

REPORT NO. 245 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held September 10, 2014

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

Regrets: Councillor Al Maghnieh

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

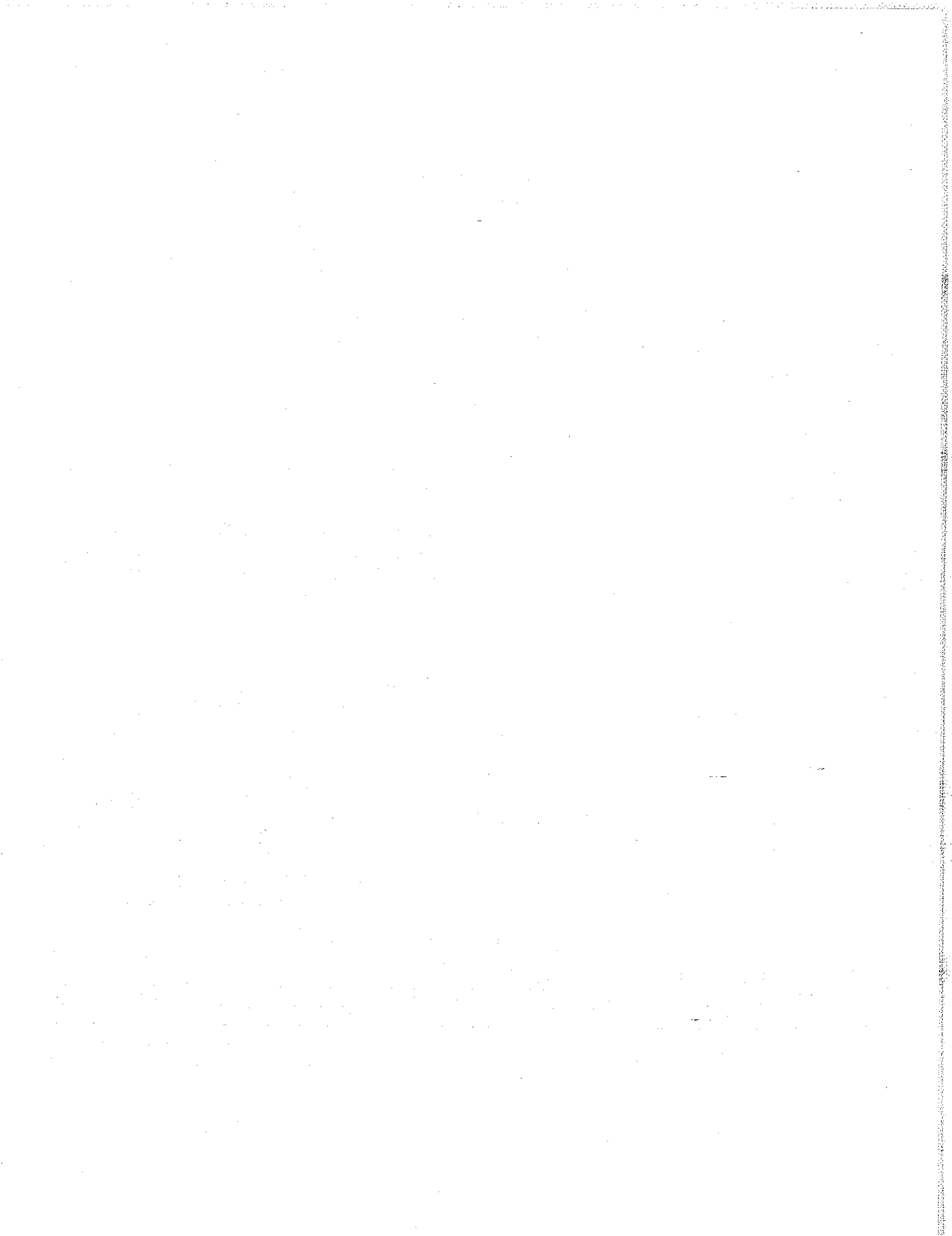
Moved by Councillor Gignac, seconded by Councillor Valentinis,
THAT the minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc. meetings held April 10, 2014 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc. meetings held April 10, 2014 are attached as background information.


CHAIRPERSON


SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/
April 10, 2014

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
R. Gauthier
C. Gaudette
L. Brown

Regrets:

J. Evans

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer – Financial Accounting
J. Miceli, Executive Director of Parks & Facilities
P. Labute, Manager of Community 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 4:06 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 R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held March 20, 2014 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

1.1 **Chairperson**

The Chairperson provides the following update:

- The Fundraising Committee is being restructured, however letters to Foundations and potential donors will commence soon.
- Working in conjunction with Administration to secure potential new fundraising opportunities for the Manor.
- Has remained in contact with Jim Boufford regarding obtaining documents and photographs of the Manor.

1.2 **Administration**

J. Miceli, Executive Director of Parks & Facilities reports that drainage work in the park has begun. Asphalt paths are scheduled to be installed in early May. J. Miceli further adds that the Corporation has issued a tender for the roof repair has been issued and a spring start date is anticipated.

P. Labute, Manager of Community Development provides the Executive Committee with an update regarding the annual fundraising dinner with the current caterer.

1.3 **Treasurer**

J. Mancina, Deputy Treasurer – Financial Accounting will provide an overview of the 2013 Financial Reports and Statements contained in the Annual Report at the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

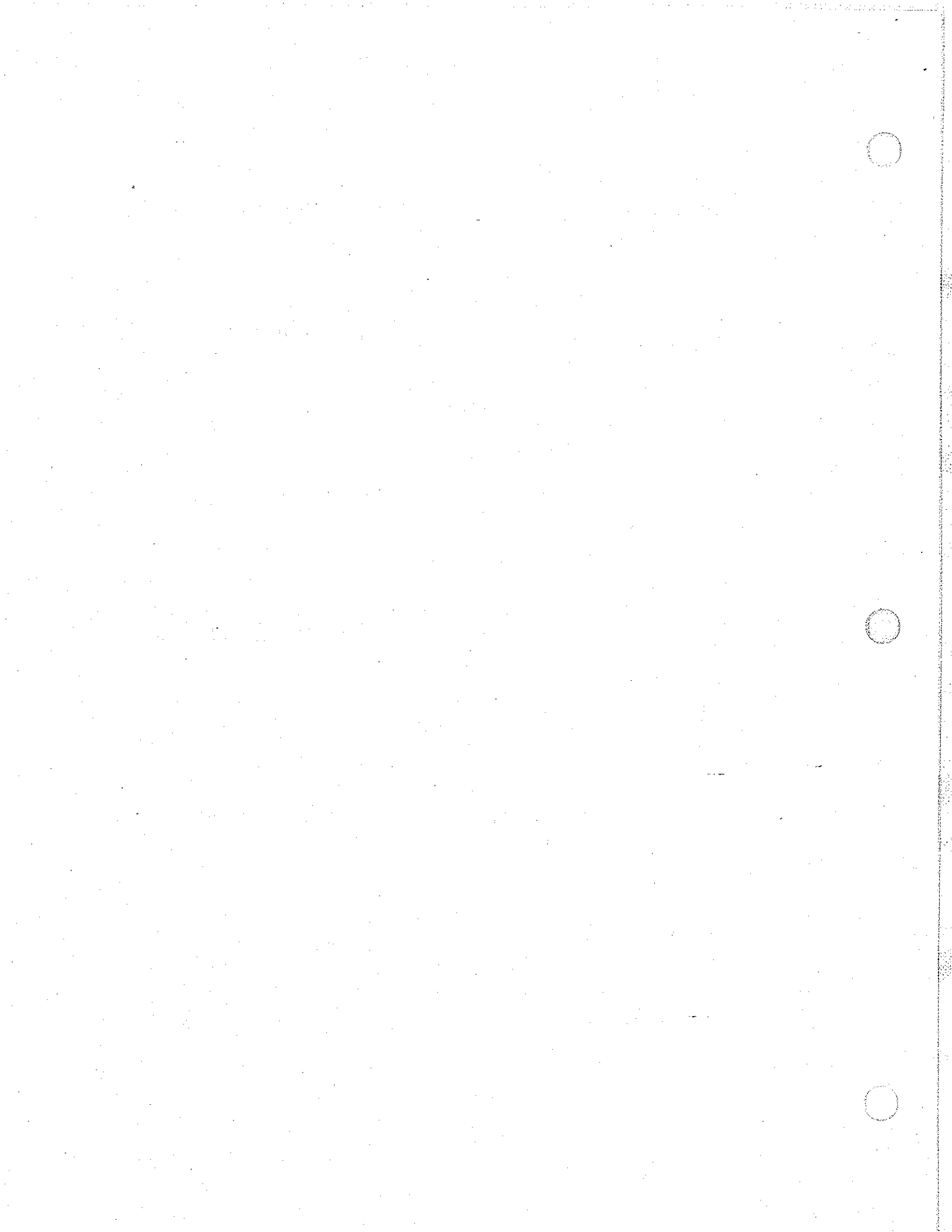
The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on May 8, 2014 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

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

CHAIRPERSON

EXECUTIVE SECRETARY



RB/
April 10, 2014

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
M.J. Dettinger
C. Gaudette
R. Gauthier
R. Easterbrook
D. Sanborn
K. Renaud
D. Langstone
E. Craig

Regrets:

J. Evans
K. Spirou

Also in attendance are the following resource personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
J. Miceli, Executive Director of Parks & Facilities
P. Labute, Manager of Community 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 4:35 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 R. Easterbrook, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held March 20, 2014 **BE ADOPTED** as amended with the following correction:

- Acquisitions Section 6.3, The expenditure relating to the purchase of Track Lightning for the North Gallery can be charged to the Willistead Capital Restoration Reserve Fund.
- Education, 6.6, the High School group visiting the Manor was St. Anne's High School, not St. Joseph's as reported.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- The Fundraising Committee is being restructured, however letters to Foundations and potential donors will commence soon.
- Working in conjunction with Administration to secure potential new fundraising opportunities for the Manor.
- Has remained in contact with Jim Boufford regarding obtaining documents and photographs of the Manor.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

J. Miceli, Executive Director of Parks & Facilities reports that drainage work in the park has begun. Asphalt paths are scheduled to be installed in early May. J. Miceli further adds that the Corporation has issued a tender for the roof repair has been issued and a spring start date is anticipated.

