

Adopted by Council at its meeting held March 23, 2015 [M107-2015]

AA

Windsor, Ontario, March 23, 2015

REPORT NO. 280 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held March 4, 2015

Present:
Councillor Ed Sleiman, Chair
Councillor Paul Borrelli
Councillor Rino Bortolin
Councillor John Elliott
Councillor Jo-Anne Gignac

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

Moved by Councillor Bortolin, seconded by Councillor Borrelli
THAT the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held September 11, 2014 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held September 11, 2014 are attached as background information.

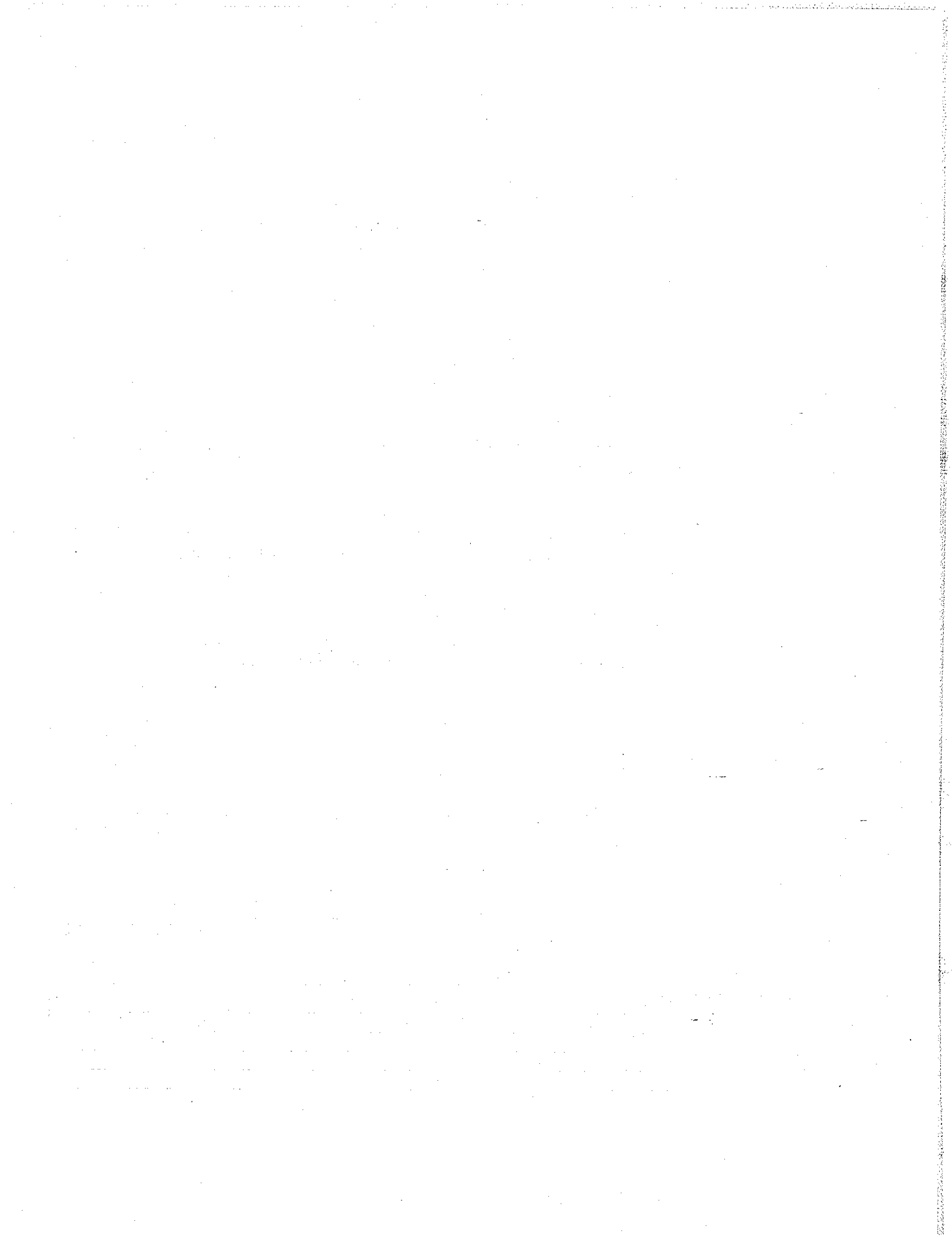


CHAIRPERSON



DEPUTY CLERK

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/
September 11, 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 (arrives at 4:20 o'clock p.m.)
R. Gauthier
C. Gaudette
J. Evans

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer – Financial Accounting
C. Masterson, Manager of Cultural Affairs
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors,
Willistead Manor Inc.

