8, 2011 **BE ADOPTED** as presented.

Carried.

*Clerk's Note:* The minutes of the Executive Committee & the Board of Directors, Willistead Manor Inc. of its meeting held September 8, 2011 is attached for background information.

  
\_\_\_\_\_  
CHAIRPERSON  
  
\_\_\_\_\_  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	email



AC  
September 8, 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

**Also in attendance are the following Resource Personnel:**

J. Miceli, Manager of Facilities  
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  
J. Evans

As there are an insufficient number of members to constitute a quorum, it is generally agreed that no action is carried out.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:31 o'clock p.m.

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CHAIRPERSON

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SECRETARY

AC  
September 8, 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, Chairperson  
Councillor A. Halberstadt  
M. J. Dettinger  
L. Brown  
W. McCall  
D. Langstone  
R. Easterbrook  
C. Gaudette  
D. Sanborn  
E. Craig  
K. Brown (Friends of Willistead representative)

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

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

**Regrets:**

J. Evans  
B. Clinansmith  
A. Jahns  
W. Wilkinson  
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 L. Brown, seconded by M.J. Dettinger,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held  
June 9, 2011 **BE ADOPTED** as presented.

Carried.

## 3. CHAIRPERSON'S REPORT

S. Marshall welcomes and introduces J. Miceli, Manager of Facilities, as well as K. Brown the representative from the Friends of Willistead who is attending on behalf of B. Clinansmith who was unable to attend.

The Chairperson provides the following update:

- S. Marshall indicates that the endowment funds research and meetings are still underway and will update the board accordingly as required.
- J. Miceli, Manager of Facilities, reviews the updated figures for The Robb report and a summary report will be distributed to City Council with final results/outcomes to be shared with the Board. D. Langstone inquires as to whether increases are due to inflation or issues that weren't previously identified in the original Robb report. J. Miceli indicates that it is some of both. More details are now available regarding heritage properties as well as rising construction/material costs.
- S. Marshall indicates there is nothing new to report regarding the Walker exhibit, as no new meetings have taken place.
- S. Marshall reports that the Car show plans are progressing but the tentative date of September 18, 2011 will not proceed. Several car owners will not be in the area and further details will be provided to the Board when available.
- Rotary is having their luncheon to release the results of the fundraising efforts from the 2011 Art in the Park event. The luncheon will take place on September 19, 2011. There may be a date change, and an e-mail will be forwarded to the committee should a change occur.
- A letter of thanks from The Honourable Michael Chan, Minister of Tourism and Culture is received, thanking the Board for the copy of the 2010 Annual Report.

Moved by M.J. Dettinger, seconded by L. Brown,  
That Willistead Manor Inc. **PARTICIPATE IN** the banking services Request for  
Proposal to be conducted by the Corporation of the City of Windsor.

Carried.

## 4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

P. Labute, Acting Manager of Cultural Affairs, indicates that the Executive Class Catering event was a successful event, and that J. Mancina will report on the amount of funds raised.

5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, reports that the Executive Class Catering event raised \$28,781.85 this year, and the Finance Department is currently in the process of issuing tax receipts. A motion is requested to transfer the funds to the appropriate account.

Moved by R. Easterbrook, seconded by E. Craig,

That the amount of \$28,781.85 received from the 2011 Executive Class Catering fundraising event **BE TRANSFERRED** from the Willistead Manor Inc. operating account to the City of Windsor Capital Maintenance Reserve Account.

Carried.

J. Mancina, reports on the current bank balances:

Operating Account Balance:	\$56,678.00
Savings Account Balance:	\$ 5,125.00
Donations to Date:	\$ 5,085.00

6. COMMITTEES

6.1 Fundraising

E. Craig indicates she has been speaking to R. Gauthier regarding a future fundraising event, and that more details will follow.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

None.

### 6.3 Friends of Willistead

K. Brown reports on behalf of B. Clinansmith, who was unable to attend the meeting. He indicates the Friends held their 1<sup>st</sup> annual car wash, which was very successful. On October 2, 2011 they will be participating in a Pediatric Read fundraising event, as well as cake auction and tea. The Friends of Willistead will be hosting a Witches of Willistead Ball on October 29, 2011, costumes are required and tickets are available from the Friends at \$50.00 each. Christmas decorating is being discussed, further details to follow.

### 6.5 Classic Car Show

W. McCall indicates that the car show being considered is a different type of car show with a more modern spin. The date has been changed from the tentative date of September 18, 2011, with more details to follow

### 6.6 Education

M. J. Dettinger indicates she received a donation of tea cups for the Manor. She will forward a thank you note on behalf of the Board of Directors.

### 6.7 Historical

None.

### 6.8 Manor Club

D. Langstone indicates the Manor Club listing is now complete, but what is happening with the list will need to be discussed. J. Mancina indicates that when the endowment fund parameters are complete, this may make it more attractive to potential donors.

## 7. NEW BUSINESS

### Re-appointment of Board Members

Moved by A. Halberstadt, seconded by Elizabeth Craig,  
That the following persons **BE RE-APPOINTED** to the Board of Directors of Willistead Manor Inc. for a two year term expiring August 17, 2013:

M.J. Dettinger  
S. Marshall  
C. Gaudette  
L. Brown  
R. Easterbrook  
D. Langstone

Carried.

8. DATE OF NEXT MEETING

The next meeting is scheduled for October 13, 2011

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:15 p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY