

Adopted by Council at its meeting held July 8, 2013 [M278-2013]

RB

Windsor, Ontario, July 8, 2013


**REPORT NO. 166 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held June 5, 2013

Present:
Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Alan Halberstadt
Councillor Fulvio Valentinis
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 Valentinis, **THAT** the minutes of the Willistead Manor Inc. Executive Committee Board of Directors and the Board of Directors meeting held April 11, 2013 **BE RECEIVED** for information.
Carried.

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

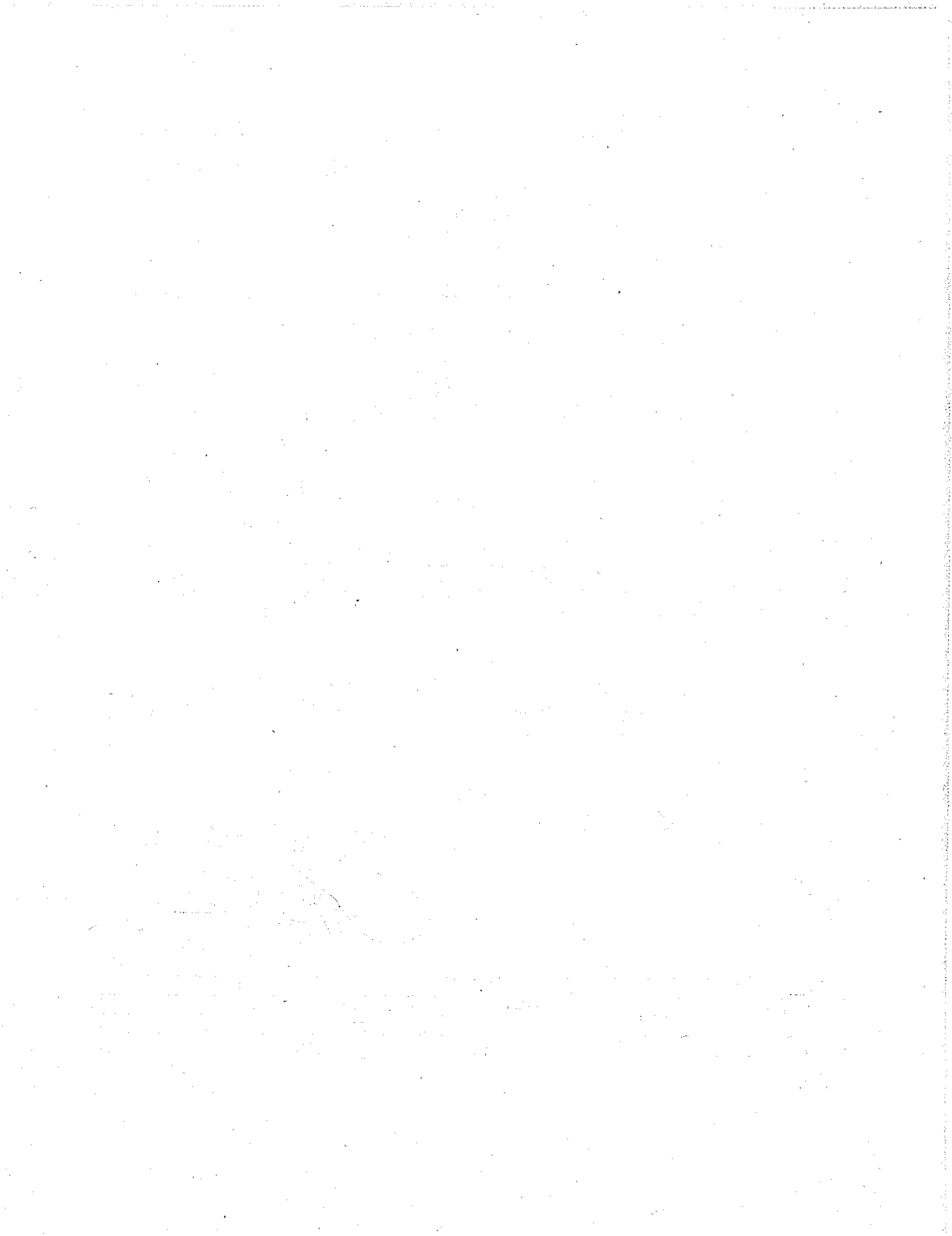


CHAIRPERSON



COUNCIL ASSISTANT

NOTIFICATION:		
Name	Telephone	Email



RB
April 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
C. Gaudette
J. Evans
R. Gauthier

Also in attendance are the following Resource Personnel:

J. Miceli, Executive Director of Parks & Facilities
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 4:01 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 J. Evans, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held March 21, 2013 **BE ADOPTED** as amended:

- That the word "political" be struck from the Chairperson's Report regarding the issuance of receipts towards antique donations made to the Manor.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. REPORTS

4.1 Chairperson

The Chairperson provides the following update:

- Fundraising Committee has held several meetings since the beginning of the year and are making progress with a new fundraising letter.
- A meeting with an interested party in the community considering a contribution to the Endowment Fund will be scheduled soon.

4.2 Administration

J. Miceli, Executive Director of Parks & Facilities provides the following list of earmarked restoration projects for Willistead Manor in 2013:

- Roof repairs to the Manor
- Stucco repairs and exterior cleaning to the Manor, Coach House and the Gate House
- Improvements to the grounds, after the Art in the Park event
- Walking pathway improvements
- Downspout repairs to the Manor
- Masonry work in the north west portion of the Manor
- Window repairs in the Coach House

J. Miceli indicates that a public meeting for area residents will be scheduled to address park improvements.

S. Bisson, Acting Manager of New Business Development reports:

- The Life and Architecture of Albert Kahn Lecture delivered by Professor Michael Farrell and which took place on March 27, 2013 was sold out with a total of 108 people in attendance. \$2,700 was raised from this event and will be placed in the capital accounts for the preservation and restoration of the Manor.
- The Children's Easter Egg Hunt at the Manor on March 30, 2013 was successful and was also sold out.
- The Open House event during the Easter Weekend saw several visitors walk through the Manor.
- The Easter Brunch held on Easter Sunday was very successful as well with over 60 tickets sold.

4.3 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting provides the Board Members with an overview the funding model to complete the 2013 restoration projects scheduled for the Manor.

The restoration projects will be financed utilizing:

- pre-existing dollars in the amount of \$174,707 from the Capital Maintenance Reserve fund.
- two installments of the annual dollars contributed by City Council as per Resolution M264-2012 in the amount of \$300,000.
- \$27,500 for two years (2012/2013) for total of \$55,000 donated by the Morris and Beverly Baker Foundation.
- \$75,000 donated by the Windsor Heritage Committee.

In total, there will be approximately \$604,000.00 available to finance these restorations earmarked by Parks & Facilities.

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 May 9, 2013

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:29 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB
April 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
C. Gaudette
R. Gauthier
M. J. Dettinger
R. Easterbrook
J. Evans
D. Sanborn
D. Langstone
E. Craig
B. Clinansmith

Special guests in attendance:

K. Spirou

Also in attendance are the following resource personnel:

J. Miceli, Executive Director of Parks & Facilities
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.

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 M.J. Dettinger, seconded by Councillor A. Halberstadt,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting
held March 21, 2013 **BE ADOPTED** as amended with the following corrections:

- That the word "political" be struck from the Chairperson's Report regarding the issuance of receipts towards antique donations made to the Manor.
- That the signed copy of the Marty Gervais book "My Town" gift presented to Mr. Farrell was on behalf of the City of Windsor.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- Fundraising Committee has held several meetings since the beginning of the year and are making progress with a new fundraising letter.
- A meeting with an interested party in the community considering a contribution to the Endowment Fund will be scheduled soon.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

J. Miceli, Executive Director of Parks & Facilities provides the following list of earmarked restoration projects for Willistead Manor in 2013:

- Roof repairs to the Manor
- Stucco repairs and exterior cleaning to the Manor, Coach House and the Gate House
- Improvements to the grounds, after the Art in the Park event
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J. Miceli indicates that a public meeting for area residents will be scheduled to address park improvements.

S. Bisson, Acting Manager of New Business Development reports:

- The Life and Architecture of Albert Kahn Lecture delivered by Professor Michael Farrell and which took place on March 27, 2013 was sold out with a total of 108 people in attendance. \$2,700 was raised from this event and will be placed in the capital accounts for the preservation and restoration of the Manor.
- The Children's Easter Egg Hunt at the Manor on March 30, 2013 was successful and was also sold out.
- The Open House event during that the Easter Weekend saw several visitors walk through the Manor.
- The Easter Brunch held on Easter Sunday was very successful as well with over 60 tickets sold.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting provides the Board Members with an overview the funding model to complete the 2013 restoration projects scheduled for the Manor.

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- \$27,500 for two years (2012/2013) for total of \$55,000 donated by the Morris and Beverly Baker Foundation.
- \$75,000 donated by the Windsor Heritage Committee.

In total, there will be approximately \$604,000.00 available to finance these restorations earmarked by Parks & Facilities.

J. Mancina, Deputy Treasurer—Financial Accounting, provides an overview of the Annual Report Financial Documents.

Moved by D. Sanborn, seconded by R. Easterbrook,
That the Annual Report and Financial Statements on the affairs and
operations of Willistead Manor Inc. for the year 2012 enclosed herewith **BE
ACCEPTED** as presented.

Carried.

Moved by E. Craig, seconded by R. Easterbrook,
That upon acceptance of the 2011 Annual Report by City Council, copies
BE FORWARDED to the list of appropriate parties as per past practice.

Carried.

Moved by M.J. Dettinger, seconded by R. Gauthier,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*,
an amount of \$ 5,142.70 **BE PAID OVER** to the City of Windsor Willistead Capital
Restoration Reserve Fund.

Carried.

6. COMMITTEES

6.1 Fundraising

E. Craig informs the Board of Directors that the Fundraising Committee has held
several meetings focusing on the creation of a new fundraising letter and strategies aimed
at increasing donations to the Manor.

6.2 Community Relations and Promotions

K. Spirou offers to assume the role as Chair of the Community Relations and
Promotions Committee. The position was left vacant with the resignation of W. McCall
from the Board of Directors.

6.3 Acquisitions

R. Gauthier reports that several projects have been identified for the Manor and
will be forthcoming at a future meeting of the Board.

6.2 Friends of Willistead

B. Clinansmith reports that the luncheon sessions held by the Friends of Willistead have become very popular and have so far raised \$5,140.00.

B. Clinansmith indicates that she will be stepping down from her role as Chair of the Friends of Willistead Committee which will also include her seat at the Willistead Board of Directors.

B. Clinansmith takes the opportunity to thank the Board of Directors and Administration for the experiences and friendships she has made during her tenure.

On behalf of the Board, the Chair thanks B. Clinansmith for her dedication and the hard work she has contributed to Willistead Manor in her role as the Chair of the Friends of Willistead. The Chair further adds that her presence at future Board Meetings will be missed.

6.5 Car Show

None.

6.6 Education

M.J. Dettinger provides the Board with a verbal update regarding the sold out Michael Farrell event held on March 28, 2013 at the Manor. Professor Farrell expressed his gratitude for being able to return to the Manor, to which he had not been in forty-one years, and further expresses a willingness to return for future events.

6.7 Historical

None.

6.8 Manor Club

None.

7. NEW BUSINESS

J. Evans reports that the Rotary Club of Windsor (1918) Art in the Park news conference was held on Wednesday, April 10, 2013 at Hiram Walker's.

8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday May 9, 2013.

9. **ADJOURNMENT**

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

CHAIRPERSON

EXECUTIVE SECRETARY