1. **CALL TO ORDER**

In the absence of the Chairperson, the Past Chair calls the meeting to order at 4:10 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 June 19, 2014 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 Chairperson

None.

4.2 Administration

C. Masterson, Manager of Cultural Affairs provides a verbal update to the Executive Committee regarding the number of improvements that are being made to the Manor which include extensive repairs to the clay roof, flashings and downspouts.

4.3 Treasurer

J. Mancina, Deputy Treasurer – Financial Accounting provides a Financial Summary update to the Executive Committee respecting Capital Projects and Reserve Funds expenses to date.

S. Marshall, Chairperson arrives at 4:20 o'clock p.m.

5. NEW BUSINESS

Upon the arrival of the Chairperson, a general discussion is held amongst the Executive Committee pertaining to the vacancies that are present at the Board of Directors. A formal request will be made by the Chair at the Regular Meeting during New Business for potential new members to join the Board of Directors.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willstead Manor Inc. will be held on October 9, 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

RB/
September 11, 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
J. Evans
M.J. Dettinger
C. Gaudette
R. Gauthier
D. Sanborn
K. Renaud
D. Langstone

Regrets:

Councillor A. Halberstadt
R. Easterbrook
E. Craig
K. Spirou

Also in attendance are the following resource personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
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 4:40 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. Gauthier, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 19, 2014 **BE ADOPTED** as presented.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson provides the following update:

- The Chairperson distributes the Letter of Resignation to the Board of Directors received from L. Brown, Vice-Chair.
- The Chairperson speaks to the re-appointment of current Board Members and explains that there is a potential for new members to join the Board which will be discussed and considered during the New Business portion of the meeting.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

C. Masterson, Manager of Cultural Affairs provides the Board of Directors with a verbal update regarding the number of improvements that are being made to the Manor which include extensive repairs to the clay roof, flashings and downspouts.

5.2 **Treasurer**

J. Mancina, Deputy Treasurer-Financial Accounting provides a Financial Summary update to the Board of Directors respecting Capital Projects and Reserve Funds expenses to date.

J. Mancina further provides the board with the following account balances:

- Operating Account--\$32,713
- Savings Account--\$4,352
- Donations--\$29,290

6. **COMMITTEES**

6.1 **Fundraising**

None.

6.2 **Community Relations and Promotions**

None.

6.3 Acquisitions

R. Gauthier updates the Board of Directors regarding the following projects the Acquisitions Committee is currently earmarking as a priority:

- Updates to the Men's second floor bathroom
- Dining room drapes, side panels & lace sheers
- Dining room chair fabric recover
- 2 custom wood pedestals for candelabra's flanking fireplace in the Great Hall, to elevate them.
- Custom wall hug case for keys from St. Mary's Academy cabinet in upper hall
- Picture Painting repairs
- New North Gallery mirrors, existing ones will be moved to men's second floor bathroom
- Hand rail installation in the Morning Room & Billiard Room leading to Library

R. Gauthier also explains that the second floor kitchen/pantry renovation design is under investigation.

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:

- 1920's period event based on the Downton Abbey is scheduled for Wednesday, October 1, 2014.
- A children's Hallowe'en Party is scheduled for Saturday, October 25, 2014 from 11 o'clock a.m. to 1:00 o'clock p.m.
- The Manor will be decorated for Christmas on Monday, November 10, 2014. Decorators will include members of the Friends of Willistead along with students from St. Clair College.

6.5 Classic Car Show

None.

6.6 Education

M.J. Dettinger informs the Board that several tours of the Manor were given over the summer months, including International Students from Latin America who were studying at the Academie Ste. Cecile.

6.7 Historical

None.

7. NEW BUSINESS

The Chair addresses the current vacancies on the Board of Directors, including the resignation of L. Brown and provides an update on the approval process and City Council's endorsement. The Board of Directors hold a general discussion regarding potential candidates.

Moved by M.J. Dettinger, seconded by C. Gaudette,
That the resignation of L. Brown from the Executive Board and the Board of Directors, Willistead Manor Inc. **BE ACCEPTED.**

Moved by M.J. Dettinger, seconded by D. Langstone,
That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2016:

J. Evans
E. Craig
D. Sanborn
R. Gauthier
K. Spirou

Carried.

Moved by M.J. Dettinger, seconded by C. Gaudette,
That the following persons **BE APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2016:

B. Smith
J. Douglas Willms
A. Abu-Zahra

Carried.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, October 9, 2014.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:20 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

