

ADOPTED by Council at its meeting held April 16, 2012 [M207-2012]

AA/

Windsor, Ontario, April 16, 2012

**REPORT NO. 76 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held March 21, 2012

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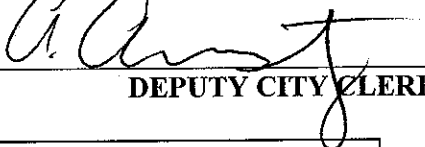
**Present:** Councillor Al Maghnieh, Chair  
Councillor Alan Halberstadt  
Councillor Percy Hatfield  
Councillor Ed Sleiman

**Regrets:** Councillor Ron Jones

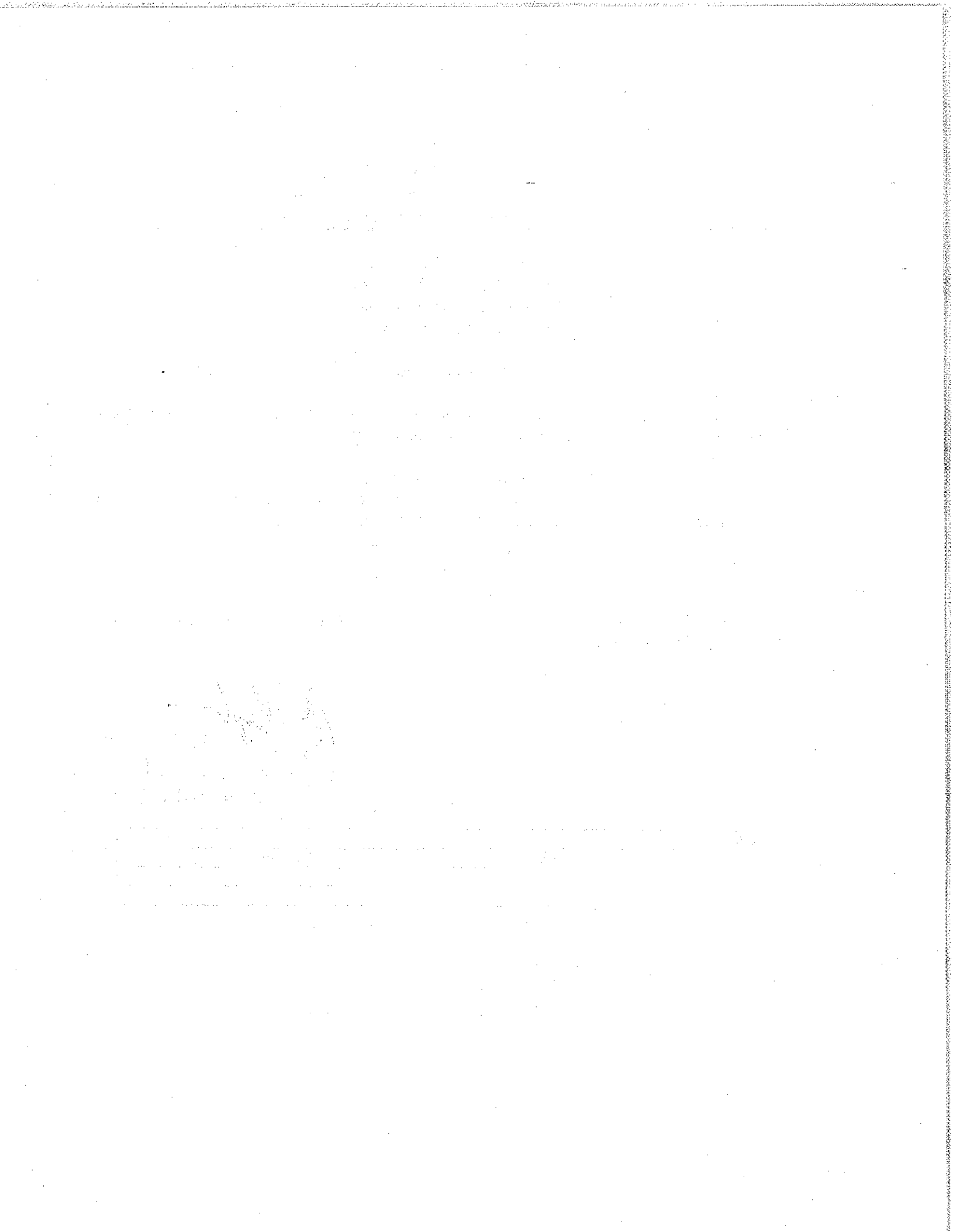
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Sleiman, seconded by Councillor Hatfield,  
**THAT** the minutes of the Board of Directors, Willistead Manor Inc.  
meeting held January 12, 2012 **BE RECEIVED** for information.  
Carried.

*Clerk's Note:* The minutes of the Board of Directors, Willistead Manor Inc. meeting held January 12, 2012 are attached as background information.

