

Adopted by Council at its meeting held December 3, 2012 [M532-2012]

AA/

Windsor, Ontario, December 3, 2012

**REPORT NO. 130** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held November 14, 2012

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**Present:**  
Councillor Ed Sleiman, Chair  
Councillor Jo-Anne Gignac  
Councillor Alan Halberstadt  
Councillor Percy Hatfield  
Councillor Fulvio Valentinis

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

Moved by Councillor Valentinis, seconded by Councillor Hatfield,  
**THAT** the minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc. of the meeting held October 11, 2012 **BE RECEIVED** for information.  
Carried.

*Clerk's Note:* Minutes of the Executive Board and the Board of Directors, Willistead Manor Inc. of the meeting held October 11, 2012 are attached as background information.

  
CHAIRPERSON

  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



AC  
October 11, 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  
L. Brown  
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.

**Regrets from Administration:**

J. Mancina, Deputy Treasurer-Financial Accounting

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 C. Gaudette,  
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held September 13, 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 and the by-law has been developed; the Finance Department is registering the necessary bank accounts. S. Marshall will set up a meeting with potential donors when all the paperwork is finalized.

4.2 **Administration**

S. Bisson, Acting Manager of New Business Development, provides the following update:

- The Federal Government infrastructure funding application submitted by the City which included upgrades to the Willistead Manor grounds is being processed. Work for this grant must be complete by March 31, 2014. Part of the Grant application includes Willistead Manor, specifically related to improvements to the grounds, drainage, pathway, exterior of the fence, roofs, plumbing, electrical, re-pointing the mortar, and exterior lighting.
- Security system upgrades are being considered. General discussion ensues regarding an existing camera system. S. Bisson will inquire regarding the current security system and will report back to the Board at an upcoming meeting.
- Discussion ensues regarding Christmas decorations, and will be revisited during the regular meeting.

4.3 **Treasurer**

An update will be provided during the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willstead Manor Inc. will be held on November 8, 2012.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:33 o'clock p.m.

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CHAIRPERSON

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

AC  
October 11, 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  
L. Brown  
J. Evans  
R. Gauthier  
C. Gaudette  
M. J. Dettinger  
D. Langstone  
R. Easterbrook  
B. Clinansmith

**Regrets from Board Members:**

Councillor A. Halberstadt  
D. Sanborn  
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

**Regrets from Administration:**

J. Miceli, Executive Director Parks & Facilities  
P. Labute, Acting Manager of Leisure Outreach  
J. Mancina, Deputy Treasurer—Financial Accounting

**1. CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:39 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. Easterbrook, seconded by C. Gaudette,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held  
September 13, 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 and the by-law has been developed; the Finance Department is registering the necessary bank accounts. S. Marshall will set up a meeting with potential donors when all the paperwork is finalized.
- A long time past member of the Board of Directors, Willistead Manor Inc., Walter Hadden has passed away. A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc. will research the exact years of his membership and provide the information to Board Member D. Langstone as requested.
- A meeting of the Fundraising Committee will take place on Tuesday October 16, 2012.
- A special thank-you is provided to W. McCall for all of his passion and dedication to the Board of Directors, Willistead Manor Inc.

Moved by R. Easterbrook, seconded by J. Evans,  
That the resignation of W. McCall from the Board of Directors, Willistead Manor  
Inc. **BE ACCEPTED**.

Carried.

## 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:

- The Federal Government infrastructure funding application submitted by the City which included upgrades to the Willistead Manor grounds is being processed. Work for this grant must be complete by March 31, 2014. Part of the Grant

application includes Willistead Manor, specifically related to improvements to the grounds, drainage, pathway, exterior of the fence, roofs, plumbing, electrical, re-pointing of mortar, and exterior lighting.

## **5.2 Treasurer**

A. Ciacelli, provides the current account balances as follows:

- Operating Account--\$28,923.44
- Savings Account--\$31,871.80
- Donations--\$31,835.00 to date

## **6. COMMITTEES**

### **6.1 Fundraising**

The Chairperson provides a brief update as follows:

- A meeting of the Fundraising Committee will take place on Tuesday October 16, 2012 at 5:30p.m. at E. Craig's residence.
- The Executive Class Fundraising event will take place on November 2, 2012 at the Manor. Tickets may still be available for purchase.

### **6.2 Community Relations and Promotions**

None.

### **6.3 Acquisitions**

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

- A concern regarding the chandelier is raised and S. Marshall states he will investigate and provide an update directly to the Acquisitions Committee.

### **6.4 Friends of Willistead**

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

- Decorating of the Manor will take place on November 13, and 14, 2012.
- A copy of the calendar is circulated. The calendars are available for purchase from the Friends of Willistead and at various locations in the City for \$10.00 each.



Moved by R. Gauthier, seconded by C. Gaudette,  
That an expenditure in the amount of \$800.00 to the Friends of Willistead **BE APPROVED** to purchase Christmas Decorations for Willistead Manor.

Carried.

#### **6.5 Car Show**

None.

#### **6.6 Education**

M.J. Dettinger, Member-Board of Directors, Willistead Manor Inc. provides a brief update regarding information from the Questers.

#### **6.7 Historical**

R. Easterbrook provides a brief update on the successful "Doors Open" event held recently. He indicates that there were 6200 visitors at 30 properties across the City. The next "Doors Open" event will take place in 2014. A request was made through the Operating Budget by the Heritage Committee for \$800.00 to update the Neighbourhood brochures. The request would have to be approved by Council during the 2013 Budget deliberations.

#### **6.8 Manor Club**

None.

### **7. NEW BUSINESS**

S. Marshall indicates that A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc. has accepted a new position in the Clerk's Department. The administrative support duties of the Board of Directors, Willistead Manor Inc. will be performed by R. Barlozzari, Council Assistant.

The current Facility operations staff person assigned at the Manor has been bumped as per the Collective Agreement and has been replaced. A transition period has been established.

M. J. Dettinger inquires about a drawing secured to the fence. S. Bisson, will contact the Parks Department and provide more information at a future meeting.

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8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday November 8, 2012.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:16 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY