

REPORT NO. 85 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

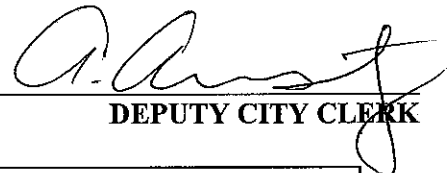
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

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

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



VICE CHAIRPERSON



DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email

AC
April 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
D. Sanborn
C. Gaudette
L. Brown
M. J. Dettinger
W. McCall
R. Easterbrook
D. Langstone
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
J. Mancina, Deputy Treasurer—Financial Accounting
P. Labute, Acting Manager of Leisure Outreach
J. Miceli, Executive Director Parks & Facilities

Regrets from Board Members:

W. Wilkinson
J. Evans
B. Clinansmith
A. Jahns
R. Gauthier

Regrets from Administration:

None.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:37 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 R. Easterbrook,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
March 8, 2012 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- Work continues 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.
- The Car Show Committee continues to meet and plan for the upcoming event which will take place on June 24, 2012.
- The Open House will take place on 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.

Moved by D. Langstone, seconded by E. Craig,
That the resignations of A. Jahns and B. Wilkinson from the Board of Directors,
Willistead Manor Inc. **BE ACCEPTED** and that B. Wilkinson **BE APPOINTED** an
Honorary Life Member of the Board of Directors, Willistead Manor Inc for his over
twenty years of dedication and commitment to Willistead Manor Inc

Carried.

4. **BUSINESS ARISING FROM THE MINUTES**

Councillor Halberstadt thanks M.J. Dettinger for her letter to Council regarding the impending closure of the Windsor Essex Tourism Centre on Huron Line. The Centre has received a reprieve and will not close for another year. Discussion ensues regarding keeping this issue a priority for the future. R. Easterbrook has agreed to speak with Councillor Dilkens regarding initial inquires as to implementing the volunteer services of various user groups.

5. **REPORTS**

5.1 Management

S. Bisson, Acting Manager of New Business Development, provides a brief update as follows:

- Rentals of the Manor continue to increase
- Willistead Manor with the assistance of The Friends of Willistead will be participating in the Doors Open event again this year, which will take place in September 2012.
- S. Bisson inquires whether various committees and groups associated with the Board of Directors will consider formalizing future events through the Board to prevent miscommunication.

Moved by M.J. Dettinger, seconded by D. Langstone,

That the various committees and groups associated with the Board of Directors, Willistead Manor Inc. **PROVIDE** an itemized list of events/dates for their upcoming calendar year for Board of Director's, Willistead Manor Inc. to review and approve.

Carried.

5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, reviews the Annual Report Financial Documents as well as the Quarterly Financial Summary.

Moved by C. Gaudette, seconded by R. Easterbrook,

That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2011 **enclosed** (for members of council only) herewith **BE ACCEPTED** as presented.

Carried.

Moved by D. Langstone, seconded by E. Craig,

That upon acceptance of the 2011 Annual Report by City Council, copies **BE FORWARDED** to the list of appropriate parties as per past practice.

Carried.

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

That in accordance with Section 6 (c) of the City of Windsor Act, 1981, an amount of \$ 5142.70 **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.

Carried.

6. COMMITTEES

6.1 Fundraising

E. Craig, indicates a list of new meeting dates for the Kick off Committee will be forwarded to members via e-mail. The Kick Off Committee continues to prepare for the Open House, which will take place on May 24, 2012. A brochure is being prepared for the event. H. Strosberg, a prominent local lawyer, will be the guest speaker for the next Catering Gala Event which will occur in the fall of 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

None.

6.4 Friends of Willistead

M. J. Dettinger reports that the Friends will be holding their elections the week of April 16, 2012, where a new executive will be voted in.

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 with 23 confirmed vehicles registered to date.

6.6 Education

None.

6.7 Historical

None.

6.8 Manor Club

None.

7. NEW BUSINESS

S. Marshall indicates Walkerville Secondary School will be holding their 90th reunion on May 17, 2012. A suggestion is made that the newly designed open house brochure be provided as information to guests attending the reunion.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday May 10, 2012.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:39 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

