

**REPORT NO. 282** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held March 4, 2015

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**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 November 13, 2014 **BE RECEIVED** for information.  
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held November 13, 2014 are attached as background information.

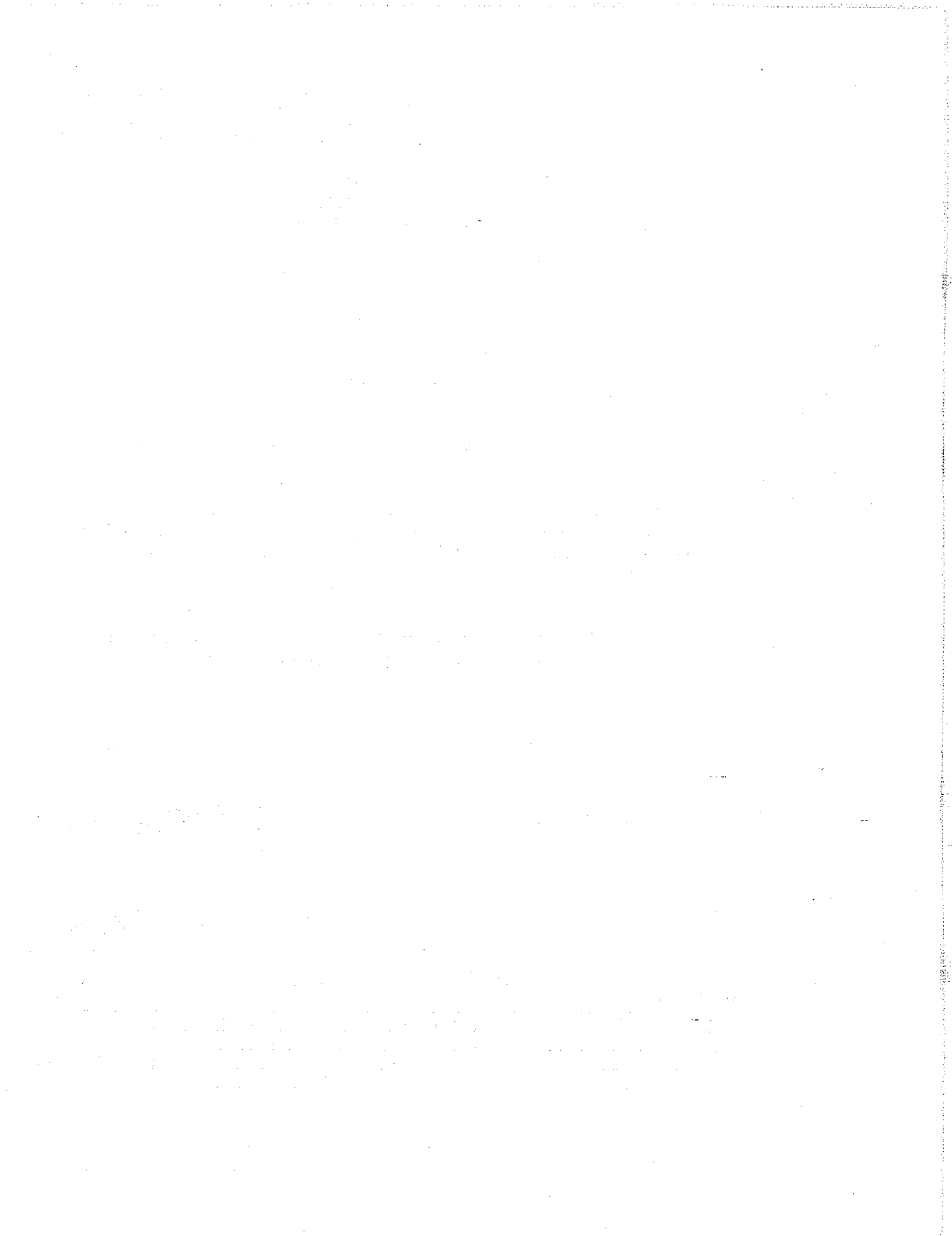


CHAIRPERSON



DEPUTY CLERK

| <b>NOTIFICATION :</b> |         |               |           |     |
|-----------------------|---------|---------------|-----------|-----|
| Name                  | Address | Email Address | Telephone | FAX |
|                       |         |               |           |     |
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RB/  
November 13, 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  
R. Gauthier

**Guests:**

M.J. Dettinger

**Regrets:**

J. Evans

**Also in attendance are the following Resource Personnel:**

Joe Mancina, 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 4:01 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 R. Gauthier,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held October 9, 2014 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. **REPORTS**

4.1 **Chairperson**

The Chairperson provides the following updates:

- The Fundraising Committee has held meetings to discuss and plan a long-term campaign dedicated to restoration and preservation efforts. A coordinated fundraising event with the current caterer at the Manor is also being considered and investigated.
- K. Spirou has forwarded her resignation to the Board of Directors effective immediately citing a conflict of interest based on fundraising initiatives associated with a new client that has retained her firm's services.

4.2 **Administration**

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

- The Parks Department is hosting an Open House at the Manor on Tuesday, December 9, 2014 to discuss park improvements related to the gates and park entrance areas.
- 100 trees are being planted at the park and will be divided into quadrants based on their type and variety. The selected species are those that would have been utilized and planted in 1906 when construction on the Manor was completed.

4.3 **Treasurer**

A report will be provided at the regular meeting.

5. **NEW BUSINESS**

R. Gauthier and C. Gaudette provide a verbal update regarding the Men's Bathroom project which will begin shortly. The Acquisitions Committee is currently in the process of obtaining quotes for the work in adherence to the City of Windsor's Purchasing Bylaw.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on February 12, 2015 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

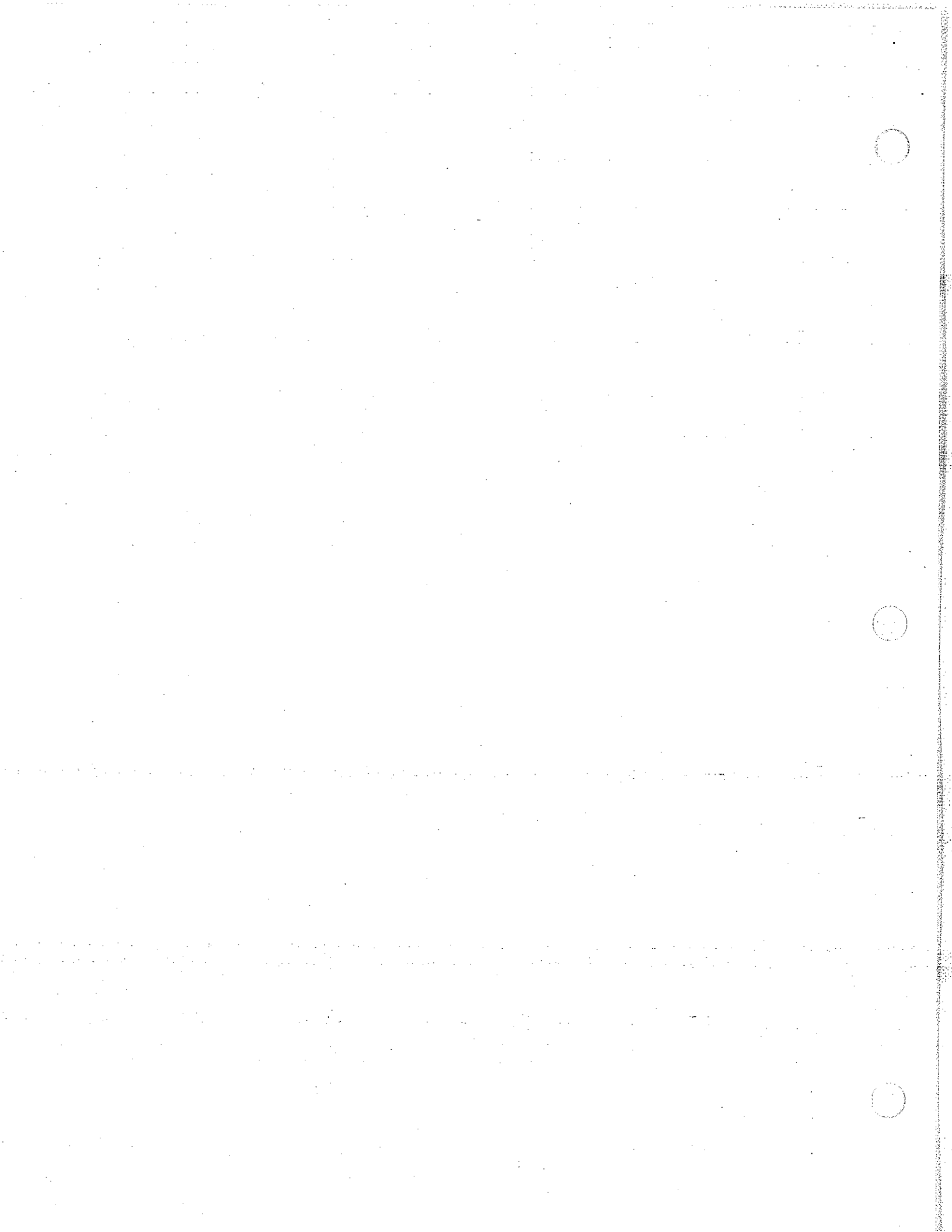
There being no further business, the meeting is adjourned at 4:29 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY



RB/  
November 13, 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  
R. Gauthier  
J. Evans  
M.J. Dettinger  
C. Gaudette  
E. Craig  
R. Easterbrook  
K. Renaud  
D. Sanborn (arrives at 5:08 o'clock p.m.)

