

Windsor, Ontario, December 7, 2015

**REPORT NO. 348 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held November 4, 2015

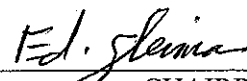
Present: Councillor Ed Sleiman, Chair
Councillor Rino Bortolin
Councillor John Elliott
Councillor Jo-Anne Gignac

Regrets: Councillor Paul Borrelli

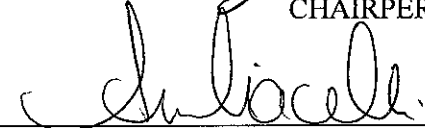
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Elliott,
That the minutes of the Executive Committee & Board of Directors, Willistead Manor Inc., meeting held June 11, 2015 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Executive Committee & Board of Directors, Willistead Manor Inc., meeting held June 11, 2015 are attached as background information.

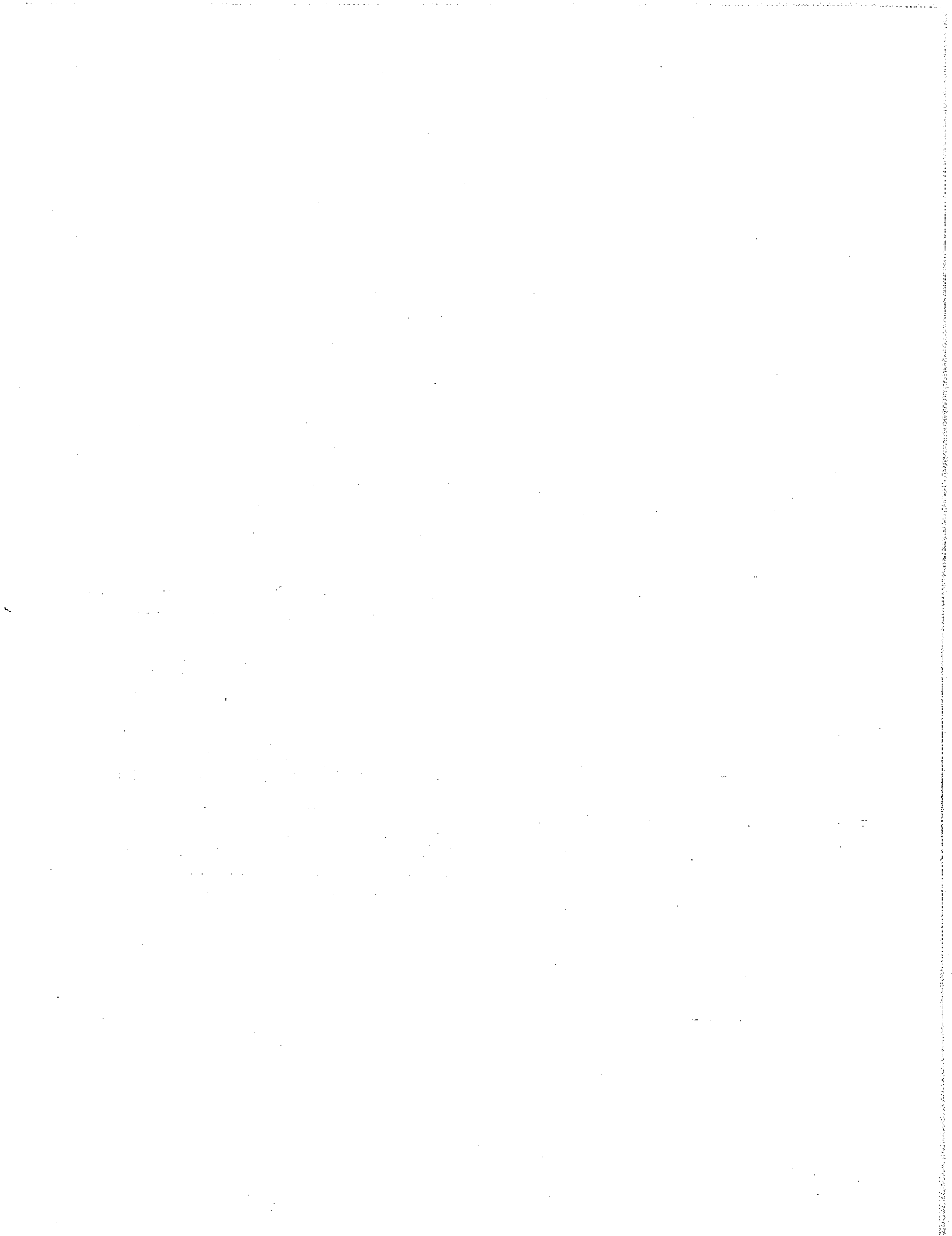


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX



RB/
June 11, 2015

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:

D. Sanborn
J. Evans
C. Gaudette
R. Gauthier

Regrets:

S. Marshall, Chairperson

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer – Financial Accounting
C. Masterson, Manager of Cultural Affairs
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 Chairperson calls the meeting to order at 4:05 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 April 9, 2015 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

C. Masterson, Manager of Cultural Affairs provides an update on the matter relating to the Spirit of Windsor Questors (1154) financial contribution to Willistead Manor Inc. The monies have been requested to be attributed to the upholstery of dining

room chairs. An official motion approving the funds in this manner will be required by the Board of Directors at the Regular Meeting.

4. **REPORTS**

4.1 **Chairperson**

The Vice-Chair provides a verbal update regarding Art in the Park which was a successful event. The Vice-Chair explains that final attendance numbers and dollars raised are not yet available, but anticipates receiving that information shortly.

4.2 **Administration**

C. Masterson, Manager of Cultural Affairs provides a verbal update citing the success of Art in the Park weekend at Willistead. Guided tours of the Manor were also very successful and approximately 4,688 people participated in that event.

4.3 **Treasurer**

J. Mancina, Deputy Treasurer – Financial Accounting will provide an update at the regular meeting.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, September 10, 2015 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:26 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB
June 11, 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:

D. Sanborn, Vice Chair
Councillor C. Holt
A. Abu-Zhara
C. Gaudette
R. Gauthier
R. Easterbrook
M. J. Dettinger
J. Evans
K. Renaud
B. Smith
J.D. Willms

Regrets:

S. Marshall, Chairperson
E. Craig
D. Langstone

Also in attendance are the following resource personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
P. Roberts, Executive Director, Parks
C. Masterson, Manager, Cultural Affairs
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 Vice-Chairperson calls the meeting to order at 4:38 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 A. Abu-Zahra, seconded by M. Dettinger,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held May 14, 2015 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Vice-Chair provides a verbal update regarding Art in the Park which was a successful event. The Vice-Chair explains that final attendance numbers and dollars raised are not yet available, but anticipates receiving that information shortly.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

5.1 Management

C. Masterson, Manager of Cultural Affairs provides a verbal update citing the success of Art in the Park weekend at Willistead. Guided tours of the Manor were also very successful and approximately 4,688 people participated in that event.

C. Masterson also advises the Board that railings from the Library to the Billiards Room and Morning Room will be installed shortly as a result of the undertakings completed by the Acquisitions Committee.

C. Masterson indicates that the painting entitled "Winter of Early Spring Landscape" by Home Watson will be donated and displayed at the Art Gallery of Mississauga.

5.2 Treasurer

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

- Operating Account-- \$37,391
- Savings Account-- \$2,682
- Donations -- \$8,360

Moved by R. Easterbrook, seconded by A. Abu-Zahra,
That the monetary donation made to Willistead Manor Inc. in the amount of \$300.00 from the Spirit of Windsor Questers (1154) **BE TRANSFERRED** to the Willistead Manor Furnishings Account for the purpose of re-upholstering the dining room chairs.

Carried.

6. COMMITTEES

6.1 Fundraising

No update at this time.

