

Adopted by Council at its meeting held March 23, 2015 [M108-2015]

AA

Windsor, Ontario, March 23, 2015

**REPORT NO. 281 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 October 9, 2014 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held October 9, 2014 are attached as background information.

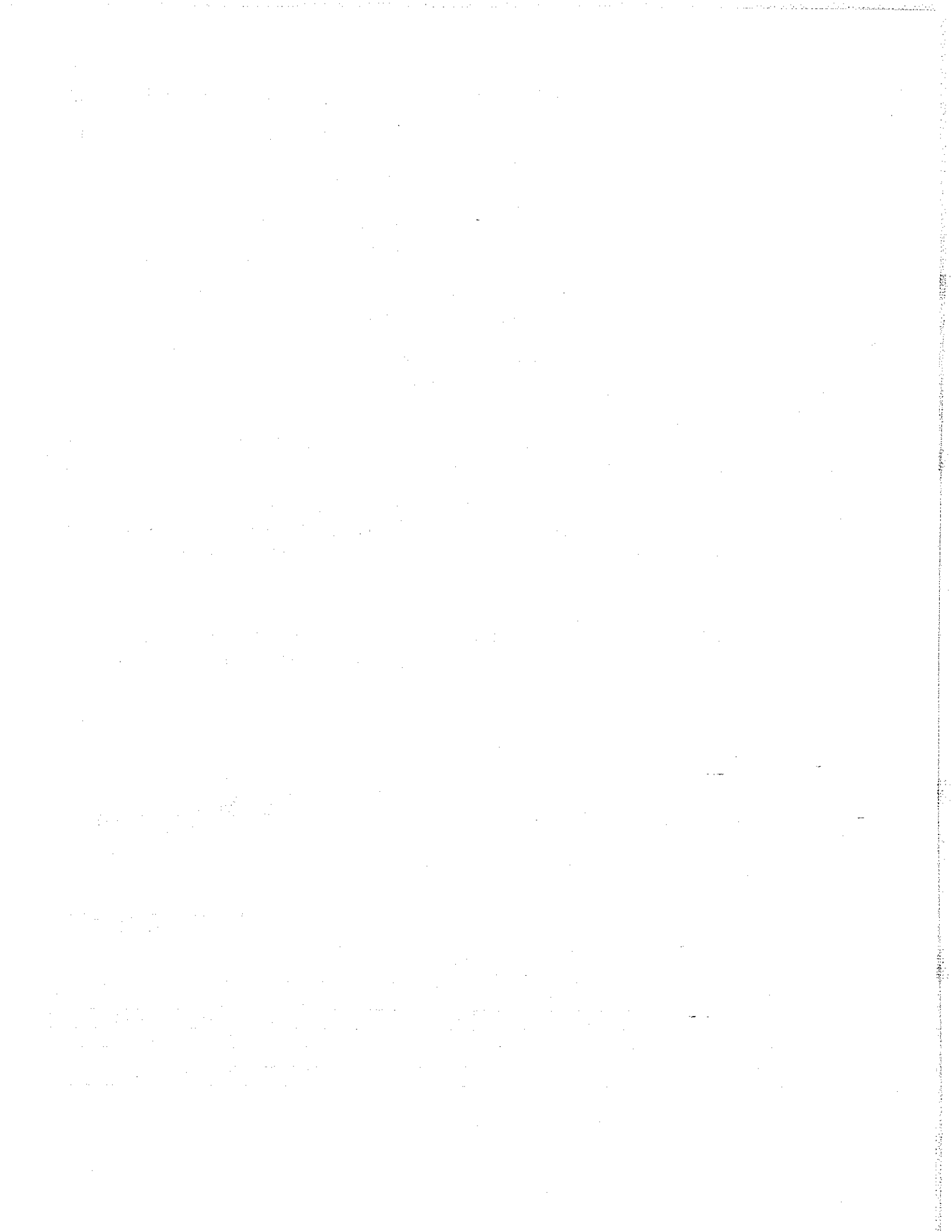


CHAIRPERSON



DEPUTY CLERK

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/
October 9, 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
C. Gaudette
J. Evans

Regrets:

R. Gauthier

Also in attendance are the following Resource Personnel:

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 4:01 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 C. Gaudette, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held September 11, 2014 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following updates:

- Clifford Hatch Jr. of Toronto, Ontario, son of Joan & Clifford Hatch passed away in late September 2014. The Chair will send condolences to the family on behalf of the Board of Directors.
- The Chair references and thanks C. Masterson, Manager of Cultural Affairs for her email dated September 15, 2014 regarding Manor upgrades and improvements.
- Former Board of Directors Member L. Brown has advised the Chair that with the Board's approval, she would like to continue to Chair the Walker Family History Committee despite her recent resignation from the Board of Directors.

4.2 **Administration**

C. Masterson, Manager of Cultural Affairs provides the following updates:

- Exterior wood trim along with downspouts and rain boxes in the courtyard will be repaired and replaced to match existing conditions commencing the week of October 27, 2014.
- A themed 1920's dinner party hosted by the Friends of Willistead will regrettably not materialize due to a lack of ticket sales.
- The Friends of Willistead will host a children's Halloween Party on Saturday, October 25, 2014 from 11:30am to 1:00pm in the Coach House. Admission is \$10 per child and activities will include games, crafts, treats and prizes.
- The Manor will be decorated for the Christmas Season on Monday November 10 and Tuesday, November 11, 2014. Holiday Tours during the month of December will be held every Wednesday from 7:00 o'clock p.m. to 9:00 o'clock p.m. and Sundays from 1:00 o'clock p.m. to 4:00 o'clock p.m.

