

**REPORT NO. 121 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held October 10, 2012

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**Present:** Councillor Fulvio Valentinis  
Councillor Ed Sleiman  
Councillor Jo-Anne Gignac

**Absent:** Councillor Alan Halberstadt  
Councillor Percy Hatfield

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

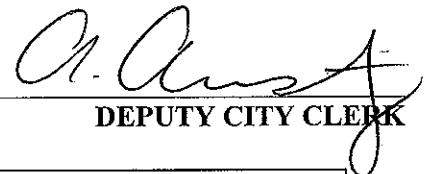
Moved by Councillor Gignac, seconded by Councillor Valentinis,  
**THAT** the minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc. meeting held September 13, 2012 **BE RECEIVED** for information.

Carried.

*Clerk's Note:* The minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc. meeting held September 13, 2012 is attached as background information.



ACTING CHAIRPERSON



DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email



AC  
September 13, 2012

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, Chairperson  
J. Evans  
R. Gauthier  
C. Gaudette

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

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

**Regrets**

L. Brown

1. **CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:00 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 R. Gauthier,  
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held May 10, 2012, **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- The Endowment Fund document has been approved by City Council, the by-law is being developed, and finance will follow up with having it registered. Copies of the final document will be sent to interested parties.
- Several letters were received as acknowledgement of receiving the Willistead Annual Report.
- A substantial donation has been received from a private donor, requesting the funds be used specifically for the roof repair. A thank-you letter will be sent.
- A request for a motion to pay the Car Show committee invoices will be requested during the regular meeting.

4.2 **Administration**

S. Bisson, Acting Manager of New Business Development, will provide an update during the regular meeting.

4.3 **Treasurer**

J. Mancina, Deputy Treasurer-Financial Accounting will provide an update during the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on October 11, 2012.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:28 o'clock p.m.

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CHAIRPERSON

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

AC  
September 13, 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  
J. Evans  
R. Gauthier  
D. Sanborn  
C. Gaudette  
M. J. Dettinger  
D. Langstone  
E. Craig  
W. McCall  
R. Easterbrook  
B. Clinansmith—Friends of Willistead Representative

**Regrets from Board Members:**

Councillor A. Halberstadt  
L. Brown

**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

**Regrets from Administration:**

J. Miceli, Executive Director Parks & Facilities  
P. Labute, Acting Manager of Leisure Outreach

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:38 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 D. Langstone,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held  
July 12, 2012 **BE ADOPTED** as presented.

Carried.

## 3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- The Endowment Fund document has been approved by City Council, the by-law is being developed, and finance will follow up with having it registered. Copies of the final document will be sent to interested parties.
- Several letters were received as acknowledgement of receiving the Willistead Annual Report.
- A substantial donation has been received from a private donor, requesting the funds be used specifically for the roof repair. A thank-you letter will be sent.
- The infrastructure funding application submitted by the City which included upgrades to the Willistead Manor grounds is being processed.
- A request has been made from a member of the public to include a link to the Willistead page for a new website that includes highlights of Windsor. Administration will follow up with the request.

## 4. BUSINESS ARISING FROM THE MINUTES

None.

## 5. REPORTS

### 5.1 Management

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

- Summer tours of the Manor have taken place with an approximate total of 250 guests touring the Manor.
- The City's Poet Laureate, Marty Gervais along with 4 colleagues, will be conducting a poetry reading at the Manor which will take place on September 25, 2012.
- The flyer for the upcoming event is circulated.
- Museum staff is working on an online/onsite project regarding Willistead which will include various letters and pictures of historical value.

- The Windsor Public Library will be conducting a historical presentation regarding the Library correlating Willistead Manor, the Art Gallery and the Windsor Symphony connection.

## 5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, provides a brief update as follows:

- City Council has approved the Endowment Fund Document, with a by-law being developed and the document being registered to allow for donations to begin.

The current account balances are as follows:

- Operating Account--\$29,775.00
- Savings Account--\$4,368.00
- Donations--\$4,335.00 to date

## 6. COMMITTEES

### 6.1 Fundraising

E. Craig, Fundraising Committee Chair provides a brief update as follows:

- A list of future potential meeting dates for the “Kick off Committee” will be forwarded to committee members.
- Appeals to various foundations will be discussed further.
- A lecture series including the University of Windsor is discussed.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier, Acquisitions Chairperson, provides a brief update as follows:

- A substantial donation of \$54,000.00 has been received by Bianca DeLuca and Beverly Baker from the Morris and Beverly Baker Foundation for the roof repair.
- Thank-you letters will be sent to both parties.
- Lace drapes in the French drawing room and Mary Walker’s dressing room have been installed.
- Men’s bathroom renovations are ongoing.



#### 6.4 Friends of Willistead

B. Clayton, representative of the Friends of Willistead calendar project, provides an update on the calendar fundraising initiative as follows:

- A request for a list of upcoming events from the Board to include in the calendar is requested.
- Details are provided including cost and potential sites for the sale of the calendar.

Discussion ensues regarding the annual donation received by the Board from the Windsor-Essex County Real Estate Board. It was generally agreed that the Friends of Willistead will accept the donation this year and return proceeds from the sale of the calendar to offset the amount.

B. Clinansmith provides an update regarding the Friends of Willistead as follows:

- Pillows are being made using material from the fabric of the drapes in the Manor that are not currently utilized.
- A concern is noted regarding using a room in the Coach House for future fundraising initiative with administration to provide a follow up.
- The Doors open event will take place on September 30, 2012 including a tour of Willistead Manor.

#### 6.5 Car Show

Moved by D. Langstone, seconded by W. McCall,  
That the Willistead Manor board of Directors **APPROVE** funding \$1126.16 from the Willistead Manor Inc. Operating Account for the 2012 Classic Car Show expenses.

Carried.

#### 6.6 Education

M.J. Dettinger, member Board of Directors, Willistead Manor Inc. provides a brief update regarding continuing the Cultural theme with the Library connection resulting in an e-book being published providing details on the history of Willistead Manor Inc. Tours in conjunction with the Hiram Walker's facility are being developed. A tour of the Manor was provided for students from the Gino/Liz Marcus centre on August 16, 2012.

#### 6.7 Historical

S. Marshall, indicates he has spoken with A. Jahns, previous Chair of the Historical Committee, Willistead Manor Inc. indicating Mr. Jahns is working on obtaining various pictures and historical items from the Manor with further information to follow.

**6.8 Manor Club**

None.

**7. NEW BUSINESS**

Moved by M. J. Dettinger, seconded by R. Easterbrook,  
That the following persons **BE RE-APPOINTED** to the Board of Directors,  
Willistead Manor Inc. for a two year term expiring August 17, 2014:

J. Evans  
E. Craig  
D. Sanborn  
R. Gauthier

Carried.

**8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held  
Thursday October 11, 2012.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:22 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY