

**REPORT NO. 111 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held September 12, 2012

Present: Councillor Ed Sleiman, Vice Chair
Councillor Percy Hatfield
Councillor Hilary Payne
Councillor Alan Halberstadt

Absent: Councillor Ron Jones

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

Moved by Councillor Payne, seconded by Councillor Hatfield,
THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held July 12, 2012 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Board of Directors, Willistead Manor Inc. meeting held June 12, 2012 are attached as background information.



VICE CHAIRPERSON


COUNCIL SECRETARIAT

NOTIFICATION:		
Name	Address	Email



AC
July 12, 2012

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
L. Brown
C. Gaudette
M. J. Dettinger
R. Gauthier
D. Langstone
W. McCall
R. Easterbrook
B. Clayton (replacement for B. Clinansmith—temporary leave)

Regrets from Board Members:

D. Sanborn
J. Evans
E. Craig

Also in attendance are the following resource personnel:

A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors,
Willistead Manor Inc.
S. Bisson, Acting Manager of New Business Development
J. Mancina, Deputy Treasurer—Financial Accounting
J. Miceli, Executive Director Parks & Facilities

Regrets from Administration:

P. Labute, Acting Manager of Leisure Outreach

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 Councillor A. Halberstadt, seconded by M.J. Dettinger,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
June 14, 2012 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- S. Marshall delivered a presentation on behalf of the Willistead Manor Inc. Board of Directors during Capital Budget deliberations which took place on June 18, 2012, regarding the report which impacts the continued maintenance/restoration of Willistead Manor Inc. Council has approved a 10 year plan with \$1.5 million to be allocated each year for the next 10 years.
- Interest has been received from several donors regarding contributing to an endowment fund.

4. BUSINESS ARISING FROM THE MINUTES

J. Mancina, Deputy Treasurer—Financial Accounting, provides some background information regarding the "Draft Endowment Fund" document. The document is distributed and reviewed. Discussion ensues.

Moved by M. J. Dettinger, seconded by L. Brown,

That the Board of Directors, Willistead Manor Inc. recommends **APPROVAL**
and IMPLEMENTATION of the amended Willistead Manor Endowment Fund document,
attached hereto as "Appendix B"; and

That Windsor City Council **EXECUTE** the necessary by-laws to carry out the
process.

Carried.

5. REPORTS

5.1 Management

S. Bisson, Acting Manager of New Business Development, provides a brief update as follows:

- The summer tour schedule flyer is distributed.

5.2 Treasurer

None.

6. NEW BUSINESS

An inquiry is made regarding next steps for fundraising. It is generally agreed upon that the "Kick off Committee" reorganize and continue with their fundraising efforts.

B. Clayton, Interim Representative-Friends of Willistead, indicates work is continuing with the calendar project and the Friends of Willistead are currently seeking advertising sponsors.

7. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday September 13, 2012.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:05 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

AGENDA
and Schedule "A"
to the Minutes of the Meeting of the
Board of Directors, Willistead Manor Inc.
held Thursday, July 12, 2012
at 4:30 o'clock p.m.
Willistead Manor Inc.

1. **CALL TO ORDER**

2. **MINUTES**

* Adoption of the minutes of the meeting of the Board of Directors, Willistead Manor Inc., held June 14, 2012. (Copy *attached*)

3. **CHAIRPERSON'S REPORT**

4. **BUSINESS ARISING FROM THE MINUTES**

Review of Draft Endowment Fund Document

5. **REPORTS**

5.1 **Management**

5.2 **Treasurer**

6. **NEW BUSINESS**

7. **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be at the Call of the Chair.

8. **ADJOURNMENT**