P. Labute, Manager of Community Development, reiterates that the gates to the Paul Martin Gardens are locked when the Manor has been booked for an event as the party renting the Manor is offered that space as part of the rental agreement. Gates are opened to the public only if the Manor is staffed. There are unfortunate cases of vandalism and theft when the gates have been left open at times when the Manor was not staffed.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting provides the Board with an overview of the 2013 Annual Financial Reports and Statements.

J. Mancina reports the Furniture and Furnishings value on page 26 of the 2013 Willistead Manor Inc. Annual Report should be amended to reflect \$468,560.00 over \$376,550.00.

Moved by D. Sanborn, seconded by M.J. Dettinger,

That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2013 *enclosed* herewith **BE ACCEPTED AS AMMENDED** to reflect \$468,560.00 in Furniture and Furnishings on Page 26 of the 2013 Annual Report.

Carried.

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

That upon acceptance of the 2013 Annual Report on the affairs and operations of Willistead Manor Inc. by City Council, copies **BE FORWARDED** to the list of appropriate parties as per past practice.

Carried.

Moved by R. Easterbrook, seconded by Councillor A. Halberstadt,

That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$5,904.26 **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.

Carried.

Moved by R. Easterbrook, seconded by D. Langstone,

That the Willistead Manor Inc. Annual Report for the year 2013 **BE INCLUDED** for public viewing on the City of Windsor Willistead Manor Webpage.

Carried.

J. Mancina distributes a "Willistead Manor Financial Summary" which highlights the account balances for the Capital Projects and Reserve/Trust Funds, and proceeds to provide the committee with an update regarding these accounts.

6. COMMITTEES

6.1 Fundraising

E. Craig provides a verbal report to the Board of Directors indicating that the donors list has been recently updated. The Fundraising Committee has also been discussing fundraising efforts including an annual giving program by mail or a potential

third party fundraising campaign. At this time, the committee will need to outline which direction it wants to proceed to accomplish on how to best target potential donors.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier provides the Board with an update regarding recent acquisitions including two chairs donated by Mr. & Mrs. Stephen and Marianne Marshall, which have since been placed in the Great Hall. The committee has also recently received a desk, hutch and chairs which will be placed in the Office.

The Acquisitions Committee has been contacted by a donor in the community who would like to pass along their Burl Walnut piano. While the piano is not currently in working order, the potential donor has committed to having the piano professionally repaired before donating it to the Manor. The Acquisitions committee views this as a great opportunity to replace the non-functioning piano in the Drawing Room with this new acquisition.

R. Gauthier also updates the Board with respect to the track lighting project in the North Gallery, which has been successfully completed. The next project the committee would like to address is the men's washroom which will be scheduled after the roof repairs at the Manor have been completed.

6.4 Friends of Willistead

K. Renaud distributes a list of updates to the Board of Directors as they pertain to the Friends of Willistead attached hereto as "**Appendix A.**" Highlighted in her report are the following points:

- Five new members have recently joined the Friends of Willistead
- Luncheon series hosted by the Friends of Willistead has raised \$600.00
- Easter Party for children scheduled for Saturday, April 19, 2014 is almost completely booked
- A costume party fundraiser based on the Downton Abbey television series is being planned for the summer months at the Manor
- A customized sign-in book for guests is being developed for the Manor
- A donation box for the Manor has been suggested and the Friends of Willistead will discuss further with the Acquisitions Committee for design/sample approvals

6.5 Classic Car Show

None.

6.6 Education

M.J. Dettinger indicates that Ralph Gault is in the process of updating brochures respecting the Manor and will forward these to the new Docents who have joined the Friends of Willistead once complete. The brochures will serve as an educational and informative document for them to become better acquainted with the Manor.

6.7 Historical

R. Easterbrook informs the Board of his conversation with Cathy Masterson, Manager of Cultural Affairs for the City of Windsor regarding the possibility of erecting display cases in the Coach House to showcase Willistead Manor and Walkerville documents, photographs, etc. While the Coach House would not meet the standards placed on museums to store and preserve historical documents, there is still support for this endeavor for those items that may not require museum quality preservation.

At this time, Cultural Affairs has requested an outlined plan for what is envisioned in the Coach House by the Historical Committee before proceeding further.

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 May 8, 2014.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:51 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