  
CHAIRPERSON  
  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email



AC  
January 12, 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  
A. Jahns  
R. Gauthier

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

S. Bisson, Acting Manager of New Business Development  
P. Labute, Acting Manager of Leisure Outreach  
A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors,  
Willistead Manor Inc.

**Regrets**

J. Evans  
J. Mancina, Deputy Treasurer-Financial Accounting

**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 November 10, 2011, **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson will provide a brief outline during the regular meeting.

4.2 **Administration**

S. Bisson, Acting Manager of New Business Development, provides a brief update on the improvements and upgrading of the security system for the Manor.

4.3 **Treasurer**

None.

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 4:23 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

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

AC  
January 12, 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  
Councillor A. Halberstadt  
A. Jahns  
D. Sanborn  
C. Gaudette  
L. Brown  
R. Gauthier  
M. J. Dettinger  
W. McCall  
D. Langstone  
B. Clinansmith  
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  
P. Labute, Acting Manager of Leisure Outreach

**Regrets:**

W. Wilkinson  
J. Evans  
R. Easterbrook  
J. Mancina, Deputy Treasurer—Financial Accounting

**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 A. Jahns, seconded by M.J. Dettinger,

That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 10, 2011 **BE ADOPTED** as amended with the following change to item 6.3: "Friends of Willistead indicating the Halloween Ball raised approximately \$1400.00 in profits."

And that the minutes of the Special meeting of Board of Directors, Willistead Manor Inc. meeting held December 15, 2011 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

None.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

S. Bisson, Acting Manager of New Business Development provides an update responding to Councillor Halberstadt's question pertaining to the ruts in the ground near the sidewalk areas. The ruts are caused by the trucks used to empty the refuse bins around the park. Should the regrading/paving project for the grounds go ahead, it would address this issue, and no further incidents of ruts around sidewalks should occur. The concern about the ruts in park that was forwarded by a concerned citizen were caused by a truck doing stump removal in the park, and will be addressed as the weather dictates.

5.2 **Treasurer**

None.

6. **COMMITTEES**

6.1 **Fundraising**

None.

6.2 **Community Relations and Promotions**

None.

None.

### 6.3 Acquisitions

R. Gauthier provides a brief update as follows:

- The window treatment in the East Gallery, has been installed
- The sconce shades have been ordered and should arrive in February.
- The fittings for the globe lights that were funded by the Questors that will hang in the rear hall should be installed in the next few weeks.
- The committee is currently finalizing the details of a minor restoration for the second floor men's bathroom.

### 6.3 Friends of Willistead

None.

### 6.5 Car Show

W. McCall indicates the next meeting of the Car Show committee will take place on January 19, 2012.

### 6.6 Education

M. J. Dettinger notes that the report to the Executive Standing Committee of Council regarding ongoing restoration work required for the Manor has sparked much publicity, with several groups wanting to make donations.

### 6.7 Historical

None.

### 6.8 Manor Club

None.

## 7. NEW BUSINESS

S. Marshall indicates the Annual General Meeting will take place on April 12, 2012 and requests that all reports be submitted to A. Ciacelli as soon as possible. The fundraising letter has been distributed. S. Marshall had received some concerns regarding future bookings and specified in the fundraising letter that the restoration work is necessary to ensure future generations will benefit from the Manor as well. He also reiterates the positive press that has been received since the report was received by the Executive Standing Committee of Council. Many positive comments have been received by those who share a passion for this property. A general discussion ensues regarding the direction the Board will take moving forward with fundraising initiatives. The board reviews the fundraising options presented at the Special meeting of the Board of Directors which took place on December 15, 2011:

- Provincial funding is being investigated, direction to follow.
- Donations will be accepted for the Acquisition Committees Antique and Collectible sale which they hope to carry out in the fall of this year.
- The joint fundraiser with the Art Gallery of Windsor is still being planned. The next steps are to prepare a budget; hopefully this project will occur in the next few years.
- The general endowment/trust fund being worked on by Finance and Legal is moving forward and a draft document has been produced.
- A spring reception/open house is being considered, with more details to follow.
- A brochure outlining an executive summary of work to be completed in the Manor, and a donation card, will be prepared for the spring reception.
- S. Marshall will bring the display of architectural drawings from Albert Kahn to the Mayor's reception and future fundraising events.
- The idea of hiring a professional fund raiser will not be pursued.
- A list of contacts provided by the Board of Directors will be compiled.
- The idea of exploring the availability of federal historical funding/grant money will be investigated further.
- Discussion ensues regarding recognition of donors.
- Planned gifts will be investigated further.
- In house fundraising brochure is discussed.
- An ad-hoc committee will be formed to formalize fund raising goals/direction as well as organize the spring reception/open house.
- Several volunteers have offered their services.
- The first meeting of the ad-hoc committee will take place on Tuesday February 7, 2012.



8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday February 9, 2012.

9. **ADJOURNMENT**

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

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CHAIRPERSON

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EXECUTIVE SECRETARY

