

**REPORT NO. 50 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held December 14, 2011

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

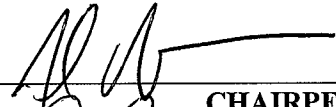
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

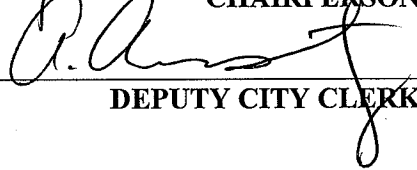
Moved by Councillor Jones, seconded by Councillor Hatfield,
THAT the minutes of the Executive Committee Board of Directors and the Board of Directors, Willistead Manor Inc. meeting held October 13, 2011 **BE RECEIVED** for information.

Carried.

MB2012

Clerk's Note: The minutes of the Executive Committee Board of Directors and the Board of Directors, Willistead Manor Inc. of its meeting held October 13, 2011 are attached as background information.



CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email
Willistead Manor Inc. committee members		

AC
October 13, 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, Chairperson
L. Brown
J. Evans
A. Jahns
R. Gauthier

Also in attendance are the following Resource Personnel:

J. Miceli, Manager of Facilities
A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors,
Willistead Manor Inc.

Regrets

No regrets were received.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:03 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 A. Jahns,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held June 9, 2011 and September 8, 2011, **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- S. Marshall indicates that work continues on the following projects:
 - Trust fund establishment for grounds & building restoration
 - Mary & Edward Walker Art exhibit with AGW
 - The cost analysis of the repair and maintenance requirements for Willistead buildings (Robb report) will be going to council soon.
 - The tentative date for the car show will be June 24, 2012
- The chairperson congratulates S. Cunningham and the Rotary Club for their outstanding effort during Art in the Park. The Rotary cheque Presentation was on September 19, 2011 and D. Langstone spoke on behalf of the Board. The contribution from Rotary was \$58,000.00.
- Rotary has asked for a letter of support from the Board of Directors for their 2012 grant application process. A motion will be requested during the regular meeting.

4.2 **Administration**

None.

4.3 **Treasurer**

A. Ciacelli will provide the report on behalf of J. Mancina who was not able to attend during the regular Board of Directors meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

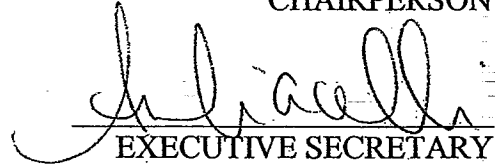
The next regularly scheduled meeting will be held November 10, 2011.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:21 o'clock p.m.



CHAIRPERSON



EXECUTIVE SECRETARY

AGENDA
and Schedule "A"
to the Minutes of the Meeting of the
Executive Committee, Board of Directors, Willistead Manor Inc.
Held Thursday, October 13, 2011
At 4:00 o'clock p.m.
Willistead Manor Inc.

1. **CALL TO ORDER**

2. **MINUTES**

*
Adoption of the minutes of the meeting of the Executive Committee, Willistead Manor Inc., held June 9, 2011, and September 8, 2011. (Copies attached).

3. **BUSINESS ARISING FROM THE MINUTES**

4. **REPORTS**

- 1) Chairperson
- 2) Administration
- 3) Treasurer

5. **NEW BUSINESS**

6. **DATE OF NEXT MEETING**

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

7. **ADJOURNMENT**

October 13, 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
A. Jahns
L. Brown
J. Evans
R. Gauthier
M. J. Dettinger
W. McCall
D. Langstone
R. Easterbrook
E. Craig
B. Clinansmith

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

Regrets:

Councillor A. Halberstadt
D. Sanborn
C. Gaudette
W. Wilkinson
J. Mancina, Deputy Treasurer—Financial Accounting
P. Labute, Manager of New Business Development

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 D. Langstone, seconded by A. Jahns,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 8, 2011 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- S. Marshall indicates that work continues on the following projects:
 - Trust fund establishment for grounds & building restoration
 - Mary & Edward Walker Art exhibit with AGW
 - The cost analysis of the repair and maintenance requirements for Willistead buildings (Robb report) will be going to council soon
 - The tentative date for the car show is June 24, 2012
- The chairperson congratulates S. Cunningham and the Rotary Club for their outstanding effort during Art in the Park. The Rotary cheque presentation was on September 19, 2011 and D. Langstone spoke on behalf of the Board. The contribution from Rotary was \$58,000.00.
- Rotary has asked for a letter of support from the Board of Directors for their 2012 grant application.

Moved by J. Evans, seconded by E. Craig,

That the Board of Directors, Willistead Manor Inc. **FORWARD** a letter of support to The Rotary Club for their 2012 grant application submission.

Carried.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

None.

5.2 Treasurer

A. Ciacelli reports the current bank balances on behalf of J. Mancina, Deputy Treasurer—Financial Accounting, who was unable to attend:

Operating Account Balance: \$27,975.05

Savings Account Balance: \$ 5,134.22

Donations to Date: \$ 5,085.00

6. COMMITTEES

6.1 Fundraising

E. Craig indicates she recently attended an antique sale, with several large items being auctioned resulting in large profits to the organization. A similar type of sale may be planned for Willistead in the future.

6.2 Community Relations and Promotions

W. McCall indicates the spotlight of Willistead Manor was most recently on the Art in the Park activities, and soon it will shift to the Christmas season.

6.3 Acquisitions

R. Gauthier indicates research has been completed on the selection of replacement shades for the sconces and chandeliers throughout the Manor. Currently, the committee is researching new fabric for the chairs in the dining room, to compliment the new Kirman rug. The committee will continue to identify and research for future projects.

6.3 Friends of Willistead

B. Clinansmith indicates the most recent function held at the Manor, "the Tea" was well received. The Halloween Costume Ball will be held on October 29, 2011. The cost of tickets is \$50.00 and prizes for best costume will be awarded. The decorating days for the Manor have been selected and will be November 14, and 15, 2011.

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 tentative date for the next car show will be June 24, 2012. The next committee meeting will take place on November 17, 2011.

6.6 Education

M.J. Dettinger comments on how the activities at Art in the Park this year were directed towards different age groups, which was well received by the visitors. Congratulations to Rotary and S. Cunningham for putting together such a great event.

6.7 Historical

None.

6.8 Manor Club

D. Langstone indicates he would like to be able to update and use the Manor list, and several ideas in conjunction with the trust fund project may be considered.

7. NEW BUSINESS

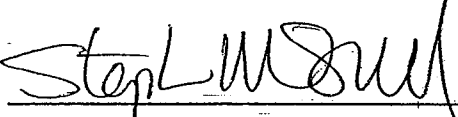
None.

8. DATE OF NEXT MEETING


The next meeting is scheduled for November 10, 2011

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:19 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, October 13, 2011
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 September 8, 2011. (Copy *attached*)

3. **CHAIRPERSON'S REPORT**

4. **BUSINESS ARISING FROM THE MINUTES**

5. **REPORTS**

5.1 **Management**

5.2 **Treasurer**

6. **COMMITTEES**

6.1 **Fundraising**

6.2 **Community Relations and Promotions**

6.3 **Acquisitions**

6.4 **Friends of Willistead**

6.5 **Classic Car Show**

6.6 **Education**

6.7 **Historical**

6.8 **Manor Club**

7. **NEW BUSINESS**

8. **DATE OF NEXT MEETING**

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

9. **ADJOURNMENT**