

Adopted by Council at its meeting held September 9, 2013 [M336-2013]

AA

Windsor, Ontario, September 9, 2013

**REPORT NO. 173 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held August 7, 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 Hatfield,
THAT the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meeting held May 9, 2013 **BE RECEIVED** for information.

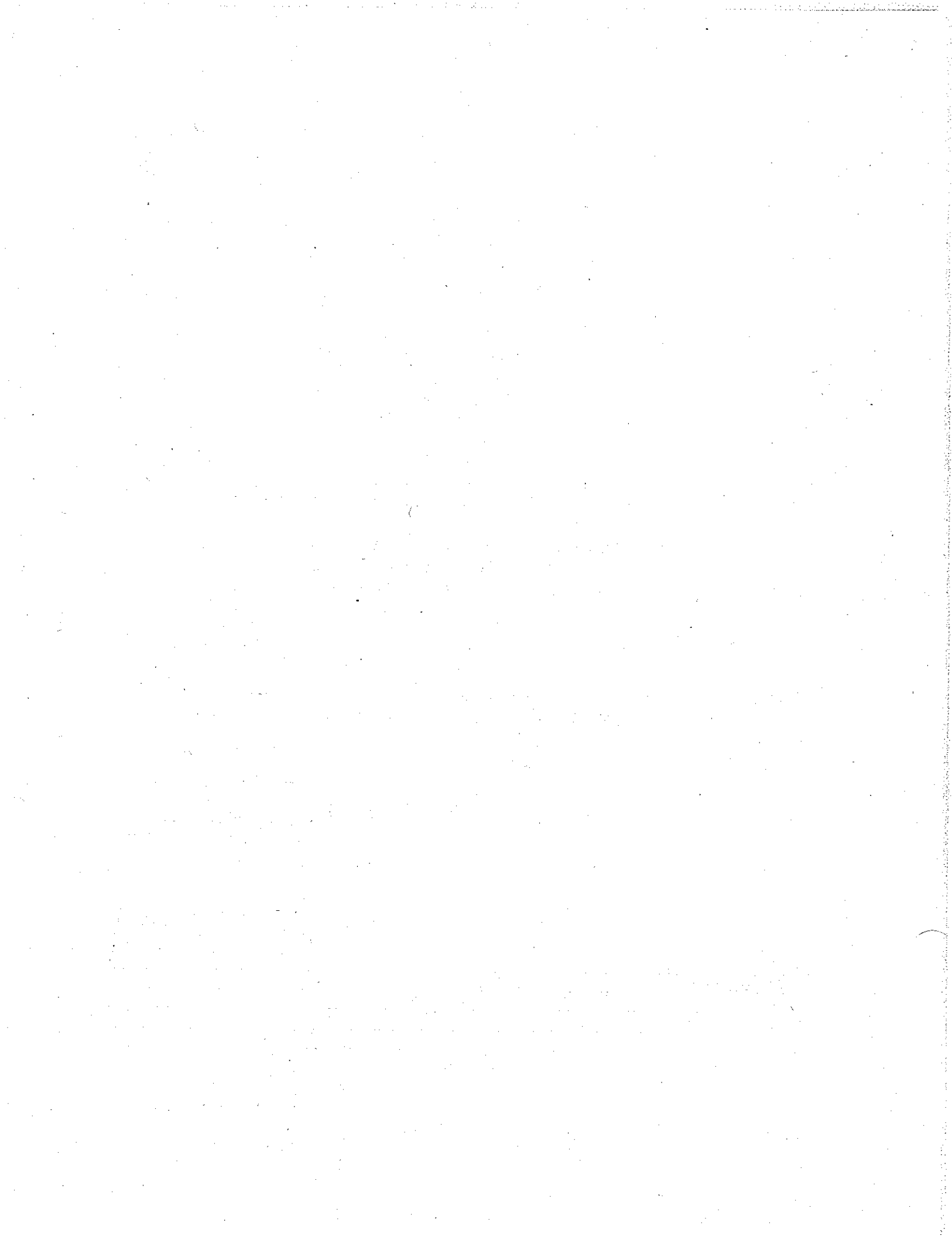
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meeting held May 9, 2013 are attached as background information.


CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



RB
May 9, 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
J. Evans
R. Gauthier

Regrets:

C. Gaudette

Also in attendance are the following Resource Personnel:

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 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 L. Brown,
That the minutes of the Executive Committee Board of Directors, Willistead Manor Inc., meeting held April 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:

- A meeting has transpired with the interested party considering a contribution to the Endowment Fund. That party is still very interested in making a contribution.
- Restoration work as discussed at the April 11, 2013 meeting has commenced as stucco/plaster repairs are underway.
- The Tayfour family has contacted the Board regarding the donation of a piano which is no longer being utilized and can be sold for proceeds at the November 8/9, 2013 sale organized by the Acquisitions Committee.

4.2 Administration

None.

4.3 Treasurer

An update will be provided at the regular meeting.

5. NEW BUSINESS

L. Brown indicates that she has been invited to the home of Ms. Morrison, a great granddaughter to Edward Chandler Walker. Ms. Morrison has expressed an interest in making a donation to Willistead.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on June 13, 2013

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:25 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB
May 9, 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
M. J. Dettinger
R. Easterbrook
J. Evans
D. Sanborn
D. Langstone
P. Irwin

Regrets:

C. Gaudette
E. Craig

Also in attendance are the following resource personnel:

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
S. Bisson, Acting Manager of New Business Development

1. CALL TO ORDER

* The Chairperson calls the meeting to order at 4:33 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 Councillor A. Halberstadt, seconded by D. Langstone,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting
held April 11, 2013 **BE ADOPTED** as amended with the following corrections:

- That the proceeds raised by the Friends of Willistead luncheon sessions be reported as \$1, 541.00
- That the word "Chair" in section 6.2 be replaced with "President."

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- A meeting has transpired with an interested party who considering making a contribution to the Endowment Fund. The Chair has committed to holding ongoing discussions with this party.
- Restoration work as discussed at the April 11, 2013 meeting has commenced as stucco/plaster repairs are underway.
- The Tayfour family has contacted the Board regarding the donation of a piano which is no longer being utilized and can be sold for proceeds at the November 8/9, 2013 sale organized by the Acquisitions Committee.
- An update is provided on those persons or agencies who receive a copy of the Willistead Manor Annual Report to ensure that the distribution list is current and accurate.

Moved by M.J. Dettinger, seconded by D. Langstone,
That the Willistead Manor Annual Report distribution list **BE AMENDED**
to include the following:

- Jeff Watson, Member of Parliament-Essex
- Walter Willms, President, Rotary Club of Windsor (1918)
- Rene Pare, Chair, Art in the Park, Rotary Club of Windsor (1918)

Carried.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

None.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting provides the Board Members with the current account balances:

- Operating Account--\$30,847.48
- Savings Account--\$5,007.00
- Donations--\$4,970.00

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier provides an overview regarding the Tayfour family piano, noting that there could be costs associated to the donation which include value appraisal and moving expenses.

Moved by R. Gauthier, seconded by L. Brown,

That the piano donated to Willistead Manor by Mr. & Mrs. Tayfour

BE ACCEPTED, and further;

That the costs for professional appraisal value and moving expenses
BE APPROVED at an **UPSET LIMIT of \$500** from the Furnishings and Acquisitions Trust Fund.

Carried.

6.4 Friends of Willistead

P. Irwin provides the follow report:

- Friends of Willstead will be fundraising during the Art in the Park weekend, with sandwiches being sold on Saturday and sweets and beverages on Sunday.
- Halloween Party in October 2013 will be smaller in scale. The Witches of Walkerville group has unfortunately sent regrets for this year's event and will not participate.
- Friends of Willstead will be holding elections later in May. The term of the new committee begins in the Fall of 2013.

6.5 Classic Car Show

None.

6.6 Education

M.J. Dettinger informs the committee that she has held discussions with S. Bisson, Acting Manager of New Business Development regarding the possibility of erecting display cases in the Coach House. Planning is in the early stages, but the intent is for the display cases to showcase acquired items relating to Willstead Manor, The Walker Family and the Walkerville area in general. Furthermore, the cases would increase the attractiveness of the Coach House and could be included as a stop for Manor Tours.

6.7 Historical

None.

6.8 Manor Club

None.

7. NEW BUSINESS

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

That the Willstead Manor Board of Directors **AUTHORIZE** up to one (1) complimentary admission ticket to Art in the Park scheduled for May 31, June 1 and June 2, 2013 for each Manor Club member in an effort to both promote the event and acknowledge the continued financial support of these individuals, and further;

That the Willstead Manor Board of Directors **REIMBURSE** the Rotary Club of Windsor (1918) for tickets as they are utilized by the Manor Club membership.

Carried.

L. Brown indicates that she has been invited to the home of Ms. Morrison, a great granddaughter to Edward Chandler Walker. Ms. Morrison has expressed an interest in making a donation to Willistead.

Councillor A. Halberstadt advises the Board of a meeting which transpired between the Parks Department and Compliance & Enforcement Department regarding dogs in parks, specifically noting Willistead. He further indicates that he has requested Windsor Auxiliary Officers, who patrol city parks in spring and summer, to be reinstated the authority to issue Part I tickets relating to contraventions of the Registration and Licensing of Dogs and for the Control of Dogs Generally within the City of Windsor bylaw (245-2004). A decision by Windsor Police Services is forthcoming.

P. Irwin raises concern with the apparent lack of refuse containers in the park and the current containers not being emptied often enough. Councillor A. Halberstadt explains that this issue too was addressed by Parks who are implementing a new refuse collection schedule.

A general discussion is held regarding the maintenance of the grounds, including grass cutting and weed control in the park. The Board would like to see that the grass in the park be mowed every five (5) days in the early spring and summer. The grounds closest to the Manor should also be maintained more frequently as these areas are often utilized for wedding photos. Councillor A. Halberstadt agrees to investigate further with the Parks Department and report back at the next meeting of the Board of Directors.

P. Irwin inquires as to whether architectural drawings of the Manor could be displayed to help illustrate the original structure, especially the second floor, when providing tours of the Manor for the public.

S. Marshall, Chair explains that the original drawings for the Manor were completed in sepia tone and are very difficult to re-produce or copy. S. Marshall agrees to further investigate and report back to the Board at a future meeting.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, June 13, 2013.

9. ADJOURNMENT

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

CHAIRPERSON

EXECUTIVE SECRETARY