4.3 **Treasurer**

None.

5. **NEW BUSINESS**

A discussion is held regarding a Willistead Manor Inc, Board of Directors Handbook which was developed for new members of the Board. R. Barlozzari, Executive Secretary explains that the most recent edition of the book was published in 2009 and that it would be prudent to re-examine that Handbook for necessary changes, edits and/or inclusions.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on November 13, 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/
October 9, 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
M.J. Dettinger
C. Gaudette
D. Sanborn
D. Langstone
E. Craig
R. Easterbrook (arrives at 4:58 o'clock p.m.)
K. Renaud

Regrets:

R. Gauthier
K. Spirou

Also in attendance are the following resource personnel:

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 4:34 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 C. Gaudette, seconded by D. Sanborn,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 11, 2014 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- Clifford Hatch Jr. of Toronto, Ontario, son of Joan & Clifford Hatch passed away in late September 2014. The Chair will send condolences to the family on behalf of the Board of Directors.
- The Chair references and thanks C. Masterson, Manager of Cultural Affairs for her email dated September 15, 2014 regarding Manor upgrades and improvements – attached as "Appendix A."
- Ms. Jeannie Smith, Chief of Staff, Office of the Minister of Canadian Heritage and Official Languages has written a letter of appreciation regarding the Willistead Manor Inc. Annual Report which was forwarded to the Minister's attention in July. – attached as "Appendix B."
- Former Board of Directors Member L. Brown has advised the Chair that with the Board's approval, she would like to continue to Chair the Walker Family History Committee despite her recent resignation from the Board of Directors.
- The Chair informs the Board of L. Brown's length of service and dedication towards the preservation and promotion of the Manor, which is a total of thirty three years.

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

That Louise Brown **BE APPOINTED** as Honorary Chairperson to the Board of Directors, Willistead Manor Inc. in honour of her thirty-three (33) years of dedicated service as a Board Member.

Carried.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

C. Masterson, Manager of Cultural Affairs provides the following updates:

- Exterior wood trim along with downspouts and rain boxes in the courtyard will be repaired and replaced where necessary commencing the week of October 27, 2014. Repairs will match the current architecture and style.
- A themed 1920's dinner party hosted by the Friends of Willistead has experienced low ticket sales and will not materialize at this time.
- The Friends of Willistead will host a children's Halloween Party on Saturday, October 25, 2014 in the Coach House. Admission is \$10 per child and activities will include games, crafts, treats and prizes.

- The Manor will be decorated for the Christmas Season on Monday November 10 and Tuesday, November 11, 2014. Holiday Tours during the month of December will be held every Wednesday from 7:00 o'clock p.m. to 9:00 o'clock p.m. and Sundays from 1:00 o'clock p.m. to 4:00 o'clock p.m.

5.2 Treasurer

None.

6. COMMITTEES

6.1 Fundraising

E. Craig provides a verbal update regarding the undertakings the committee is completing based on the current list of donors. The next meeting of the committee is scheduled for November 1, 2014.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

C. Gaudette explains that the mens bathroom located on the main floor of the Manor will be a priority project. Furthermore, a meeting with the Caterer will transpire soon regarding repairs and/or updates to the second floor kitchen.

6.4 Friends of Willistead

K. Renaud distributes a list of updates as developed by the Friends of Willistead attached hereto as "Appendix C." Highlighted in her report are the following points:

- A new member has been accepted to the Friends of Willistead;
- \$64.45 raised from the Manor donation box will be turned over to the Finance Department;
- Hallowe'en Howl, a children's event is scheduled for Saturday, October 25, 2014;
- The Manor will be decorated for the Christmas Season on November 10 and November 11, 2014, and will be displayed for the months of November and December;
- A booklet set to be utilized for fundraising is currently in the final stages of development;
- Christmas Tea in the Manor has been scheduled for Sunday, November 16, 2014 beginning at 12:00 o'clock p.m.
- The Lunch and Learn Series is being reinstated and will be held each Tuesday in February 2015 at 2:00 o'clock p.m. for a cost of \$15.00 per session or \$55.00 for all four sessions which will take place in the Manor.

6.5 Classic Car Show

None.

6.6 Education

M.J. Dettinger informs the Board of Directors that Manor Tours attended by area high schools are scheduled for the coming months with St. Anne Catholic High School scheduling two tours in November and Assumption College Catholic High School scheduling a tour in December.

6.7 Historical

None.

7. NEW BUSINESS

A discussion is held regarding the Willistead Manor Inc, Board of Directors Handbook which was developed and issued to new Board Members in previous years. R. Barlozzari, Executive Secretary explains that the most recent edition of the book was published in 2009 and that it would be prudent to re-examine that Handbook for necessary changes, edits and/or updated information. R. Barlozzari agrees to provide an updated draft copy for review by the Board at a forthcoming meeting of the Board of Directors.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, November 13, 2014.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:04 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY