

Adopted by Council at its meeting held June 4, 2013 [M229-2013]

AA

Windsor, Ontario, June 4, 2013

**REPORT NO. 161 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held May 8, 2013

Present: Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Alan Halberstadt
Councillor Fulvio Valentinis

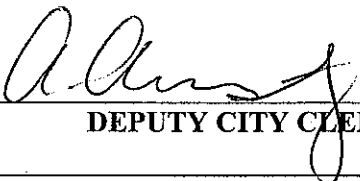
Absent: Councillor Percy Hatfield

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

Moved by Councillor Halberstadt, seconded by Councillor Gignac,
THAT the minutes of the Executive Committee Board of Directors, and the Board of Directors, Willistead Manor Inc. meeting held March 21, 2013 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the meeting of the Executive Committee Board of Directors, and the Board of Directors, Willistead Manor Inc. meeting held March 21, 2013 are attached as background information.


CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email

RB
March 21, 2013

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, 1899 Niagara Street, there being present the following members:

S. Marshall, Chairperson
L. Brown
C. Gaudette
J. Evans

Regrets:

R. Gauthier

Also in attendance are the following Resource Personnel:

J. Miceli, Executive Director of Parks & Facilities
J. Mancina, Deputy Treasurer-Financial Accounting
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors,
Willistead Manor Inc.

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:

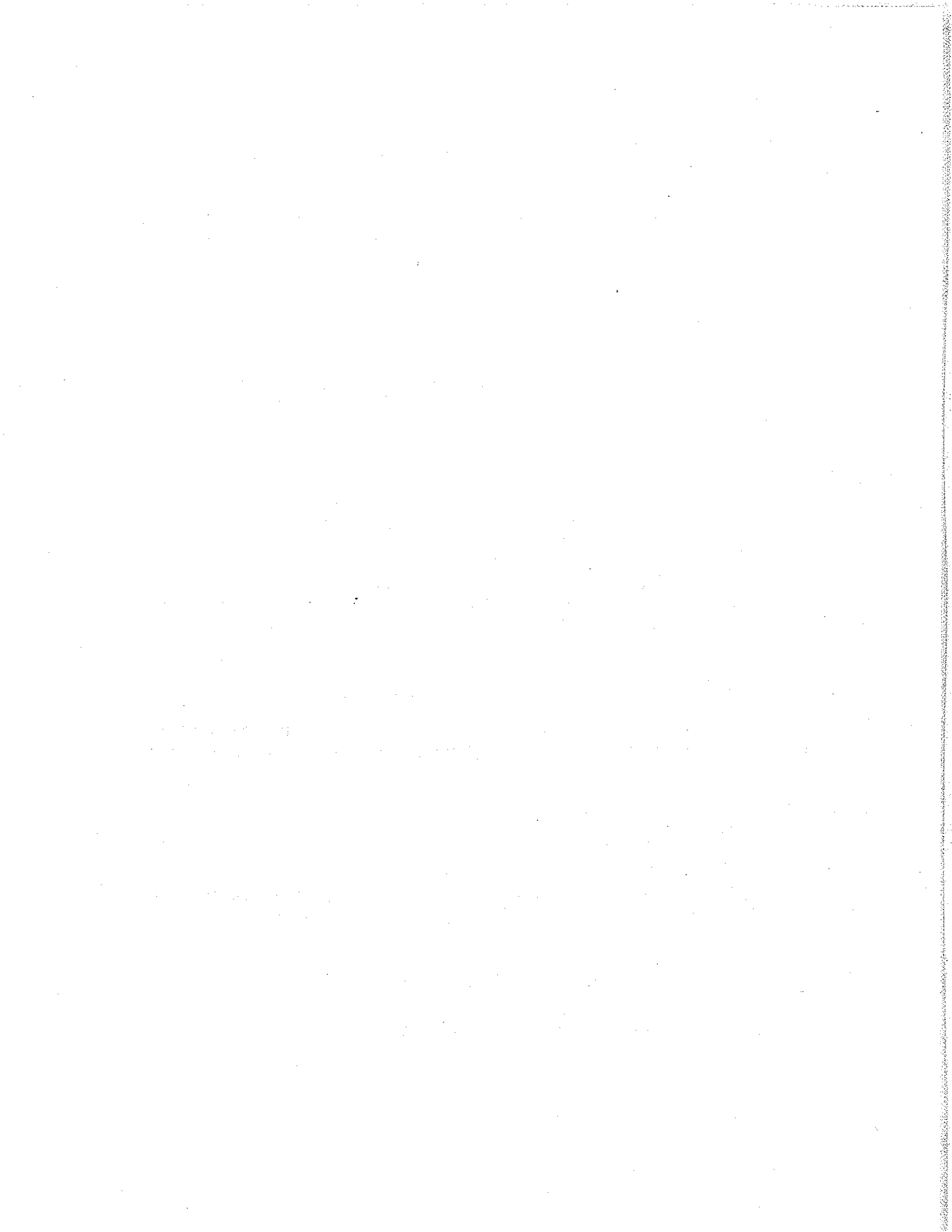
2. **ADOPTION OF THE MINUTES**

Moved by C. Gaudette, seconded by L. Brown,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held February 14, 2013 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.



