

ADOPTED by Council at its meeting held January 6, 2014 [M22-2014]

RB

Windsor, Ontario, January 6, 2014

**REPORT NO. 200** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
- of its meeting held November 6, 2013


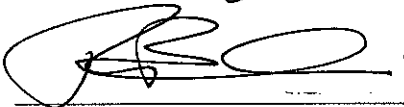
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**Present:**  
**Councillor Ed Sleiman, Chair**  
**Councillor Jo-Anne Gignac**  
**Councillor Alan Halberstadt**  
**Councillor Fulvio Valentinis**

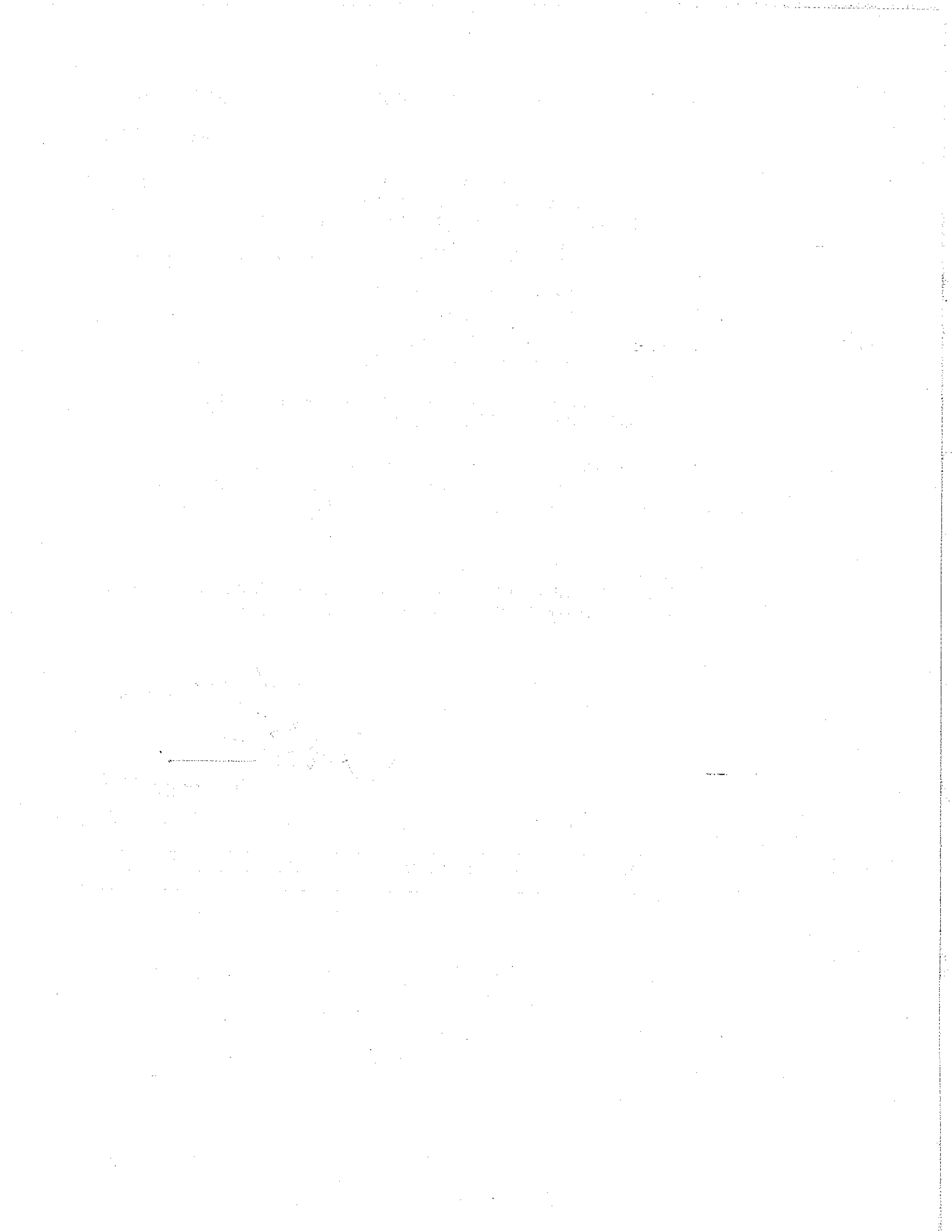
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Valentinis,  
THAT the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held September 12, 2013 **BE RECEIVED** for information.  
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held September 12, 2013 are attached as background information.

  
CHAIRPERSON  
  
COUNCIL SECRETARIAT

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB  
September 12, 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  
C. Gaudette  
J. Evans

**Also in attendance are the following Resource Personnel:**

J. Miceli, Executive Director of Parks & Facilities  
P. Labute, Manager of Leisure Outreach (A)  
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 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 July 11, 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 Fundraising Committee held meetings during the summer and is currently working on drafting new fundraising letters aimed at both continued and potential new donors to Willistead.
- The Walker Family History Committee has also held meetings during the summer with the task of downloading and organizing the numerous documents forwarded by Ms. Pam Morse.
- The Chair requests a formalized schedule of costs associated to the Manor Restoration projects from Parks & Facilities Department.

4.2 **Administration**

J. Miceli, Executive Director of Parks & Facilities provides a brief verbal overview on the scheduled pathway and drainage project which will begin in October 2013. A detailed report will be provided at the regular meeting of the Board.

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 October 10, 2013 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:24 o'clock p.m.

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CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

RB/  
September 12, 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  
E. Craig  
M.J. Dettinger  
C. Gaudette  
R. Gauthier  
J. Evans  
D. Langstone  
D. Sanborn  
K. Renaud  
K. Spirou  
R. Easterbrook (arrives at 5:40 o'clock p.m.)

**Also in attendance are the following resource personnel:**

J. Miceli, Executive Director of Parks & Facilities  
P. Labute, Manager of Leisure Outreach (A)  
J. Mancina, Deputy City 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 4:35 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 D. Langstone,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 13, 2013 **BE ADOPTED** as amended with the following corrections in "Section 6.3, Acquisitions":

- That the Antiques & Collectibles Sale be scheduled for Saturday, November 9, 2013.

Carried.

Robin Easterbrook was absent from the meeting when the vote was taken on this matter.

### 3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- The Chair addresses Board Membership re-appointments.

Moved by K. Spirou, seconded by E. Craig,

That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2015:

M.J. Dettinger  
S. Marshall  
C. Gaudette  
L. Brown  
R. Easterbrook  
D. Langstone

Carried.

Robin Easterbrook was absent from the meeting when the vote was taken on this matter.

- The Fundraising Committee held meetings during the summer and is currently working on drafting new fundraising letters aimed at both continued and potential new donors to Willistead.
- The Walker Family History Committee has also held meetings during the summer with the task of downloading and organizing the numerous documents forwarded by Ms. Pam Morse as they relate to the Walker Family Genealogy.

Moved by L. Brown, seconded by D. Langstone,

That an expenditure in the amount of \$69.99 for a computer software database program required of the Heritage Committee for work associated with the Walker Family History Committee **BE APPROVED**.

Carried.

Robin Easterbrook was absent from the meeting when the vote was taken on this matter.

#### 4. BUSINESS ARISING FROM THE MINUTES

J. Miceli, Executive Director of Parks & Facilities appears before the Board to provide a update regarding the landscape and maintenance of Willistead Park, as well as to provide an update on the pathway and drainage project which will commence in October 2013.

J. Miceli provides a quote of \$12,074.00 for increased maintenance at Willistead Park which includes up to 14 additional cuts per year, herbicide treatments to address weeds and noxious grasses and labour costs.

J. Miceli further advises the Board that a decision to contribute funds towards increased lawn maintenance may be premature at this time as the Parks Master Plan will begin whereby residents in each electoral ward will have the opportunity to provide feedback on city owned parks. This feedback may include maintenance levels of Willistead Park.

It is generally agreed by the Board of Directors to allow for the Parks Master Plan to proceed and solicit comments from the community regarding Willistead Park, which will be collected and communicated to Council before proceeding further on this matter.

Councillor A. Halberstadt informs the Board that he has not received further complaints regarding irresponsible dog owners in Willistead Park and it appears that the Windsor Police Auxiliary Officers have been successful in educating and informing dog owners of their responsibilities under the City of Windsor bylaw 245-2004.

#### 5. REPORTS

##### 5.1 Management

J. Miceli advises that the pathway and drainage project as outlined to the Board of Directors at the June 13, 2013 meeting is scheduled to commence in October 2013. The work will be concentrated to the northeast quadrant of the park at a cost of \$150,000.00.

J. Miceli further informs the Board that Manor Restorations as identified at the Annual General Meeting on April 11, 2013 are also underway as the roof and stucco repairs have commenced.



P. Labute, Manager of Leisure Outreach (A) provides the Board with an update regarding the Council decision to end the catering contract with Executive Class Catering at Willistead Manor. A Request for Proposals was recently issued through the Purchasing and Risk Management Department in an effort to find a new caterer for the facility. The successful bid will go to Council for final approval.

## **5.2 Treasurer**

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

- Operating Account--\$31,000
- Savings Account--\$5,644
- Donations--\$5,589

J. Mancina advises the Board that the Rotary Club of Windsor (1918) has reported a total of 67 Art in the Park Gate Passes were utilized by Manor Club Contributors.

Moved by J. Evans, seconded by D. Langstone,

That an expenditure in the amount of \$335.00 made payable to the Rotary Club of Windsor for complimentary 2013 Art in the Park Gate Passes **BE APPROVED.**

Carried.

Robin Easterbrook was absent from the meeting when the vote was taken on this matter.

## **6. COMMITTEES**

### **6.1 Fundraising**

See 6.2.

### **6.2 Community Relations and Promotions**

The Chairperson indicates that the Fundraising and Community Relations and Promotion Committee will provide a joint report.

K. Spirou and E. Craig provide a verbal update regarding Fundraising Meetings held over the summer months and proceed to highlight the preferred options or models which can increase fundraising levels dedicated to Manor Restorations including:

- Direct mail appeal: ideally during the Christmas Holiday Season and early spring;

- Tribute Giving Program: ensure Willistead Manor is included on community charitable lists as an option for potential donors;
- Planned Giving: donations through Estate Planning or Bequests;
- Major Gifts Program: a hierarchy of donation levels.

K. Spriou further addresses the importance of fundraising and highlights:

- that a special event should be held annually, perhaps with a keynote speaker designed to increase donations to the Manor;
- Formal recognition of donations which can be displayed;
- Enter into a partnership with a service organization for the purposes of fundraising where Willistead Manor would be the beneficiary;
- Fundraising focus on interior and exterior renovations.

R. Easterbrook arrives at 5:40 o'clock p.m.

### **6.3 Acquisitions**

R. Gauthier provides a verbal update regarding the Antique and Collectibles Sale scheduled for November 9, 2013 in terms of the assistance the Friends of Willistead have agreed to provide, as well as a communications strategy to help advertise the event.

### **6.4 Friends of Willistead**

K. Renaud distributes a list to the Board of Directors of updates as they pertain to the Friends of Willistead attached hereto as "**Appendix A.**" Important updates include:

- Manor Tours during the summer were provided on Mondays and Wednesdays;
- Tours were provided to the international visitors in Windsor assisted with the International Children's Games and international students studying at the Academie Ste. Cecile;
- Hallowe'en for Kids is planned for October 26 and will include games and activities in the Coach House;
- Friends of Willistead Plan to assist with the Antique and Collectibles Sale on November 9, 2013;
- Christmas decorations of the Manor are scheduled for November 12 & 13, 2013;
- Christmas Tea & Tours are scheduled to begin on November 17, 2013.

### **6.5 Classic Car Show**

None.

**6.6 Education**

M.J. Dettinger informs the Board of her attendance at International Children's Games Luncheon held at the Manor at the invitation of G. Orr of Tourism Windsor Essex Pelee Island, who had requested assistance in providing an overview of the Manor to the visiting VIP guests in attendance. The guests enjoyed their afternoon tour in the Manor as the event was a great success.

**6.7 Historical**

R. Easterbook advises the Board that there may be an opportunity to publish new information regarding the Walker Family, if discovered through the undertakings of the Walker Family History Committee in an upcoming issue of "The Times," a publication which focuses on news and events occurring the Walkerville community.

**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, October 10, 2013.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 6:07 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

