

ADOPTED by Council at its meeting held January 6, 2014 [M21-2014]

RB

Windsor, Ontario, January 6, 2014



REPORT NO. 199 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held November 6, 2013

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

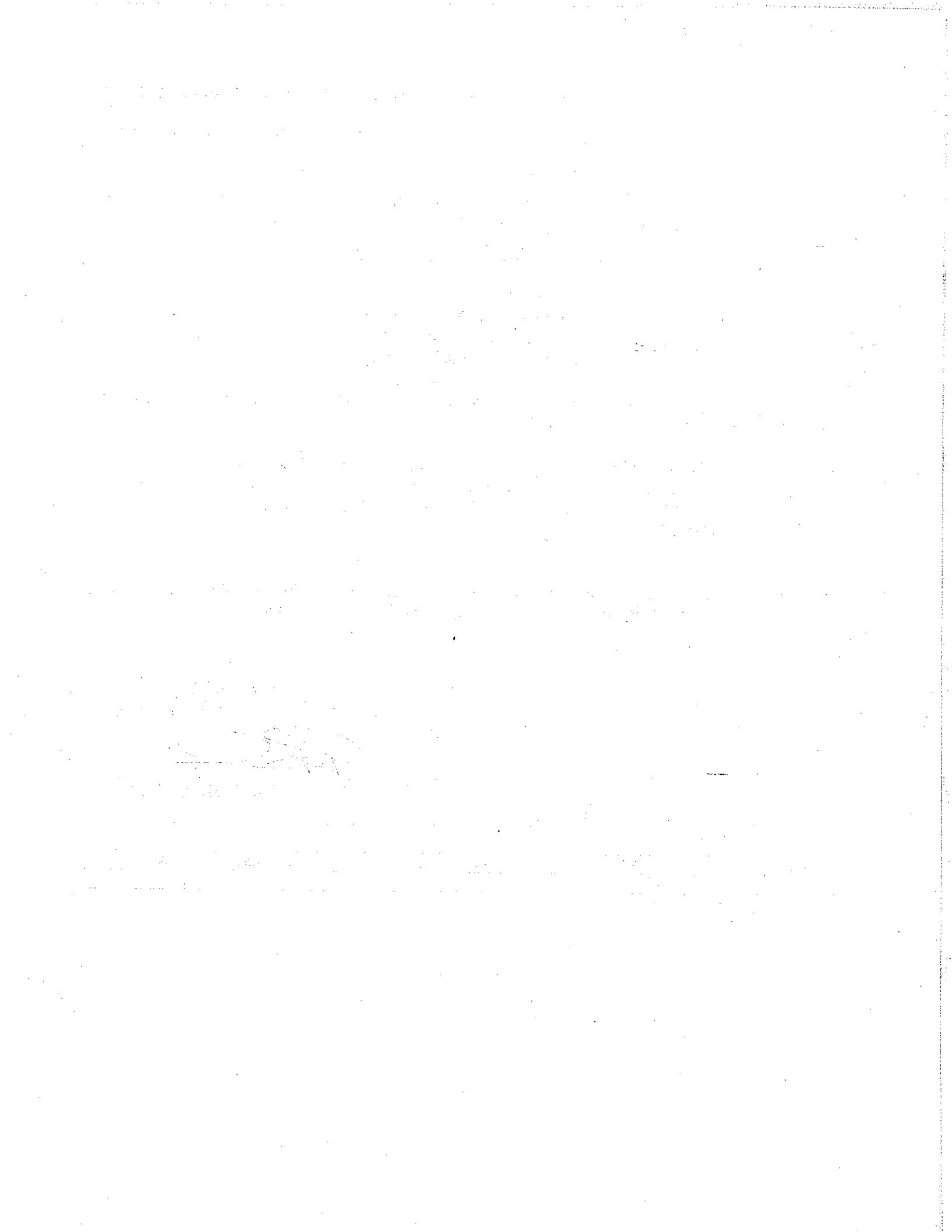
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Valentinis,
THAT the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held July 11, 2013 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held July 11, 2013 are attached as background information.


CHAIRPERSON

COUNCIL SECRETARIAT

| NOTIFICATION : | | | | |
|----------------|---------|---------------|-----------|-----|
| Name | Address | Email Address | Telephone | FAX |
| | | | | |



RB
July 11, 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
R. Gauthier

Regrets

C. Gaudette
J. Evans

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer-Financial Accounting
S. Bisson, Acting Manager of New Business Development
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 4:04 o'clock p.m. and the Executive Committee 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. Gauthier,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held June 13, 2013 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- Fundraising efforts to assist with Manor Restorations will become a priority for the remainder of the year.
- The Willistead Manor 2012 Annual Report and Financial Statements were approved by Council at the July 8, 2013 meeting.
- The Board will begin the review of the documents provided by Ms. Pamela Morse of Grosse Pointe, Michigan. The review and study of these documents may provide a greater understanding or details involving the Walker Family genealogy.

4.2 **Administration**

S. Bisson, Acting Manager of New Business Development informs the Executive Committee that he will be resigning from the Board of Directors as he has accepted a new position within the Corporation.

