

ADOPTED by Council at its meeting held April 16, 2012 [M208-2012]

AA/

Windsor, Ontario, April 16, 2012

**REPORT NO. 77 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

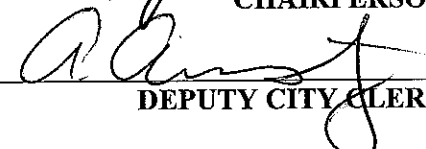
Regrets: Councillor Ron Jones

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 February 9, 2012 **BE RECEIVED** for information.
Carried.

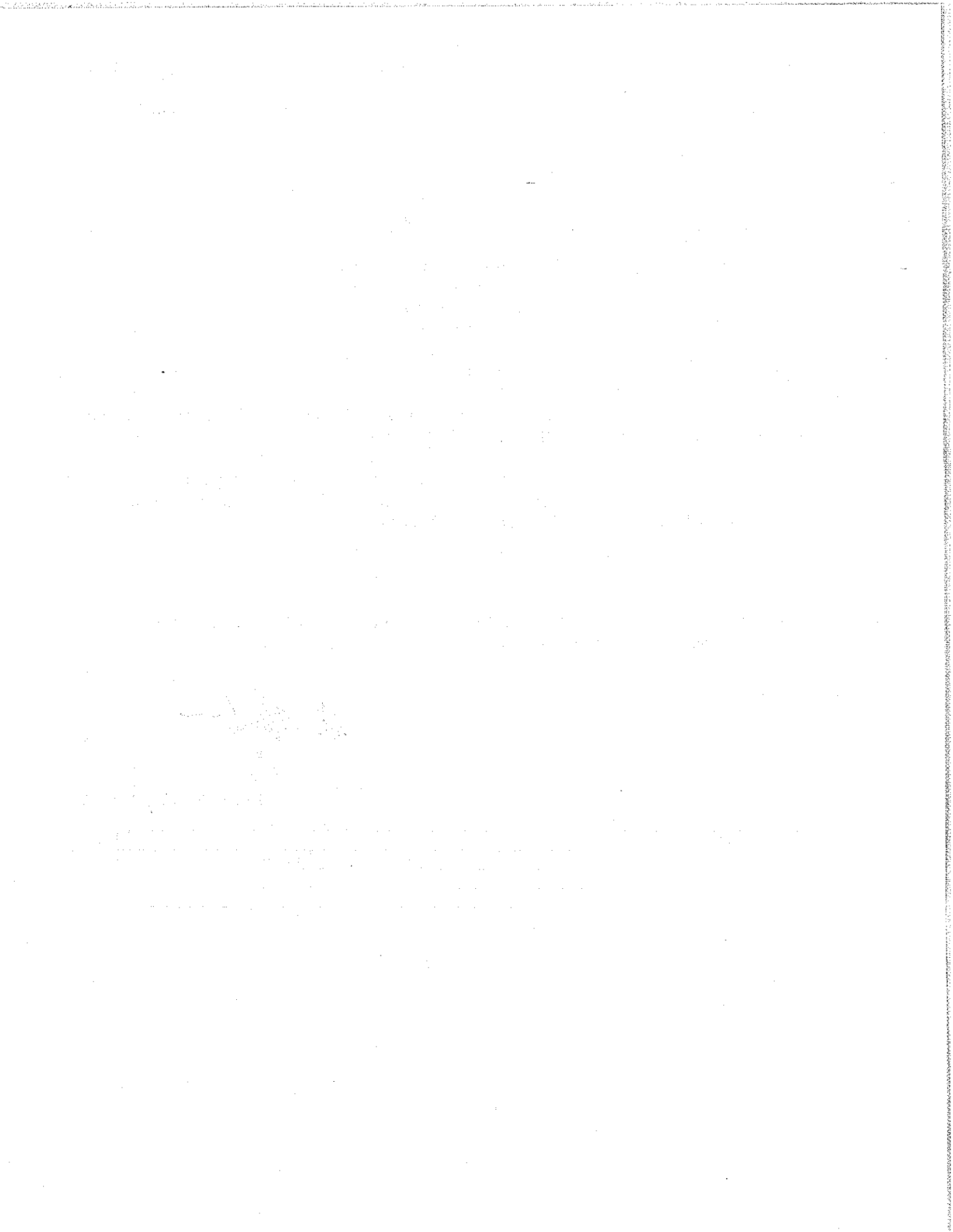
Clerk's Note: The minutes of the Board of Directors, Willistead Manor Inc. meeting held February 9, 2012 are attached as background information.



CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email



AC
February 9, 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
D. Sanborn
C. Gaudette
L. Brown
M. J. Dettinger
W. McCall
B. Clinansmith
R. Easterbrook

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
J. Mancina, Deputy Treasurer—Financial Accounting

Regrets from Board Members:

A. Jahns
W. Wilkinson
J. Evans
R. Gauthier
D. Langstone
E. Craig

Regrets from Administration:

P. Labute, Acting Manager of Leisure Outreach
J. Miceli, Executive Director Parks & Facilities

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. Sanborn, seconded by Councillor A. Halberstadt,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
January 12, 2012 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- Another meeting has taken place with the City's legal and finance departments regarding the development of an endowment/trust document. The Legal Department is now reviewing the draft document.
- The first meeting of the ad-hoc kickoff committee has taken place. Several ideas were discussed with another meeting to take place on March 6, 2012.
- The Car Show will take place on June 24, 2012.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

S. Bisson, Acting Manager of New Business Development indicates the invoices for the globes/sconces will be processed.

Moved by L. Brown, seconded by C. Gaudette,
That the amount of \$4565.20 inclusive of taxes to be drawn from the Furnishings and Acquisition Trust Fund for the purchase of the globes/sconce and chandelier shades throughout the Manor **BE APPROVED**, and that the amount be offset by the Questers contribution related to this item.

Carried.

5.2 Treasurer

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

Donations to Date--	\$ 2,500.00
Operating Account--	\$27,779.00
Savings Account--	\$ 6,647.00

Moved by R. Easterbrook, seconded by W. McCall,

That the amount of \$100.00 **BE PAID** to the Friends of Willistead as reimbursement for a cheque that was made out to Willistead Manor Inc. for the Christmas decorations.

Carried.

6. COMMITTEES

6.1 Fundraising

Discussion ensues regarding various fundraising methods. Councillor A. Halberstadt indicates he contacted J. Watson, Member of Parliament Essex, and invited him to the reception. He will try and speak to him again prior to the open house.

S. Marshall spoke to Minister of Culture's office regarding the designation of Willistead Manor Inc. He will continue to work with J. Calhoun, Heritage Planner for the City of Windsor to look at the designation.

R. Easterbrook adds the designation of the property has a lot to do with how the by-law is written. Perhaps the by-law should be revisited.

6.2 Community Relations and Promotions

W. McCall indicates several events are coming up. The Car Show, the open house, Art in the Park. All great opportunities to promote Willistead Manor.

6.3 Acquisitions

Colleen Gaudette provides a brief update as follows:

- The globes have been installed in the back hall, they were original to the Manor, the new fittings and labour to hang has been partially funded by the Questers.
- There is concern about the sunlight hitting the Sanborn piano in Mrs. Walker's dressing room. A request will be made of the board to approve funding for putting a French sheer,

top and bottom pocket, on the south door/window wall to diffuse the light. An estimate will be requested and the Board will be updated accordingly.

6.4 Friends of Willistead

B. Clinansmith reports that the Friends of Willistead will be holding a fundraising Tea in the Manor on May 6, 2012. Discussion ensues regarding the direction of the donations provided by the Friends of Willistead. The Friends of Willistead would like to direct their donations split evenly between the Furnishings and Acquisition Trust Fund account and the Capital Restoration Reserve Fund account.

6.5 Car Show

W. McCall indicates the next meeting of the Car Show Committee will take place on February 23, 2012. A list of cars/owners is being developed.

6.6 Education

M. J. Dettinger notes that TVO came to Willistead Manor to tape a segment.

6.7 Historical

None.

6.8 Manor Club

A fundraising/information brochure is being developed which will serve several purposes.

7. NEW BUSINESS

The open house will take place May 24, 2012. The next kick-off committee meeting will take place on March 6, 2012. The next Board meeting will take place on March 8, 2012, and the Annual General Meeting will take place on April 12, 2012. Some discussion ensues regarding a guest speaker for the Annual General Meeting and this will be investigated further by the Chairperson.

8. DATE OF NEXT MEETING

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

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:49 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, February 9, 2012
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 January 12, 2012. (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 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