

REPORT NO. 84 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held May 9, 2012

Present: Councillor Ed Sleiman, Vice Chair
Councillor Alan Halberstadt
Councillor Ron Jones

Regrets: Councillor Percy Hatfield

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

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

Carried.

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



VICE CHAIRPERSON



DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email

AC
March 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.
L. Brown
A. Jahns
R. Gauthier

Also in attendance are the following Resource Personnel:

S. Bisson, 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

J. Evans

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 L. Brown, seconded by A. Jahns,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held January 12, 2012, **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- A draft of the endowment fund that would set out conditions and a process for the donation of funds/items to Willistead Manor as part of a trust or will has been prepared and will be sent to Toronto legal Counsel for their input.
- The Annual General Meeting and dinner for Willistead Manor Inc. will be held on April 12, 2012; a sign in sheet and menu selection sheet will be distributed during the regular meeting.
- The Car Show Committee continues to meet and plan for the upcoming event.
- The Open House has been confirmed for May 24, 2012. The Kick Off committee is working on a presentation and schedule of events for this day.
- The Chairperson will appear before Windsor City Council for Capital Budget deliberations, once it is scheduled.

4.2 **Administration**

S. Bisson, Acting Manager of New Business Development, provides a brief update on the Open House which will occur later this evening (March 8, 2012). This will showcase the Manor and provide the public with an opportunity to see what amenities the Manor has to offer. Executive Class Catering will also be on hand. There has been a steady increase in the number of Manor rentals recently, partly due to the positive press the Manor has received.

4.3 **Treasurer**

J. Mancina, Deputy Treasurer-Financial Accounting will provide an update during the regular meeting.

5. **NEW BUSINESS**

None.

6. DATE OF NEXT MEETING

The next meeting will be held April 12, 2012, and will serve as The Annual General Meeting and dinner for Willistead Manor Inc.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:26 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, March 8, 2012
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 January 12, 2012. (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**

AC
March 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
Councillor A. Halberstadt
D. Sanborn
C. Gaudette
L. Brown
M. J. Dettinger
W. McCall
B. Clinansmith
R. Easterbrook
A. Jahns
R. Gauthier

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:

W. Wilkinson
J. Evans
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 4:34 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 Board of Directors, Willistead Manor Inc. meeting
held February 9, 2012 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- A further meeting has taken place with the City's legal and finance departments regarding the development of an endowment/fund document that would set out conditions and a process for the donation of funds/items to Willistead Manor Inc. as part of a trust or will. A draft of the endowment fund document has been prepared and will be sent to Toronto legal Counsel for their input.
- The Annual General Meeting and dinner will be held on April 12, 2012, a sign in sheet and menu selection sheet is distributed by the Executive Secretary to all Board Members.
- The Car Show Committee continues to meet and plan for the upcoming event.
- The Open House has been confirmed for May 24, 2012. The Kick Off Committee is working on a presentation and schedule of events for this day.
- The Chairperson will appear before Windsor City Council for Capital Budget deliberations, once it is scheduled.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

S. Bisson, Acting Manager of New Business Development, provides a brief update on the open house which will occur later this evening (March 8, 2012). The purpose of this Open House is to showcase the Manor and provide the public with an opportunity to see what amenities the Manor has to offer. Executive Class Catering will also be on hand. Rentals of the Manor have steadily increased partly due to the positive press the Manor has received lately, and hopefully this positive trend will continue.

5.2 Treasurer

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

Donations to Date-- \$ 2,800.00
Operating Account-- \$27,779.00
Savings Account-- \$ 6,852.00

J. Mancina indicates work on the endowment fund continues, and will hopefully be ready in the very near future. The next meeting agenda will include the motions for transferring of funds and the financial information to be included in the Annual General Report.

6. COMMITTEES

6.1 Fundraising

The Kick Off Committee continues to prepare for the Open House, which will take place on May 24, 2012.

6.2 Community Relations and Promotions

W. McCall indicates several events are coming up including the Car Show, the Open House, and Art in the Park. All of these events serve as great opportunities to promote Willistead Manor.

6.3 Acquisitions

R. Gauthier, Chair of the Acquisitions Committee provides a brief update as follows:

- Decor elements for the 2nd floor men's bathroom are being completed.
- A decision on a window covering for the dressing room to alleviate the sunlight damaging the piano has been reached. New sheers for the window are being considered.

Moved by R. Gauthier, seconded by L. Brown,
That the amount of \$1158.25, for the purchase of window sheers for the dressing room at Willistead Manor Inc. **BE APPROVED** and that this **BE FUNDED** from the Furnishings Acquisition and Trust Fund.

Carried.

6.4 Friends of Willistead

B. Clinansmith reports that the Friends of Willistead have been very active with many tours including St. Cecile School. Several new tour guides are receiving training.

6.5 Car Show

W. McCall indicates meetings with the Car Show Committee will be taking place every second week. The Committee is set to make an announcement shortly to the public and provide information to the local media. A rain location is being considered. The car show will take place on Sunday June 24, 2012.

6.6 Education

The number of school tours is increasing although the cost of bussing is still an issue. M.J. Dettinger expresses concern at hearing the Tourism Building on Huron Church would be closing. She has asked the board for support in writing a letter to Council on this matter. Some discussion ensues resulting in the Chair requesting that M.J. Dettinger draft a letter to the Mayor and City Council to appear on an upcoming Communication Agenda, regarding how important it is to keep tourists in the area and to keep the Tourism office open. The Tourism office provides pamphlets and information to visitors promoting many locations in Windsor including the Manor.

6.7 Historical

A. Jahns is working on obtaining more pictures of the Walkers to ensure that Willistead Manor's history is documented.

6.8 Manor Club

The Manor Club list has been recompiled. The list will be used by the Kick Off Committee for various purposes.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday April 12, 2012, and will serve as the Annual General Meeting and dinner.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:27 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, March 8, 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 February 9, 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**