

**REPORT NO. 349** of the  
**SOCIAL DEVELOPMENT,**  
**HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held November 4, 2015

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

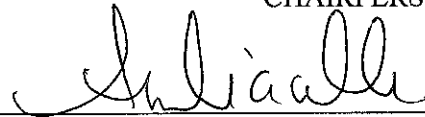
**Regrets:** Councillor Paul Borrelli

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

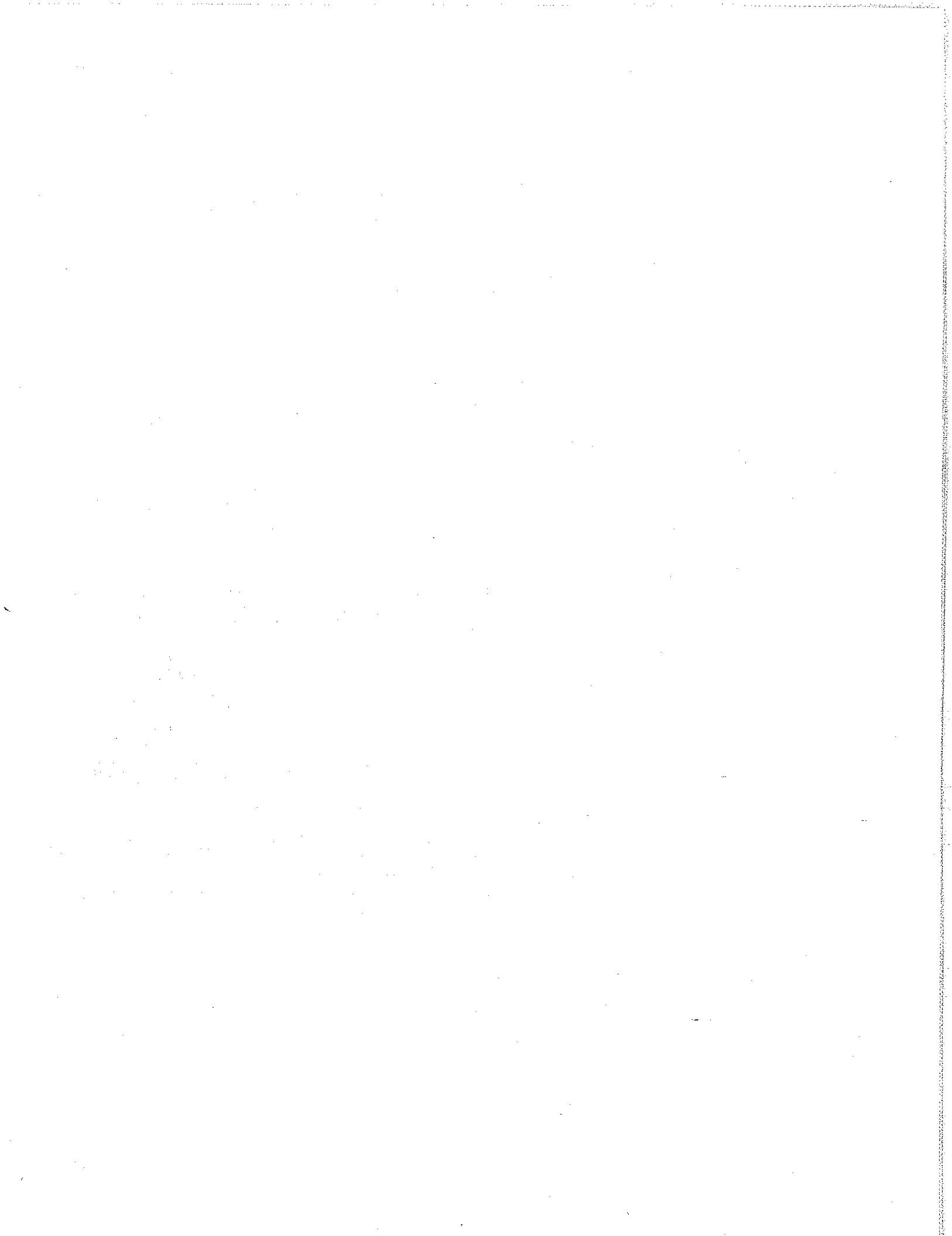
Moved by Councillor Gignac, seconded by Councillor Elliott,  
That the minutes of the Executive Committee & Board of Directors, Willistead Manor Inc., meeting held September 10, 2015 **BE RECEIVED** for information.  
Carried.