6.2 Community Relations and Promotions

No update at this time.

6.3 Acquisitions

R. Gauthier provides a verbal update regarding the construction and installation of two hand railings to be installed in the Library. The hand rails will be installed on the steps leading from the Library to the Billiards Room and the Morning Room.

R. Gauthier further indicates the second floor pantry will be the focus of the Acquisitions Committee in the coming months and anticipates an update for the Board in September.

6.4 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:

- 35 Friends of Willistead including volunteers from Brentwood worked the three day Art in the Park weekend helping to raise approximately \$2,300.00 through coffee and dessert sales;
- 66 Walkerville Walking Tour books sold during Art in the Park;
- 1 photograph as donated by the Architectural Conservatory of Ontario (ACO);
- The book developed by the Friends of Willistead is currently being sold for \$5.00/copy;
- A trip to the University of Michigan Bentley Museum on Saturday, July 18, 2015 has been finalized;
- Open Houses at Willistead Manor are scheduled for Wednesday evenings from 7:00 o'clock to 9 o'clock p.m.

6.5 Classic Car Show

No update at this time.

6.6 Education

M.J. Dettinger states she has recently learned that the National Gallery of America located in Washington, D.C. may be in receipt of art pieces that were once part of Mary Walker's personal collection as a result of the closure of the Corocan Gallery in that same city. M.J. Dettinger expresses this may be an opportunity for the Board to acquire one, or more of those paintings, citing specific interest in the Gari Meclchers piece.

C. Masterson, advised that she will investigate the matter further and report back her findings.

6.7 Historical

R. Easterbrook advises that the photographs recently donated by the Walker Family were displayed in the Conservatory at Art in the Park and were extremely well received. Also displayed were the photographs provided by the Architectural Conservatory of Ontario (ACO).

Moved by M.J. Dettinger, Seconded by J. Evans,
That Robin Easterbrook **BE REIMBURSED** in the amount of \$101.60 for personal expenses incurred as a result of formatting and framing of the Walker Family photographs displayed at Art in the Park.

Carried.

7. NEW BUSINESS

T. Graziano, Senior Manager of Facilities provides the Board of Directors with a verbal report regarding accessing federal funding for capital restorations at the Manor made possible through the Canada 150 Infrastructure Program. T. Graziano indicates that Willistead was selected amongst a list of city owned facilities and an application to the grant program was recently submitted. If the application to the Canada 150 Infrastructure Program is successful, the federal government may provide up to fifty percent of improvement projects up to \$1 million dollars. This is over and above the \$1.5 million City Council has cumulatively contributed for the 2015 and 2016 years.

J. Evans speaks to the current playground located in Willistead Park and requests if any updates or improvements are scheduled at this time from administration.

P. Roberts, Executive Director of Parks explains that at this time, there is currently no commitment made at Willistead Park with respect to improving the playground structure. However, the Corporation is conducting a Parks Master Plan with meetings scheduled in the Fall of 2015, where decisions will be made regarding the redevelopment of parks across the city. P. Roberts further adds that new playgrounds will need to meet Canadian Safety and Accessibility Standards.

M.J. Dettinger indicates that during the Art in the Park weekend, she noted several cement pads with raised curbs and questions future plans. P. Roberts explains that benches will be added to the cement pads shortly and that the raised curbing is part of Accessibility for Ontarians with Disabilities (AODA) legislation standards meant to curtail wheelchairs from rolling off or away from the benches.

A general discussion is held regarding Art in the Park and Board Members provide administration with some concerns and praise as witnessed, or presented by event visitors:

- Number of vehicles on the grounds during setup/takedown;
- Smoking on the grounds;
- Trailers setup on residential streets;
- Vendors with booths on the paved pathways appreciated the improvements;
- Children's area was well planned out.

8. **DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, September 10, 2015 at 4:30 o'clock p.m.

9. **ADJOURNMENT**

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

CHAIRPERSON

EXECUTIVE SECRETARY

