

**REPORT NO. 146 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held February 6, 2013

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

Regrets: Councillor Percy Hatfield

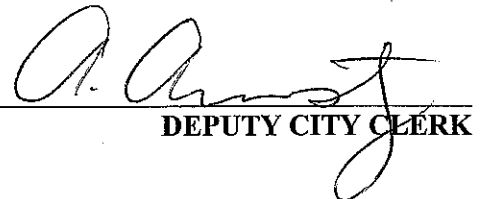
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Halberstadt,
THAT the minutes of the Willistead Manor Inc. Executive Committee Board of Directors and the Board of Directors meeting held November 8, 2012 **BE RECEIVED** for information.

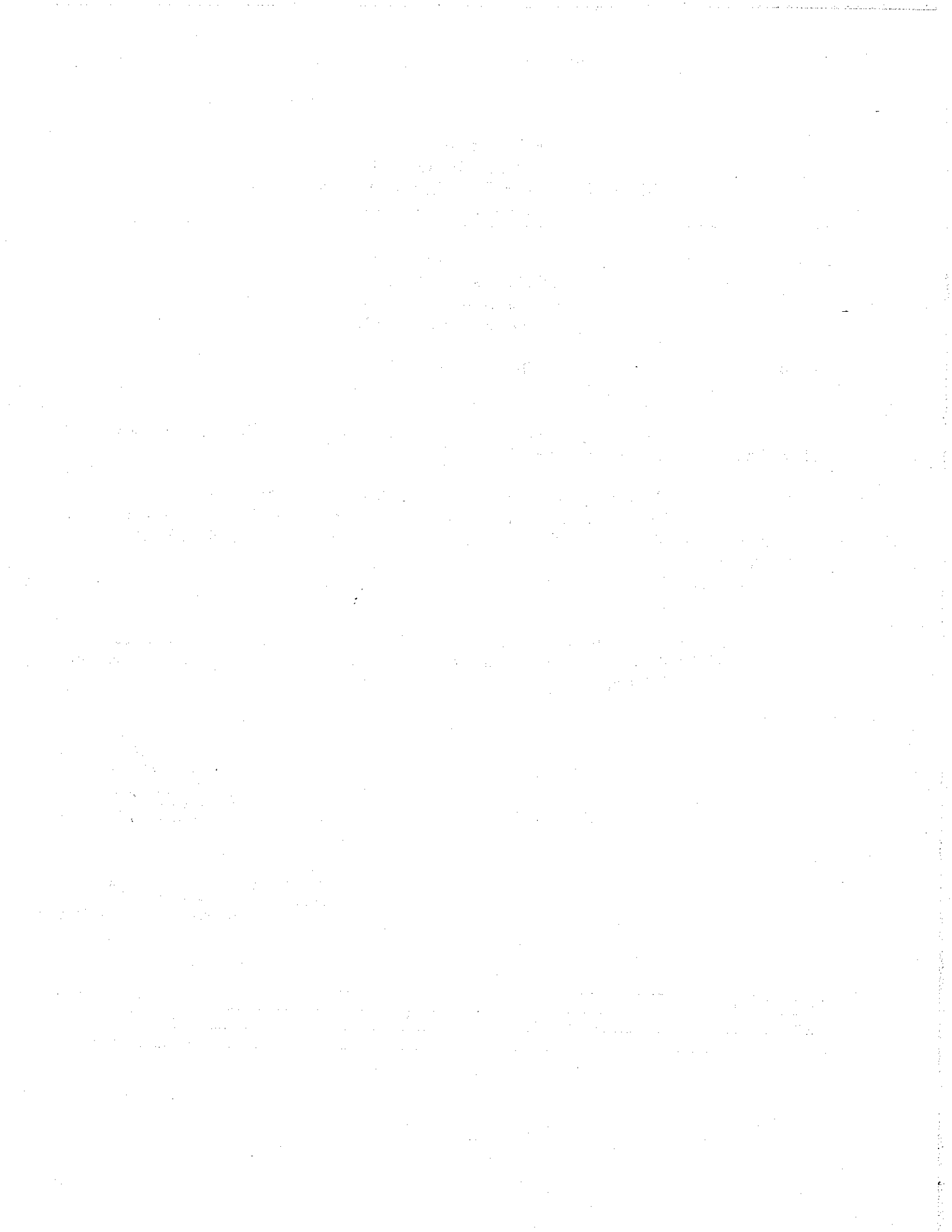
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee Board of Directors and the Board of Directors meeting held November 8, 2012 are attached as background information.


CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



RB
November 8, 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
J. Mancina, Deputy Treasurer-Financial Accounting
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors,
Willistead Manor Inc.

