

Adopted by Council at its meeting held May 4, 2015 [M170-2015]

AA

Windsor, Ontario, May 4, 2015

**REPORT NO. 285 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held April 8, 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:

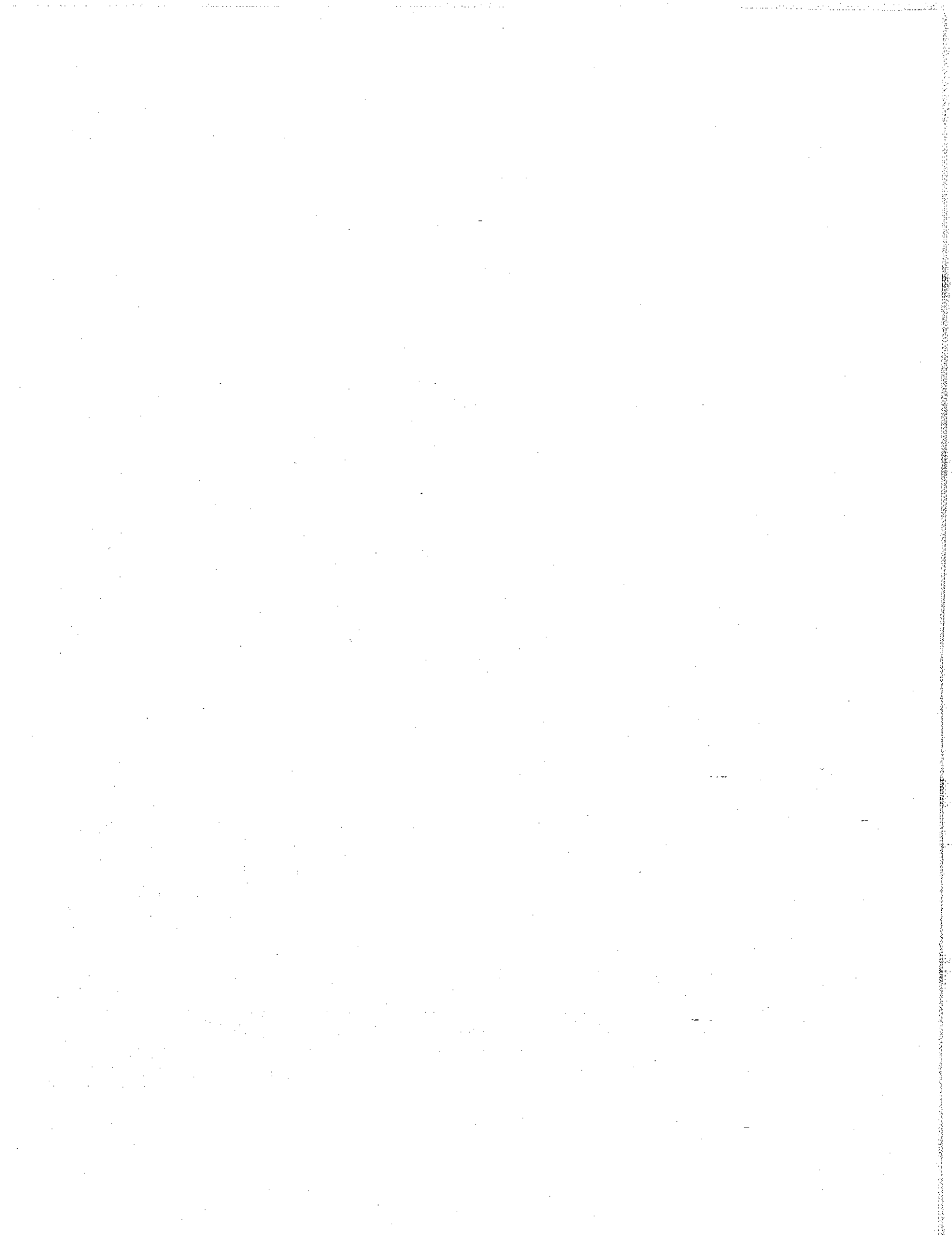
Moved by Councillor Bortolin, seconded by Councillor Borrelli
THAT the minutes of the Willistead Manor Inc. Board of Directors meeting held February 12, 2015 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Board of Directors meeting held February 12, 2015 are attached as background information.