**Regrets:**

J. Evans  
D. Langstone

**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 4:35 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 E. Craig, seconded by C. Gaudette,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 13, 2014 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following updates:

- The Fundraising Committee has held meetings to discuss and plan a long-term campaign dedicated to restoration and preservation efforts. A coordinated fundraising event with the current caterer at the Manor is also being considered and investigated.
- K. Spirou has forwarded her resignation to the Board of Directors effective immediately citing a conflict of interest based on fundraising initiatives associated with a new client that has retained her firm's services.

Moved by E. Craig, seconded by R. Easterbrook,  
That the resignation of K. Spirou from the Board of Directors, Willistead Manor Inc. effective immediately **BE ACCEPTED**.

Carried.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

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

- The Parks Department is hosting an Open House at the Manor on Tuesday, December 9, 2014 to discuss park improvements related to the gates and park entrance areas.
- 100 trees are being planted at the park and will be divided into quadrants based on their type and variety. The selected species are those that would have been utilized and planted in 1906 when construction on the Manor was completed.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting provides the current account balances as follows:

- Operating Account-- \$32,781.00
- Savings Account-- \$5,011.00
- Donations -- \$29,940.00

J. Mancina further reports that \$400.00 in Directors fees have been forwarded to Willistead Manor on behalf of the Morris and Beverly Baker Foundation.



## 6. COMMITTEES

### 6.1 Fundraising

E. Craig provides the Board of Directors with a verbal update regarding the developments made by the Fundraising Committee and the introduction of a long-term fundraising campaign dedicated towards Manor Restoration and Preservation. Although the campaign is not finalized, key points will include:

- Recruiting an identifiable person/personality to act as the “face” of the campaign who would be influential in assisting with soliciting donations;
- A fundraising event can include working with the current caterer;
- Board Members would be requested to assist in the promotion process, identifying target groups, selling tickets/tables for a fundraising dinner;
- New brochure highlighting the campaign is being finalized;
- Board Members encouraged to offer suggestions.

D. Sanborn arrives at 5:08 o'clock p.m.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier provides a verbal update regarding the Men's Bathroom project which will begin shortly. The Acquisitions Committee is currently in the process of obtaining quotes for the work in adherence to the City of Windsor's Purchasing Bylaw.

### Friends of Willistead

K. Renaud distributes a list of updates as developed by the Friends of Willistead attached hereto as “**Appendix A.**” Highlighted in her report include:

- The revised Friends of Willistead booklet is now completed and will retail for \$5.00/each as a fundraising initiative;
- Annual Christmas Tea is scheduled for Sunday, November 16, 2014 from 12:00 o'clock noon. to 4:00 o'clock p.m.;
- The Lunch and Learn Series will resume in February 2015 with sessions occurring each Tuesday from 12:00 o'clock noon to 2:00 o'clock p.m.;
- 15 private tours of the Manor have been booked in addition to regularly scheduled Christmas Open House tours.

### 6.5 Classic Car Show

None.

### 6.6 Education

M.J. Dettinger informs the Board that her granddaughter, Kayla Dettinger, a Third Year University of Windsor Student had prepared and presented a research project this past semester on the life and times of Mary Walker, wife of Edward Chandler Walker. The project was well received by Kayla's Professor who was very impressed with the conduct and extent of the research that went into the project.

### 6.7 Historical

R. Easterbrook reports that several boxes of Walkerville Walking Tour Brochures have recently been found at City Hall and that he has requested the pamphlets for the Friends of Willistead if they can utilize this information for any of their purposes.

## 7. NEW BUSINESS

Moved by R. Gauthier, seconded by E. Craig,

That an expenditure in the amount of \$100.00 **BE APPROVED** for the purchase of a gift certificate from a local restaurant in Willistead to be presented to Mr. & Mrs. Reid for their continued support and assistance to Willistead Manor Inc. and the Board of Directors.

Carried.

On behalf of the Board of Directors, the Chair recognizes and thanks Councillor A. Halberstadt for his many years of public service to constituents, residents in the City of Windsor and for his commitment to Willistead Manor over that same time period.

Councillor A. Halberstadt takes a moment to thank the Board of Directors for their hard work, time and energy they put forth into the preservation and restoration of Willistead Manor. Councillor A. Halberstadt further states that the Boards dedication is greatly appreciated by members of City Council.

## 8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, February 12, 2015.

9. ADJOURNMENT

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

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CHAIRPERSON

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EXECUTIVE SECRETARY

