

**REPORT NO. 250 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held October 8, 2014

---

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

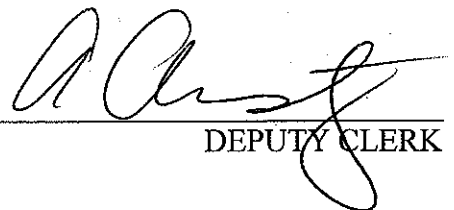
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Maghnieh,  
That the minutes of the Executive Committee and Board of Directors meetings of Willistead Manor Inc. held June 19, 2014 **BE RECEIVED** for information.  
Carried.

Clerk's Note: That the minutes of the Executive Committee and Board of Directors meetings of Willistead Manor Inc. held June 19, 2014 are attached as background information.

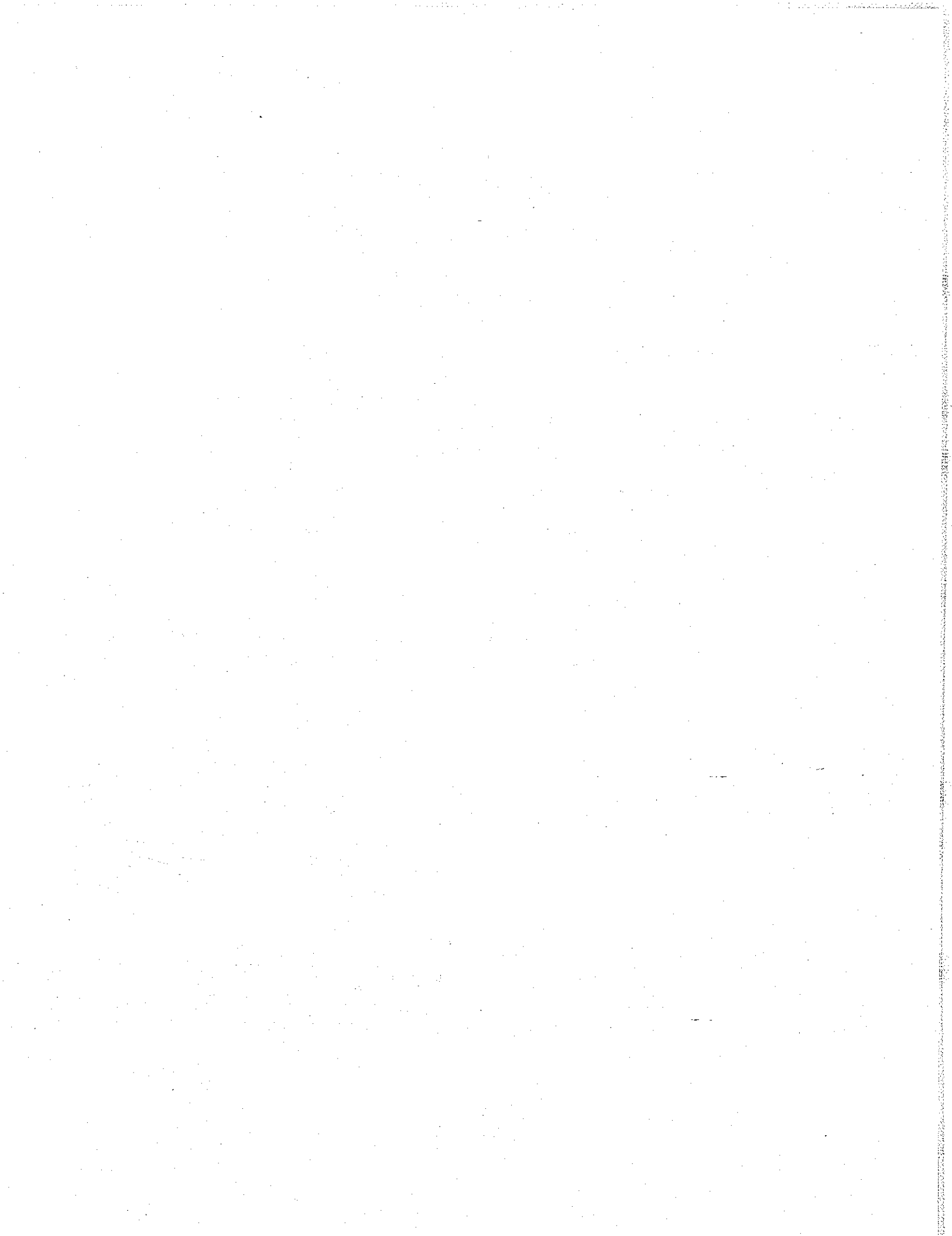


CHAIRPERSON



DEPUTY CLERK

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/  
June 19, 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  
J. Evans

Regrets:

L. Brown

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer – Financial Accounting  
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 4:04 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 C. Gaudette,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held April 10, 2014 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

#### 4. REPORTS

##### 4.1 Chairperson

The Chairperson provides the following update:

- The Chair has been pursuing an interested party who are thinking of making a contribution to Willistead Manor through the Endowment Fund as part of their Estate Planning. Follow up will resume in the fall of 2014.
- The Chandisherry Foundation has made a \$25,000.00 contribution to be utilized strictly for preservation efforts at Willistead Manor. The charity has also advised the Chairperson that it is considering making future contributions for preservation work. The Chandisherry Board of Directors conveyed a formal thank you and appreciates the time and dedication made to Willistead Manor by both the Willistead Manor Board of Directors and City Administration including:
  - Mario Sonego, City Engineer
  - John Miceli, Executive Director of Parks & Facilities
  - Mike Clement, Manager of Parks Development
  - Pam Labute, Manger of Community Development
  - Joe Mancina, Deputy Treasurer – Financial Accounting
  - Robert Barlozzari, Willistead Manor Board of Directors  
Executive Secretary
- This year's Art in the Park was well attended. There were approximately 15,000 guests in attendance on Saturday, June 7 and approximately 6,000 on Sunday, June 8 with an approximately 4,000 children attending as well.

##### 4.2 Administration

P. LaBute, Manager of Community Development informs the Executive Committee that she has formally thanked and provided commendation to the Art in the Park Committee on behalf of the City of Windsor for orchestrating and delivering such a wonderful event.

P. LaBute also informs the Executive Committee that that she has been temporarily assigned to other municipal projects and will be stepping away from her role at Willistead Manor during this time. C. Masterson, Manager of Cultural Affairs will assume Administrative responsibilities associated with the Manor in her absence.

##### 4.3 Treasurer

J. Mancina, Deputy Treasurer – Financial Accounting updates the Board of Directors with respect to donations received to date, including the \$1,000.00 Bequest left by the Walter Hadden Estate. A report on financial accounts will be provided at the regular meeting.

5. **NEW BUSINESS**

R. Gauthier raises concern regarding the condition of the Servery located on the second floor of the Manor as communicated to him by his board colleague M.J. Dettinger. The Acquisitions Committee would like to investigate the potential costs associated with updating and installing new sinks and countertops in this area. Project updates and costs will be reported to the Board of Directors.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on September 11, 2014 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

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

\_\_\_\_\_  
CHAIRPERSON

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

**AGENDA**  
and Schedule "A"  
to the Minutes of the Meeting of the  
**Executive Committee, Board of Directors, Willistead Manor Inc.**  
Held Thursday, June 19, 2014  
At 4:00 o'clock p.m.  
Willistead Manor Inc.

---

1. **CALL TO ORDER**

2. **MINUTES**

\* Adoption of the minutes of the meeting of the Executive Committee, Willistead Manor Inc., held April 10, 2014. (Copies *attached*).

3. **BUSINESS ARISING FROM THE MINUTES**

4. **REPORTS**

- 1) Chairperson
- 2) Administration
- 3) Treasurer

5. **NEW BUSINESS**

6. **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be held at the Call of the Chair.

7. **ADJOURNMENT**

RB/  
June 19, 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  
J. Evans  
C. Gaudette  
R. Gauthier  
R. Easterbrook  
D. Sanborn  
K. Renaud  
D. Langstone

**Regrets:**

L. Brown  
M.J. Dettinger  
E. Craig  
K. Spirou

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

J. Mancina, Deputy Treasurer—Financial Accounting  
P. LaBute, Manager of Community Development  
C. Masterson, Manager of Cultural Affairs  
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 4:38 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 D. Langstone, seconded by R. Gauthier,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held April 10, 2014 **BE ADOPTED** as presented.  
Carried.

### 3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- The Chair has been pursuing an interested party who are giving consideration to making a contribution to Willistead Manor through the Endowment Fund as part of their Estate Planning. Follow up will resume in the fall of 2014.
- The Chandisherry Foundation has made a \$25,000.00 contribution to be utilized strictly for preservation efforts at Willistead Manor. The charity has also advised the Chairperson that it is considering making future contributions for preservation work. The Chandisherry Board of Directors conveyed a formal thank you and appreciates the time and dedication made to Willistead Manor by both the Willistead Manor Board of Directors and City Administration including:
  - Mario Sonogo, City Engineer
  - John Miceli, Executive Director of Parks & Facilities
  - Mike Clement, Manager of Parks Development
  - Pam Labute, Manger of Community Development
  - Joe Mancina, Deputy Treasurer – Financial Accounting
  - Robert Barlozzari, Willistead Manor Board of Directors  
Executive Secretary
- This year's Art in the Park was well attended. There were approximately 15,000 guests in attendance on Saturday, June 7 and approximately 6,000 on Sunday, June 8 with an approximately 4,000 children attending as well.

