

**REPORT NO. 294 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held May 6, 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:

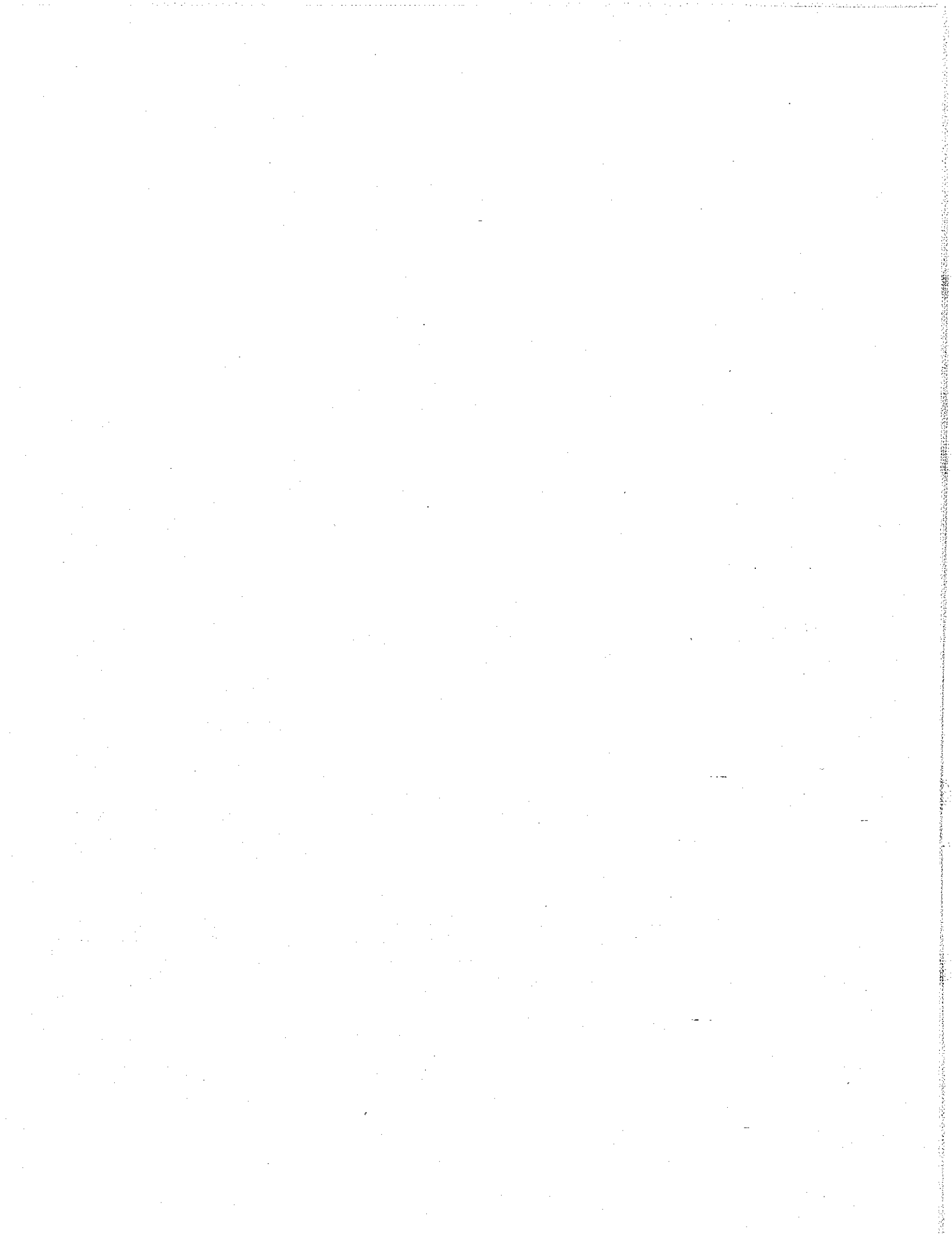
Moved by Councillor Borrelli, seconded by Councillor Bortolin,
That the minutes of the Willistead Manor Inc. Board of Directors meeting held
March 12, 2015 **BE RECEIVED** for information.
Carried.

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


CHAIRPERSON


COUNCIL ASSISTANT

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/
March 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:

Councillor C. Holt
M.J. Dettinger (Acting Chair)
R. Gauthier
C. Gaudette
R. Easterbrook
E. Craig
A. Abu-Zahra
B. Smith
J.D. Willms
D. Sanborn
K. Renaud

Regrets:

S. Marshall, Chairperson
J. Evans
D. Langstone

Also in attendance are the following resource personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
C. Masterson, Manager of Cultural Affairs
P. Roberts, Executive Director, Parks
T. Graziano, Senior Manager of Facilities
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Acting Chair, M.J. Dettinger welcomes Ward 4 Councillor Chris Holt, Phil Roberts, the newly appointed Executive Director of Parks, and Tom Graziano, Senior Manager of Facilities.

The Acting Chair, M.J. Dettinger calls the meeting to order at 4:36 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. Easterbrook, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting
held February 12, 2015 **BE ADOPTED** as amended with the following corrections:

- Acquisitions Section 6.3, A Georgian Brass Chandelier may be hung in Mary Walker's bedroom pending a structural assessment.

Carried.

3. **CHAIRPERSON'S REPORT**

None at this time.

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **REPORTS**

5.1 **Management**

C. Masterson, Manager of Cultural Affairs, indicates that the Manor has recently begun receiving bookings for spring events. The renovations to the Men's Bathroom are scheduled to begin on March 23, 2015.

P. Roberts, introduces himself to the Board of Directors as the new Executive Director of Parks. Mr. Roberts does not have an update at this time, but expresses his appreciation to the Board for their dedication towards maintaining Willistead Manor and the surrounding parkland.

T. Graziano, Senior Manager of Facilities introduces himself to the Board of Directors and provides an update regarding the Manor renovations. Mr. Graziano further explains that some work, such as the overhang/canopy at the Front Door of the Manor is yet to be completed.

The Acting Chair raises concern over the lack of lighting near the front door of the Coach House and the safety issue it presents and suggests a motion sensor in that area to provide temporary lighting, when required. Mr. Graziano agrees to investigate the concern.

R. Easterbrook informs administration of the Architectural Conservatory of Ontario Annual Conference scheduled from April 30 through May 3, 2015 in Niagara Falls. Mr. Easterbrook cites that the conference theme is restoration of heritage properties and that the conference may be worthwhile attending in relation to the orientation of Willstead Manor.

5.2 Treasurer

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

- Operating Account-- \$32,892.00
- Savings Account-- \$7,234.00
- Donations -- \$8,350.00

6. COMMITTEES

6.1 Fundraising

E. Craig provides the Board with a verbal update regarding a fundraising campaign, indicating that a direct mail-out is prepared, but that an appropriate fundraising chairperson or representative has not yet been secured. The Board has faced a setback as the previous potential candidate is no longer able to commit to the campaign. A brochure aimed at corporate sponsors is also being finalized.

6.2 Community Relations and Promotions

None at this time.

6.3 Acquisitions

R. Gauthier advises the Board that the Men's Bathroom renovation is scheduled to begin on March 23, 2015. In addition to this project, the Acquisitions Committee has identified several forthcoming projects including, but not limited to the following:

- Art restoration
- Replacing drapes in the dining room
- Re-upholstering dining room chairs
- Ceiling paint in selected rooms
- Investigating a mural in the Conservatory Room

The Board of Directors will be advised and updated prior to the commencement of any of these undertakings.

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 updated and completed Friends of Willistead Book is now on sale for \$5.00 per book;
- The lunch and learn sessions were attended by 133 people and raised \$1,100.00;
- The Friends of Willistead provided a presentation at the 100 Mile Club Expo held at the Serbian Centre on February 27, 2015;
- A trip to the Bentley Historical Library at the University of Michigan in Ann Arbor, MI is being planned in conjunction with the Art Gallery of Windsor. The Bentley Historical Library houses a section dedicated to Albert Kahn and a copy of the blueprints to Willistead Manor are housed in that location. The Friends of Willistead will try to obtain a copy of these blueprints with the assistance of Mr. Jim Bouffard.

6.5 Classic Car Show

No update at this time.

6.6 Education

No update at this time.

6.7 Historical

R. Easterbrook explains that the Walkerville Walking Tour Brochures recently located at City Hall are now in his possession and he will be turning these over to the Friends of Willistead.

7. NEW BUSINESS

The Board holds a general discussion regarding inviting Louise Brown, past Vice-Chair to the Annual General Meeting as a Special Guest, and whether a gift should be purchased and presented to Louise to recognize her thirty-three year commitment to Willistead Manor.

Moved by R. Gauthier, Seconded by E. Craig,
That Louise Brown **BE INVITED** to the Willistead Manor Inc. Annual General Meeting scheduled for Thursday, April 9, 2015; and further,

That **APPROVAL BE GIVEN** towards **AN EXPENDITURE NOT EXCEEDING \$1,000.00** to **PURCHASE** and **PRESENT** a gift to Louise Brown to cordially **RECOGNIZE** her long standing dedication and contribution to Willistead Manor at the Annual General Meeting.

Carried.

The Acting Chair addresses the current vacancy at the Vice Chairperson level. Douglas Sanborn was the only Board Member who had expressed his desire to fulfill the vacancy.

Moved by E. Craig, seconded by R. Gauthier,
That the following person **BE APPOINTED** Vice Chairman of the Board of Directors of Willistead Manor Inc. for the term ending August 17, 2016:

Vice Chairman - D. Sanborn

Carried.

8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday April 9, 2015 and will serve as the Annual General Meeting and dinner.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:24 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