4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- The Annual General Meeting and dinner for Willistead Manor Inc. will be held on April 11, 2013; a sign-in sheet and menu selection sheet will be distributed during the regular meeting.
- There has been an increase in political receipt donations of antiques to the Manor. The Acquisitions Committee should have the responsibility of determining if the donated items can be useful in the Manor before accepting them.
- Community interest regarding the Endowment Fund is growing and receiving positive reception.
- A formal request will be made by the Chairperson at the Regular Meeting during New Business for a new member to join the Board of Directors.

4.2 **Administration**

An update will be provided during the regular meeting.

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 11, 2013 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 4:29 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB
March 21, 2013

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, 1899 Niagara Street, there being present the following members:

S. Marshall, Chairperson
Councillor A. Halberstadt
L. Brown
C. Gaudette
M. J. Dettinger
R. Easterbrook
J. Evans
D. Sanborn

Regrets from Board Members:

R. Gauthier
D. Langstone
E. Craig
P. Irwin

Also in attendance are the following resource personnel:

J. Miceli, Executive Director of Parks & Facilities
J. Mancina, Deputy Treasurer—Financial Accounting
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

Regrets from Administration:

P. Labute, Acting Manager of Leisure Outreach
S. Bisson, Acting Manager of New Business Development

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 M.J. Dettinger, seconded by Councillor A. Halberstadt,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 8, 2012 **BE ADOPTED** as amended with the following corrections regarding section 5.2 Treasurer's Report:

- The transfer of funds contributed by the Real Estate Board from Willistead Manor Inc. to the Friends of Willistead should be corrected to \$3,000.00.
- The approved \$1,005.70 in labour costs in the French Drawing room and Mary Walker's dressing room **BE APPROVED** and charged to the Willistead Furnishing and Acquisitions Trust Fund.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- The Annual General Meeting and dinner for Willistead Manor Inc. will be held on April 11, 2013; a sign-in sheet and menu selection sheet will be distributed during the regular meeting.
- There has been an increase in political receipt donations of antiques to the Manor. The Acquisitions Committee should have the responsibility of determining if the donated items can be useful in the Manor before accepting them.
- Community interest regarding the Endowment Fund is growing and receiving positive reception.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

J. Miceli, Executive Director of Parks & Facilities provides the following updates:

- Roof repairs for the Manor have been earmarked as a priority project.
- Parks Department is also devising a plan to help mitigate damage and the costs of restoration to the grounds created by large trucks and equipment during Art in the Park.
- Drainage improvements to the grounds are also forth coming.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting, provides the current account balances as follows:

- Operating Account--\$9,847.00
- Savings Account--\$29,007.00
- Donations -- \$4,700.00

J. Mancina distributes a Willistead Manor Financial Summary which highlights the account balances for the Capital Projects and Reserve/Trust Fund and proceeds to provide the committee with an update regarding these accounts.

6. COMMITTEES

6.1 Fundraising

None.

Community Relations and Promotions

None.

6.2 Acquisitions

None.

6.3 Friends of Willistead

M.J. Dettinger provides an update to the Board on behalf of P. Irwin who could not attend the meeting:

- Fundraising luncheon series have been extremely successful.
- Children's Easter Egg hunt scheduled at the Manor on Saturday, March 30th will be well attended, with 50 children already registered to participate.

6.5 Car Show

None.

6.6 Education

M.J. Dettinger provides the Board with the following updates:

- Michael Farrow, Art House is providing a guest lecture at the Manor on Wednesday, March 27, 2013 @ 7:00 o'clock p.m. Tickets at \$40/each and forty-three tickets have been sold to date.
- Friends of Willistead will be providing Mr. Farrow with a pewter medallion and a signed copy of Marty Gervais book "My Town."

6.7 Historical

None.

6.8 Manor Club

None.

7. NEW BUSINESS

The Chairperson speaks to the current vacancies on the Board of Directors and provides an update regarding the recruitment process to fill those positions. As such, an interested party has requested to join the Board.

Moved by L. Brown, seconded by M.J. Dettinger,
That the following person **BE APPOINTED** to the Board of Directors,
Willistead Manor Inc. for a two year term expiring August 17, 2014:

K. Spirou

Carried.

Councillor A. Halberstadt raises concern about dog owners using the park and recites a letter to the editor on the subject matter from the Windsor Star dated February 23, 2013. Councillor Halberstadt indicates that his concerns are largely with dog excrement and allowing dogs to run unleashed in the park.

J. Miceli explains that it is difficult for Bylaw Enforcement Officers to be stationed within the park; however the Windsor Police Auxiliary Units will be monitoring Willistead Park commencing May 1, 2013. The presence of the Auxiliary Officers should curtail this behaviour and provides an opportunity to for the Auxiliary Officer to educate dog owners should they witness this type of behaviour.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday April 11, 2013 and will serve as the Annual General Meeting and dinner.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:40 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

