

ADOPTED by Council at its meeting held April 16, 2012 [M205-2012]

AA/

Windsor, Ontario, April 16, 2012

**REPORT NO. 74 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held March 21, 2012


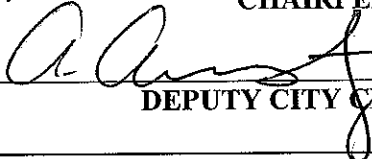
Present: Councillor Al Maghnieh, Chair
Councillor Alan Halberstadt
Councillor Percy Hatfield
Councillor Ed Sleiman

Regrets: Councillor Ron Jones

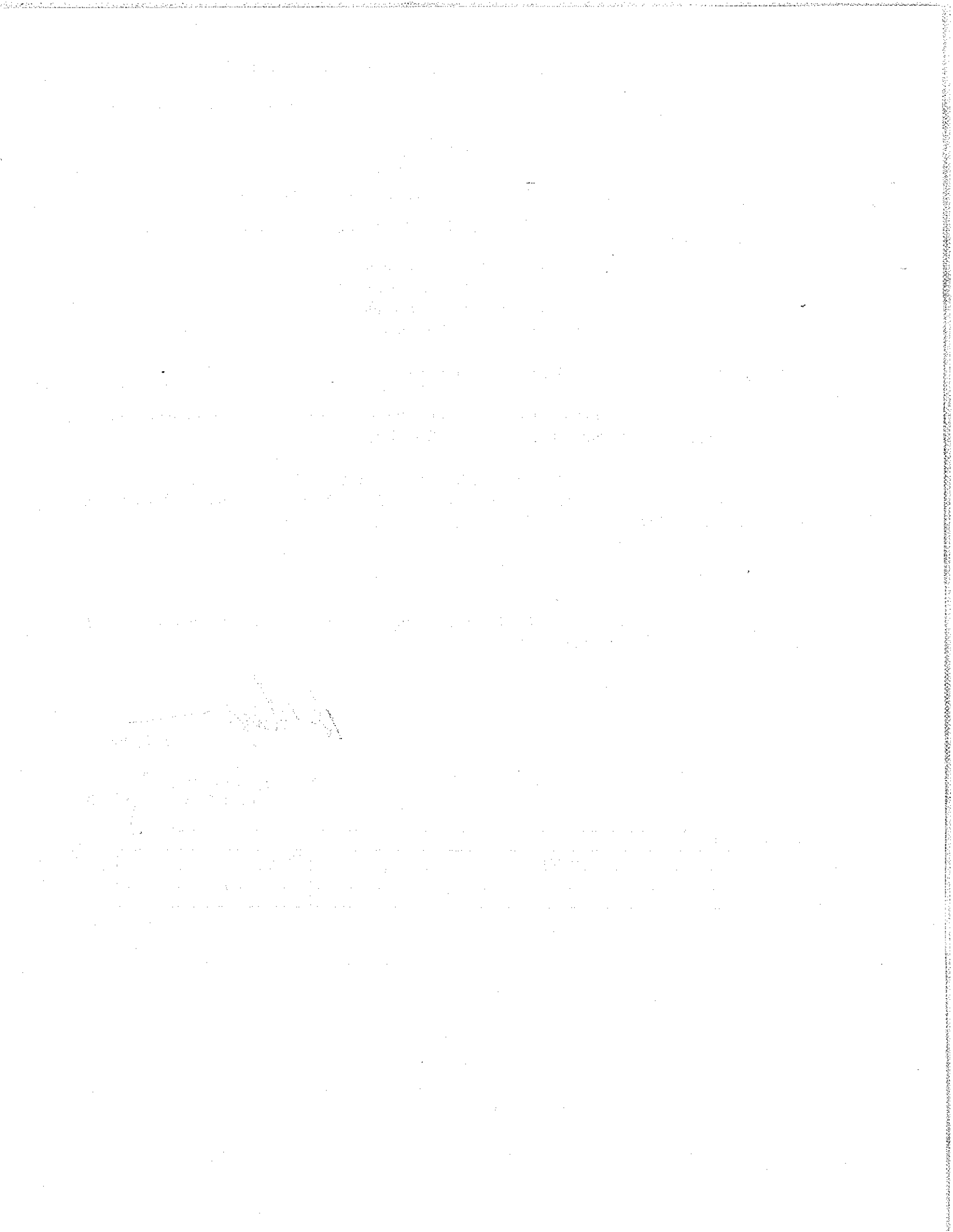
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Sleiman, seconded by Councillor Hatfield,
THAT the minutes of the Board of Directors, Willistead Manor Inc.
meeting held November 10, 2011 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Board of Directors, Willistead Manor Inc. meeting held November 10, 2011 are attached as background information.


CHAIRPERSON

DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email



AC
November 10, 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. Valdez, 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

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 J. Evans, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held October 13, 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 the Executive Committee November 28, 2011.
- The next meeting of the "What Drives You" committee will take place on November 17, 2011.

4.2 **Administration**

None.

4.3 **Treasurer**

J. Mancina will provide the current bank balances during the regular Board meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be held February 9, 2012.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:30 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

AC
November 10, 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
Councillor A. Halberstadt
A. Jahns
D. Sanborn
C. Gaudette
L. Brown
J. Evans
R. Gauthier
M. J. Dettinger
W. McCall
D. Langstone
R. Easterbrook
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. Mancina, Deputy Treasurer—Financial Accounting
J. Valdez, Acting Manager of New Business Development

Regrets:

W. Wilkinson
E. Craig

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 R. Easterbrook, seconded by A. Jahns,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
October 10, 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 the Executive Committee November 28, 2011.
- The next meeting of the "What Drives You" committee will take place on November 17, 2011.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

None.

5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, reports the current bank balances:

Operating Account Balance: \$27,975.05
Savings Account Balance: \$ 5,134.00
Donations to Date: \$ 5,085.00

The fundraising event recently held by the Caterer's at Willistead Manor has raised an estimated \$26,950.00. Tax receipts have been issued.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotions

W. McCall indicates the Halloween event recently held at the Manor was well received. The decorations will be put up on November 14, 2011, the media has been notified.

6.3 Acquisitions

R. Gauthier indicates the window treatments for the East Gallery are in process and installation will be done soon. The renovation of the men's second floor bathroom will proceed. The research for the sconce and chandelier shades is completed and the estimate is \$3290.00 + HST. The Questers has the clearance for the funds to restore the lights in the back hall, and it has been ordered.

Moved by R. Gauthier, seconded by L. Brown,
That the amount of \$3290.00+HST to be drawn from the Furnishings and
Acquisition Trust Fund for the purchase of sconce and chandelier shades throughout the Manor
BE APPROVED.

Carried.

6.3 Friends of Willistead

B. Clinansmith indicates the Halloween Ball raised approximately \$2600.00 in profits. It was very well received, and they hope to hold it again next year.

6.5 Classic Car Show

W. McCall indicates the next meeting will take place November 17, 2011 and the tentative date for the show will be June 24, 2012.

6.6 Education

None.

6.7 Historical

A. Jahns, indicates that he is still searching for photos of Mary Walker.

6.8 Manor Club

D. Langstone will work with S. Marshall to draft a fundraising letter, which will be distributed in December.

7. **NEW BUSINESS**

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

R. Easterbrook indicates there are a few errors on the City website regarding the date that
Willistead Manor was built. S. Marshall will follow up with John Calhoun, Heritage Planner to
correct the issue.

It is generally agreed upon that the Mayor's reception should be held in January 2012. S.
Marshall will contact the Mayor's office to determine a date and update the board accordingly.

8. **DATE OF NEXT MEETING**

The next meeting will be at the call of the chair.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:20 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