CHAIRPERSON


DEPUTY CLERK

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/
February 12, 2015

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
R. Gauthier
M.J. Dettinger
C. Gaudette
R. Easterbrook
A. Abu-Zahara
B. Smith
J.D. Willms
D. Sanborn
K. Renaud

Regrets:

Councillor C. Holt
J. Evans
D. Langstone
E. Craig

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 4:37 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 R. Easterbrook,
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 Chairperson welcomes the newly appointed members to the Board of Directors.
- A verbal update is provided regarding the Mayors Reception which was held on January 25, 2015. The Chair explained that the event was extremely well attended and further, that Willistead has once again been fortunate to receive financial contributions dedicated towards the Manor's Restoration and Preservation for which all the Board Members are appreciative.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

C. Masterson, Manager of Cultural Affairs, provides the Board with a verbal update on Manor activities during the 2014 Holiday Season, which saw the Manor host 2,115 guests.

5.2 **Treasurer**

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

- Operating Account-- \$8,100.00
- Savings Account-- \$13,227.00
- Donations -- \$32,832.00

Moved by R. Easterbrook, seconded by R. Gauthier,

That the financial donation made to Willistead Manor Inc. by the Friends of Willistead in the amount of \$6,000 **BE TRANSFERRED** from the Savings Account to the City of Windsor Willistead Manor Restoration Capital Project Account.

Carried.

6. **COMMITTEES**

6.1 **Fundraising**

No update at this time.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier informs the Board that Family Home Improvements has been awarded the contract to renovate the men's second floor bathroom. Work is expected to begin either March 16th or March 23, 2015 and last up to 10 days.

The Acquisitions Committee will be moving the existing mirrors in the North Gallery to the men's bathroom. These mirrors will be replaced with more elaborate designed mirrors. The men's bathroom will also see the installation of the light fixture which is currently in Mrs. Walker's Dressing Room, which is being replaced with the Georgian Brass Chandelier that once hung in the main staircase.

The Library will see the installation of a railing which has already been designed. The new railing will consist of an iron base with a brass handrail which is the same as the brass handrail leading down to the main vestibule.

Details on future projects scheduled for 2015 will be forthcoming.

Friends of Willistead

K. Renaud distributes a list of updates as developed by the Friends of Willistead, attached hereto as "Appendix A." Highlights in her report include:

- The revised Friends of Willistead booklet was delivered on November 16, 2014 and sales of the booklet have been very strong;
- The Christmas Tea and Christmas Open Houses were very well attended. Over 500 people visited the Manor and Coach House at one Open House in December;
- 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. Sessions are selling quickly;
- Easter party for children is currently being planned and advertised on Facebook, scheduled for Saturday, April 4, 2015;
- The Friends of Willistead wish to thank Christopher Menard, Coordinator, Cultural Development, of the City of Windsor Recreation & Culture Department, for his help with graphic and poster designs for recent events hosted by the Friends of Willistead;
- The Manor is scheduled to be decorated again for the 2015 Christmas Season on November 9 & 10, 2015.
- Donations to date total \$83.40.

6.5 Classic Car Show

No update at this time.

6.6 Education

M.J. Dettinger provides an update to the Board regarding her granddaughter, Kayla.

Dettinger's University project titled "Mary: The Life and Times of Mrs. Edward C. Walker" which she has made into a website.

The Board of Directors generally agree that Kayla Dettinger be invited as a Guest Speaker to the Annual General Meeting Dinner which is scheduled for Thursday, April 9, 2015 for the purposes of presenting her project to the Willistead Manor Board of Inc. Membership.

6.7 Historical

R. Easterbrook provides a verbal update to the Board regarding his most recent discussions with Administration as it pertains to displaying artifacts and valuables in the Coach House. At this time, City Administration is suggesting that the focus of the room and its configuration resemble that of a historical display which could incorporate some show cases and large print canvas photographs.

R. Easterbrook indicates that he would like to speak to L. Brown regarding the images that the Walker Family donated items of copyright before proceeding further.

7. NEW BUSINESS

R. Barlozzari, Executive Secretary informs the Board that a draft version of The Willistead Manor Inc. Directors Handbook is available for review and comments. As the last update was completed in 2008-2009, any changes, edits or missing information ideally should be addressed by the next scheduled meeting so that the final version can be printed and distributed.

The Chair advises the Board that the Vice-Chairperson position at the Executive Board level is currently vacant. Individuals who express an interest in this position should notify the Executive Secretary prior to the next 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, March 12, 2015 at 4:30 o'clock p.m.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:18 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, February 12, 2015
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 November 13, 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**