Regrets:

L. Brown

1. **CALL TO ORDER**

* The Chairperson calls the meeting to order at 4:01 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 October 11, 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 Fundraising Committee has met and has begun the process of drafting letters to Foundations and potential donors.
- Donation from Christopher Pressey Design was received, which will eliminate the Car Committee expenses.
- Executive Class Catering Fundraiser was held on Friday, November 2, 2012. The event sold out and was a tremendous success.
- Facts regarding Willistead Manor and the Chandler family should be compiled to avoid general myths or misinformation regarding the family and the Manor itself.

4.2 **Administration**

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

- An update on the Grant to the Infrastructure Fund will be requested from administration.
- A quote is being prepared and costs involved to produce a video through Suede Productions which will focus on a virtual tour of the Manor speaking to its historical record, including its architectural history and acquisitions. The video could be utilized as a promotional tool and broadcast online or on-site. This will be presented to the Board of Directors for consideration when the video becomes available.
- Quotes are currently being obtained for chandelier repairs.
- A suggestion is made to raise tour fees to help off-set costs for new Christmas decorations for the Manor, which in turn helps draw new or return guests for tours.
- Holiday Tour Cards are being prepared and will be distributed to promote the tours at the following:
 1. Willistead Website
 2. Reconnect Windsor Website
 3. Tourism Windsor Essex Pelee Island
 4. Ontario Travel Information
 5. Wyandotte Street Business Improvement Area

6. City of Windsor Community Centres

4.3 Treasurer

An update will be provided during the regular meeting.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

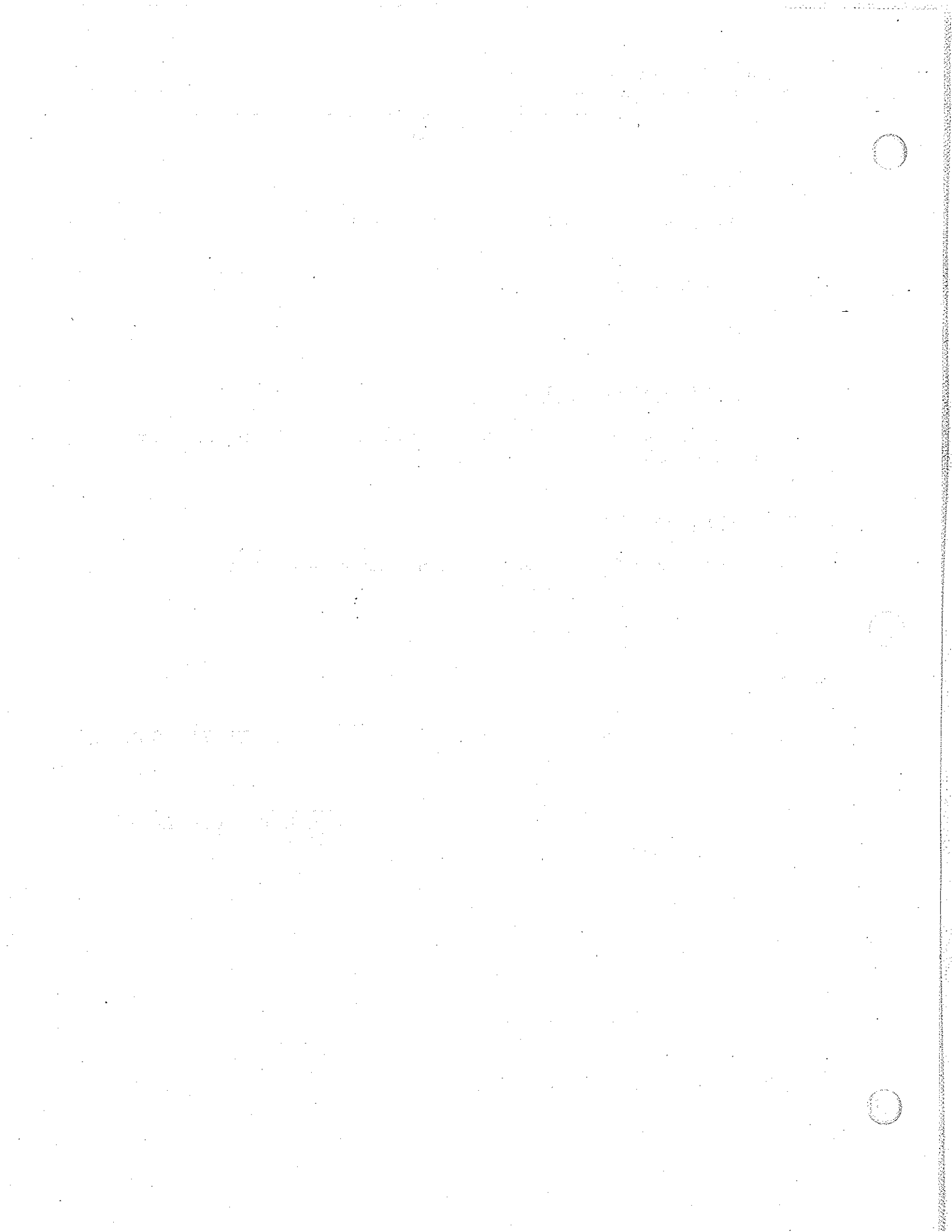
The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on February 14, 2013.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:27 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



RB
November 8, 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
C. Gaudette
M. J. Dettinger
D. Langstone
R. Easterbrook
B. Clinansmith

Regrets from Board Members:

Councillor A. Halberstadt
L. Brown
D. Sanborn
E. Craig

Also in attendance are the following resource personnel:

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

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 4:58 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. Easterbrook ,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting
held October 11, 2012 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- The Fundraising Committee has met and has begun the process of drafting letters to Foundations and potential donors.
- Donation from Christopher Pressey Design was received, which will eliminate the Car Committee expenses.
- Executive Class Catering Fundraiser was held on Friday, November 2, 2012. The event sold out and was a tremendous success.
- Facts regarding Willistead Manor and the Chandler family should be compiled to avoid general myths or misinformation regarding the family and the Manor itself.

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:

- An update on the Grant to the Infrastructure Fund will be requested from administration.
- A quote is being prepared and costs involved to produce a video though Suede Productions which will focus on a virtual tour of the Manor speaking to its historical record, including its architectural history and acquisitions. The video could be utilized as a promotional tool and broadcast online or on-site. This will be presented to the Board of Directors for consideration when the video becomes available.
- Quotes are currently being obtained for chandelier repairs.

- A suggestion is made to raise tour fees to help off-set costs for new Christmas decorations for the Manor, which in turn helps draw new or return guests for tours.
- Holiday Tour Cards are being prepared and will be distributed to promote the tours at the following:
 1. Willistead Website
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 3. Tourism Windsor Essex Pelee Island
 4. Ontario Travel Information
 5. Wyandotte Street Business Improvement Area
 6. City of Windsor Community Centres

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting, provides the current account balances as follows:

- Operating Account--\$28,952.00
- Savings Account--\$32,584.00
- Donations -- \$32,536.00

J. Mancina, Deputy Treasurer-Financial Accounting, gives an overview of the donation provided from the Morris and Beverly Baker Foundation.

Moved by R. Gauthier, seconded by J. Evans,
That the Willistead Manor Inc. Board of Directors approve a transfer of \$27,500.00 received from the Morris and Beverly Baker Foundation to the City of Windsor Capital Project account for Roof Repairs at Willistead Manor.

Carried.

6. COMMITTEES

6.1 Fundraising

The Fundraising Committee has met and has begun the process of drafting letters to Foundations and potential donors.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

None.

6.4 Friends of Willistead

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

- Willistead Calendars are selling well. To date, approximately \$2,000.00 has been raised.
- Christmas decorations will soon be going up in the Manor.
- Extends a thank you to S. Bisson for the assistance he has been providing the Friends of Willistead.

6.5 Car Show

None.

6.6 Education

M.J. Dettinger provides the Board with an update as follows:

- Virtual Tour preparations for Suede Media were made at meeting held October 26, 2012.
- Planning for a fundraising dinner with guest speaker in the New Year has commenced. The committee is pursuing Mr. Michael Farrell of Art House, Detroit, MI.

6.7 Historical

R. Easterbrook provides an update to the Board as follows:

- indicates that the "Doors Open" event saw a total of 6,000 visits between a number of selected sites. A successful event overall despite various competing events in the community on the same weekend.

R. Easterbrook further indicates that he will initiate compiling accurate facts regarding the Manor and Chandler Family, expressing concern that this history will be lost if not preserved.

6.8 Manor Club

J. Mancina states that the Endowment Fund has now been officially established and proceeds to explain how the process will operate, which would be separate from donations made to Manor Club Inc.

7. NEW BUSINESS

Moved by M.J. Dettinger, seconded by R. Gauthier,

That a \$100.00 gift certificate **BE PURCHASED** for B. and E. Reid for their continued support and assistance to Willistead Manor Inc. and the Board of Directors.

Carried.

8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held on February 14, 2013.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:58 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