4.3 **Treasurer**

An update will be provided at the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on September 12, 2013 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:27 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB/
July 11, 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
R. Gauthier
R. Easterbrook
D. Langstone
D. Sanborn
K. Renaud
E. Craig
K. Spirou

Regrets:

M.J. Dettinger
C. Gaudette
J. Evans

Also in attendance are the following resource personnel:

J. Mancina, Deputy City Treasurer-Financial Accounting
S. Bisson, Acting Manager of New Business Development
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

Regrets from Administration:

J. Miceli, Executive Director of Parks & Facilities

1. CALL TO ORDER

* The Chairperson calls the meeting to order at 4:38 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. Langstone, seconded by D. Sanborn,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 13, 2013 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- Fundraising efforts to assist with Manor Restorations will become a priority for the remainder of the year.
- The Willistead Manor 2012 Annual Report and Financial Statements were approved by Council at the July 8, 2013 meeting.
- The Board will begin the review of the documents provided by Ms. Pamela Morse of Grosse Pointe, Michigan. The review and study of these documents may provide a greater understanding or details involving the Walker Family genealogy.

Moved by L. Brown, seconded by D. Sanborn,
That an Ad Hoc Committee **BE ESTABLISHED** dedicated to the examination, review and study of the Walker Family documents and photographs recently forwarded to the Board of Directors courtesy of Ms. Pamela Morse as they may provide greater detail and understanding of the Walker Family genealogy; and further,

That the Ad Hoc committee **BE RECOGNIZED** as "The Walker Family History Committee"; and further,

That the committee **BE COMPRISED** of the following Board Members:

- R. Easterbrook, Chairperson
- L. Brown, Co-Chair

Carried.

4. **BUSINESS ARISING FROM THE MINUTES**

None

5. **REPORTS**

5.1 Management

S. Bisson, Acting Manager of New Business Development informs the Board that summer tours of the Manor have been scheduled for Mondays and Wednesdays through the end of August. Promotional brochures advertising Manor Tours through the summer have been distributed across the city and include the following locations:

- Customer Care Centres
- Area Hotels
- Tourism Windsor Essex Pelee Island
- Local Ontario Travel Information Centres

S. Bisson formally announces his departure from the Board of Directors as he will be moving into a new position with the Corporation of the City of Windsor. S. Bisson advises his involvement with the Board of Directors has been a pleasant experience and he appreciates the support he has received during his tenure.

On behalf of the Board of Directors, the Chair thanks S. Bisson for his continued dedication to the Board and well being of the Manor and offers his best wishes in future endeavours.

5.2 Treasurer

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

- Operating Account--\$30,932.00
- Savings Account--\$5,538.00
- Donations--\$5,489.00

J. Mancina advises the Board of Directors that a donation in the amount of \$500 has been forwarded to the Willistead Manor Inc. Restoration Fund on behalf of The Morris and Beverly Baker Foundation by Ms. Bianca DeLuca, who has directed a portion of her Director's Donation to the Manor.

6. COMMITTEES

6.1 Fundraising

K. Spirou provides the Board of Directors with an overview of fundraising options that can assist in increasing funding levels for continued Manor Restoration projects. The following suggestions and options are provided for consideration:

- Establishment of a structured donor database;
- Establishment of a direct mail program to current and potential donors;
- Elevated promotion of future and current events scheduled for the Manor to maximize attendance and donations;
- Development of a monetary Gift Program;
- Tribute Donations;
- Creating friendships with external community organizations.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier indicates that the Acquisitions Committee may require some operational assistance during the Antique and Collectibles Sale scheduled for November 8 & 9, 2013. He is hopeful that tours of the Manor can be offered on those days and further, that the opportunity to fundraise for the Manor be included during the sale.

Moved by R. Gauthier, seconded by K. Renaud,

That an Ad Hoc committee **BE ESTABLISHED** dedicated to the **PLANNING** and **ORGANIZATION** of events happening **IN CONJUNCTION** with the Antiques & Collectibles Sale scheduled for November 8 & 9, 2013, and further;

That the working committee **BE COMPRISED** of the members of the following Committees:

- Fundraising Committee
- Friends of Willistead

Carried.

6.4 Friends of Willistead

K. Renaud provides an update to the Board regarding events planned by the Friends of Willistead which include:

- Fundraising Lunch scheduled on Tuesday, October 1, 2013 at 12 o'clock p.m.
- A brochure advertising the work of the Friends of Willistead is forthcoming
- The Friends will assist with the Antique & Collectibles sale being held by the Acquisitions Committee in November 2013

K. Renaud distributes a list of recently elected officers with the Friends of Willistead attached hereto as "Appendix A."

6.5 Classic Car Show

None.

6.6 Education

None.

6.7 Historical

R. Easterbrook indicates that he is eager to begin analyzing the historical documents detailing the Walker Family forwarded by Ms. Pamela Morse. R. Easterbrook also commits to assisting the Education Committee in the examination and consideration of erecting display cases in the Coach House.

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, September 12, 2013.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:44 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY