

Adopted by Council at its meeting held May 6, 2013 [M173-2013]

RB

Windsor, Ontario, May 6, 2013

**REPORT NO. 154** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held April 10, 2013

---

**Present:**

**Councillor Ed Sleiman, Chair**  
**Councillor Jo-Anne Gignac**  
**Councillor Percy Hatfield**  
**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 Halberstadt, seconded by Councillor Hatfield, **THAT** the minutes of the Willistead Manor Inc. Board of Directors and Executive Committee meeting held February 14, 2013 **BE RECEIVED** for information.

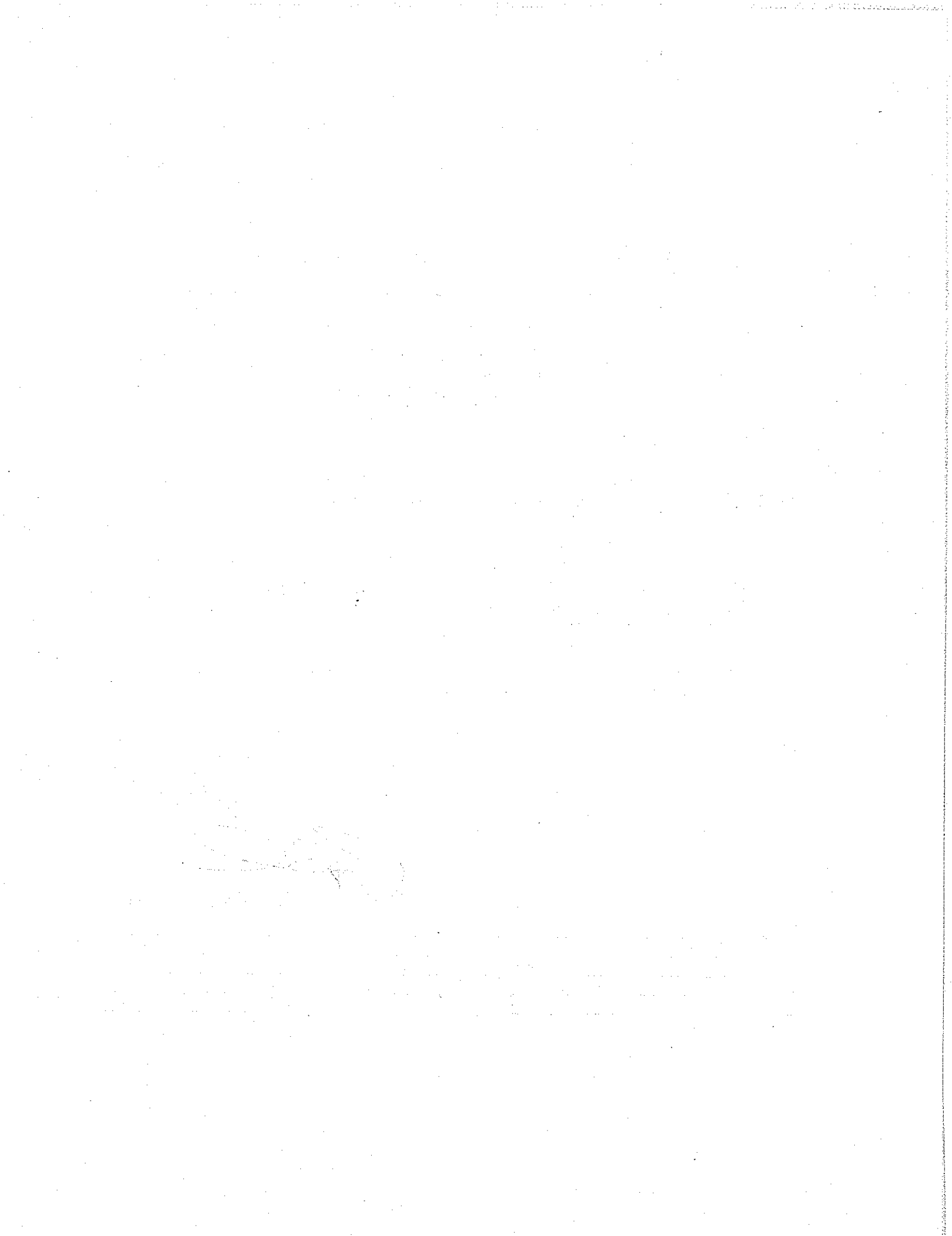
Carried.

*Clerk's Note:* The minutes of the meeting of the Willistead Manor Inc. Board of Directors and Executive Committee held February 14, 2013 are attached as background information.

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
COUNCIL SECRETARIAT

NOTIFICATION:		
Name	Telephone	Email



RB  
February 14, 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

**Regrets:**

J. Evans

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

S. Bisson, Acting Manager of New Business Development  
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 4:01 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, R. Gauthier,  
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held November 8, 2012 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following update:

- Update and review of the "Report of the Board Chair" for the 2012 Annual Report.
- Verbal update regarding follow-up plans to the Fundraising Letter issued on behalf of the Manor Club in January 2013.
- Efforts being pursued to restore the Car Show.

4.2 **Administration**

An update will be provided during the regular meeting.

4.3 **Treasurer**

An update will be provided during 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 March 21, 2013.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:33 o'clock p.m.

---

CHAIRPERSON

---

EXECUTIVE SECRETARY

RB  
February 14, 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  
L. Brown  
R. Gauthier  
C. Gaudette  
M. J. Dettinger  
R. Easterbrook  
Councillor A. Halberstadt  
L. Brown  
D. Sanborn  
E. Craig

**Regrets from Board Members:**

J. Evans  
D. Langstone  
B. Clinansmith

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

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

**Regrets from Administration:**

J. Miceli, Executive Director of Parks & Facilities  
P. Labute, Acting Manager of Leisure Outreach

1. **CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:32 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 R. Easterbrook, seconded by C. Gaudette,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting  
held November 8, 2012 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- Update and review of the "Report of the Board Chair" for the 2012 Annual Report.
- Verbal update regarding follow-up plans to the Fundraising Letter issued on behalf of the Manor Club in January 2013.
- Efforts being pursued to restore the Car Show.

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:

- Advises the Board that Willistead Manor was not successful in obtaining Community Infrastructure Improvement funding through the Federal Economic Development Agency;
- A list of 2013 projects for manor is forthcoming;
- Chandelier has been repaired;
- Willistead Webpage is continuing in development. The virtual tour has also been added and related links will be added shortly.

**Treasurer**

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

- Operating Account--\$48, 388.00
- Savings Account--\$9,741.00
- Donations -- \$4,600.00

Moved by L. Brown, seconded by A. Halberstadt,  
That **APPROVAL BE GIVEN** to the transfer of funds contributed by the Real Estate Board in the amount \$1,000.00 from Willistead Manor Inc. to the Friends of Willistead as proceeds for 2013 projects.

Carried

Moved by D. Sanborn, seconded by E. Craig,  
That **APPROVAL BE GIVEN** to the transfer of funds generated by the 2012 Fundraising event sponsored by Executive Class Catering in the amount of \$19,326.95 from the Willistead Manor Inc. Maintenance Reserve Account to the City of Windsor.

Carried.

Moved by R. Gauthier, seconded by M.J. Dettinger,  
That an expenditure in the amount of \$1,005.70 relating to labour and installation costs for lace draperies in the French Drawing room and Mary Walker's dressing room **BE APPROVED**.

Carried.

## 6. COMMITTEES

### 6.1 Fundraising

E. Craig indicates that she is researching all fundraising options available to Willistead Manor. A listing of such is forthcoming for the Board to review.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

None.

### 6.4 Friends of Willistead

M.J. Dettinger provides an update to the Board on behalf of B. Clinansmith who could not attend the meeting.

M.J. Dettinger indicates that B. Clinansmith has decided to resign from the Board of Directors, allowing the opportunity for a new representative for the Friends of Willistead at the Board level.

M.J. Dettinger provides the Friends of Willistead report:

- Christmas Decorations were able to remain in the Manor until after the Mayor's Reception was held;
- Two Luncheons held: the Canadian Quilters and Lowe Martin House;
- Luncheons are also scheduled for February 26 and March 12
- The Friends plan to hold an Easter Egg hunt at the Manor during the Easter Season.

#### **6.5 Car Show**

None.

#### **6.6 Education**

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

- Professor Michael Farrow of Art House, Detroit, MI has accepted the invitation to host a Dinner Speech Fundraiser on Wednesday, March 27, 2013. The discussion topic will centre on Mr. Albert Kahn, the American Industrial Architect responsible for designing Willistead Manor and countless other buildings in Detroit, MI.

#### **6.7 Historical**

None.

#### **6.8 Manor Club**

None.

### **7. NEW BUSINESS**

Councillor A. Halberstadt reports that an audit of Metro Catering was completed and was reported to City Council as a Communication Item at the February 4, 2013 Meeting. One minor discrepancy was discovered which has since been rectified.

R. Easterbrook raises concern with the maintenance of the Gate House, noting that the west wall has evidence of damage. There is also concern about the growth of cedar trees in the same area, where trees are reaching in excess of twenty feet in height.



S. Bisson explains that M. Clement, Manager of Parks Development, is aware of the concerns regarding the Gate House. Currently, it does not appear that there is a concrete plan for repair or remediation of that area in the overall plan for the park.

R. Easterbrook indicates that there seems to be a disconnect when promoting events at the Manor. For example, there is no advertising on the website and Executive Class does not seem to be promoting either. It seems many events lead to cancellations which does not resonate well for public perceptions.

S. Bisson indicates that a handout promoting events is being developed. Furthermore, software enabling online and community centre ticket purchases is being explored.

**8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held on March 21, 2013.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:58 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

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