Moved by Councillor A. Halberstadt, seconded by D. Langstone,  
That one (1) complimentary admission ticket to Art in the Park scheduled  
from June 6 through to June 8, 2014 **BE ISSUED** to Manor Club donors; and further,

That the Willistead Manor Board of Directors **REIMBURSE** the Rotary  
Club of Windsor (1918) for tickets as utilized by the Manor Club donors.

Carried.

Moved by R. Gauthier, seconded by C. Gaudette,  
That L. Brown, Willistead Manor Board Member **BE REIMBURSED** in  
the amount of \$224.75 for personal expenses associated with printing Willistead Manor  
Donation brochures distributed during Art in the Park held June 6 through to June 8,  
2014.

Carried.

### 4. BUSINESS ARISING FROM THE MINUTES

None.



## 5. REPORTS

### 5.1 Management

P. LaBute, Manager of Community Development advises the Board that Administration has made arrangements to have the gates at the Paul Martin Gardens remain open and accessible to the public on a daily basis, provided there are no private functions booked for that space and that Parks staff are onsite in the Manor. Gates will be opened and closed consistent with staff working hours. The gardens will not be open to the public during private events or remain accessible overnight.

P. LaBute also informs the Executive that that she has been temporarily assigned to other municipal projects and will be stepping away from her role at Willistead Manor during this time. C. Masterson, Manager of Cultural Affairs will assume Administrative responsibilities associated with the Manor in her absence.

### 5.2 Treasurer

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

- Operating Account--\$34,048.00
- Savings Account--\$29,141.00
- Donations--\$29,100.00

Moved by R. Easterbook, seconded by C. Gaudette,  
That the contribution in the amount of \$25,000.00 made by the Chandisherry Foundation dedicated to restoration projects at Willistead Manor BE TRANSFERRED to the Willistead Capital Restoration Project Account.

Carried.

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotions

None.

### **6.3 Acquisitions**

R. Gauthier advises the Board of the most recent acquisition being a small sofa donated by Ms. Catherine Harris. The Acquisitions Committee will be examining where to place the donated furniture in the Manor.

R. Gauthier further advises the Board on the condition of the Servery, located on the second floor of the Manor as viewed and outlined by M.J. Dettinger during the Art in the Park weekend. The Acquisitions Committee would like to investigate repairing or replacing the materials in the Servery which may include new sinks and laminate countertops. Costs and materials associated with the repair will be reported back to the Board.

### **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:

- New slate of Friends of Willistead Officers elected in May. Attached as "Appendix B";
- \$2,200.00 raised by the Friends of Willistead during Art in the Park;
- Donation Box located in the Manor during Art in the Park raised \$100.50;
- Summer tours of the Manor will take place on Mondays and Wednesdays;
- Downton Abbey event scheduled for Wednesday, October 1, 2014;
- A custom sign in book has been created and is now placed in the Manor for use.

### **6.5 Classic Car Show**

None.

### **6.6 Education**

None.

### **6.7 Historical**

None.

## **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 September 11, 2014 at 4:30 o'clock p.m.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:10 o'clock p.m.

---

CHAIRPERSON

---

EXECUTIVE SECRETARY

**AGENDA**  
and Schedule "A"  
to the Minutes of the Meeting of the  
**Board of Directors, Willistead Manor Inc.**  
Held Thursday, June 19, 2014  
at 4:30 o'clock p.m.  
Willistead Manor Inc.

---

1.        **CALL TO ORDER**

2.        **MINUTES**

\*        Adoption of the minutes of the meeting of the Board of Directors, Willistead Manor Inc., held April 10, 2014. (Copy ***attached***)

3.        **CHAIRPERSON'S REPORT**

4.        **BUSINESS ARISING FROM THE MINUTES**

5.        **REPORTS**

5.1       **Management**

5.2       **Treasurer**

6.        **COMMITTEES**

6.1       **Fundraising**

6.2       **Community Relations and Promotions**

6.3       **Acquisitions**

6.4       **Friends of Willistead**

6.5       **Classic Car Show**

6.6       **Education**

6.7       **Historical**

7.        **NEW BUSINESS**

8.        **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be at the Call of the Chair.

9.        **ADJOURNMENT**