

**REPORT NO. 99 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held July 11, 2012

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**Present:** Councillor Ed Sleiman, Vice Chair  
Councillor Percy Hatfield  
Councillor Hilary Payne

**Regrets:** Councillor Ron Jones  
Councillor Alan Halberstadt

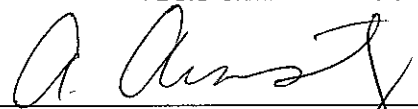
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Payne, seconded by Councillor Hatfield,  
**THAT** the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 14, 2012 **BE RECEIVED** for information.  
Carried.

*Clerk's Note:* The minutes of the Board of Directors, Willistead Manor Inc. meeting held June 14, 2012 are attached as background information.



VICE CHAIRPERSON



DEPUTY CITY CLERK

NOTIFICATION:		
Name	Address	Email
Willistead Manor Inc., Board of Directors		



AC  
June 14, 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:

L. Brown—Vice Chairperson  
Councillor A. Halberstadt  
D. Sanborn  
C. Gaudette  
M. J. Dettinger  
D. Langstone  
E. Craig  
W. McCall  
R. Easterbrook  
B. Clayton (replacement for B. Clinansmith—temporary leave)

**Regrets from Board Members:**

S. Marshall, Chairperson  
J. Evans  
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  
J. Miceli, Executive Director Parks & Facilities

**Regrets from Administration:**

P. Labute, Acting Manager of Leisure Outreach

**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 Councillor A. Halberstadt, seconded by D. Langstone,

That the minutes of the Board of Directors, Willistead Manor Inc. meeting held May 10, 2012 **BE ADOPTED** as amended with the following correction: "#3. Chairperson's Report—3<sup>rd</sup> bullet should read the Car Show Committee continues to meet and plan for the upcoming event which will take place on September 16, 2012."

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 a brief update as follows:

- A summer tour schedule is being developed with dates to be published. As there are many events already scheduled in the Manor, and to ensure adequate staffing, the dates will be forthcoming.

### 5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, provides a brief update as follows:

- The City's Legal Department is vetting the draft copy of the Endowment Fund document. The Board will have an opportunity to review it, and it would then be forwarded to Council for final approval.
- Capital Budget deliberations will take place on June 18, 2012. S. Marshall—Chairperson is scheduled to speak on behalf of the Board of Directors, Willistead Manor Inc.

The current account balances are as follows:

- Operating Account--\$32,175.00
- Savings Account--\$2,974.00
- Donations--\$2,950.00 as of May 18, 2012

## 6. COMMITTEES

### 6.1 Fundraising

E. Craig, Fundraising Committee Chair provides a brief update as follows:

- There were 57 RSVP's received for the Open House event which took place on Thursday May 24, 2012. However, the final number of guests who actually attended was not recorded.
- \$550.00 was received in donations that day.
- An early estimate of expenditures was approximately \$1,271.36 which includes printing of brochures that will be available for many upcoming events at the Manor.
- The expectation is that the long term benefits of the Open House event, will far outweigh the initial expenditures.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

A. Ciacelli, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc., provides a brief update in the absence of R. Gauthier as follows:

- The lace fabric for the French Drawing Room is now in stock. The lace curtains, which will reduce the sun from damaging the piano, should be installed in late June or early July.
- The lace curtain for Mrs. Walker's Dressing room, which will reduce the sun from damaging the piano, should also be installed in late June or early July.
- Details regarding the repairs/enhancements of the second floor men's bathroom as well as a schedule of completion should be determined, by the next board meeting, with further information to follow.

### 6.4 Friends of Willistead

B. Clayton, temporary representative of the Friends of Willistead, provides a brief update in the absence of B. Clinansmith as follows:

- The tea event, which was recently held in the Manor was not as well attended as anticipated.
- There were not as many food sales by the Friends group at the Art in the Park weekend as expected.
- The Friends will provide any assistance that is requested of them to the Car Show Committee for the upcoming Car Show event.

- The Friends of Willistead request the Board's permission to schedule a tea fundraising event in the Manor to be held on November 18, 2012.

Moved by R. Easterbrook, seconded by E. Craig,

That the Friends of Willistead tea fundraising event, which will take place at Willistead Manor Inc. on Sunday November 18, 2012 **BE APPROVED**.

Carried.

- The Friends of Willistead are also coordinating another fundraising initiative which they will provide more information on in the coming months. They hope to have it ready for 2014.

### 6.5 Car Show

W. McCall, Chairperson of the "What Drives You" Car Show Committee provides a brief update as follows:

- The Car Show Committee continues to meet, with the next meeting scheduled to take place on June 28, 2012. Many cars are anticipated for the show. Pictures of the cars are being acquired for publicity of the event.

### 6.6 Education

None.

### 6.7 Historical

R. Easterbrook, Chairperson of the Historical Committee provides a brief update as follows:

- An e-mail was sent to all Board Members regarding some minor changes being made to the heritage designating by-law.
- An inquiry is made as to whether the changes to the by-law will affect the Board's ability to approve renovations. R. Gauthier indicates minor interior design/decorating changes are not considered issues under the new by-law. Any replacement items that were not original components to the Manor, would not be subject to restrictions under the new by-law.
- Recommendations made through the Heritage Committee follow the same process as other committees with final approval coming from Council. The process might at times be lengthy, as the reports must first be sent to the appropriate Standing Committee. Upon approval from the Standing Committee, the report would then proceed to Council for final approval.

**6.8 Manor Club**

None.

**7. NEW BUSINESS**

Councillor A. Halberstadt indicates that the Administrative report regarding the maintenance/restoration of Willistead Manor Inc. is not recommending the approval of expenditures at this time. The report will be among several other reports requesting funds. The reports will be debated during the Capital Budget deliberations, which will take place on June 18, 2012. J. Miceli, Executive Director, Parks & Facilities provides information to the Board, in terms of the funds that are required for this project and many other projects in the City that have requested funds. Members of Council have a difficult decision to make regarding many reports.

**8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday September 13, 2012. Should the need arise, a special meeting of the Board may be called during the summer months.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:36 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