Clerk's Note: The minutes of the Executive Committee & Board of Directors, Willistead Manor Inc., meeting held September 10, 2015 are attached as background information.

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
SUPERVISOR OF COUNCIL SERVICES

<b>NOTIFICATION:</b>				
<b>Name</b>	<b>Address</b>	<b>Email Address</b>	<b>Telephone</b>	<b>FAX</b>



RB  
September 10, 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  
R. Gauthier

**Regrets:**

S. Marshall, Chairperson  
C. Gaudette

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

J. Mancina, Deputy Treasurer – Financial Accounting  
C. Masterson, Manager of Cultural Affairs  
S. Gebauer, Council Assistant  
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 4:03 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 J. Evans, seconded by R. Gauthier,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held June 11, 2015 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. REPORTS

##### 4.1 Chairperson

The Vice-Chair raises a concern regarding maintenance conditions of the park, specifically noting that wood chips have been spread around areas of patchy or thinning grass along the asphalt trail. The Vice-Chair recommends that Parks make repairs to those areas.

##### 4.2 Administration

C. Masterson, Manager of Cultural Affairs provides the Executive Committee with a verbal update regarding the following items:

- A roofing team is in the process of selecting dates over the next two months to replace the front eaves. Work completed to date has seen an improvement to water run-off leading to a reduction in the amount of water that gets into the basement during hard rains. In August a crew worked to clean up spaces affected by water.
- Hand rail installations in the billiard and morning room will occur in late-September to early-October. The contractor has ordered the required materials which could not occur until confirmation the placement of the rails did not impede the movement of event equipment through the space.
- A request has been submitted to temporarily replace some of the broken/missing/crumbling bricks in the Main Courtyard and the Paul Martin Gardens. A complete replacement of the bricks in both locations is waiting for a few more details before proceeding, hopefully in the spring of 2016.
- Suede Productions has produced a new Virtual Tour of Willistead Manor. The online tour allows users to access historical information about each of the rooms in the manor, along with some details on the architectural design elements in each space. Rental information, primary use of rooms, and additional information is also available. The tour is located at [www.willistead.ca](http://www.willistead.ca), and is a really beautiful new way of showcasing the manor to potential clients, guests, organizations and more.
- The City of Windsor's Poet Laureate Marty Gervais will be presenting *Poetry at the Manor – Vol. 3*. On Thursday, November 12, 2015 at 7:00 o'clock p.m. This year's featured poets are: Marty Gervais (Windsor); John B. Lee (Brantford); Anna Yin (Mississauga); Debbie Okun Hill (Sarnia); Roger Nash (Sudbury); and Terry Burns (Owen Sound). Seating is limited.
- The Friends of Willistead will gather on Monday November 16 and Tuesday November 17 to decorate the manor for the 2015 holiday season. A media campaign will roll-out leading up to this decorating, with the hope of drawing more public attention to the manor itself, and to the work of the Friends of Willistead group. Anyone interested in helping out with the decorating can contact Robert Gauthier or Kathie Renaud.
- Tours will run Wednesdays from 7PM to 9PM and Sundays from 1PM to 4PM throughout December beginning Wednesday December 2, and ending on Wednesday December 30, 2015. To date The Bell Ringers are confirmed for Sunday December 13, 2015 from 1:30PM to 3:30PM.

- The City of Windsor's Cultural Affairs Department, working with GIS, launched six (6) online applications that map the physical location, contact info and web links for Windsor's arts, culture and heritage community. As a companion piece, on an ongoing basis, we publish 'Community Stories' that touch on important parts of Windsor's story (past, present and future). A page about Willistead Manor is now available online at [www.windsorculturemap.ca](http://www.windsorculturemap.ca).
- On Sunday September 25, 2016 – as part of Doors Open Windsor 2016 and Culture Days 2016 – Willistead Manor and the Gatehouse will be open from 10:00AM to 5:00PM for free Public Tours connected to those two events.
- The 2015 Summer Wedding Season is winding down. We have been solidly booked throughout the summer months, with two to three separate events on most weekends, and many calls for future bookings from guests who have attended our current bookings. The holiday season is gearing up to be busy with holiday luncheons, dinners, business meetings, weddings and parties.

#### 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, October 8, 2015 at 4:00 o'clock p.m.

#### 7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:36 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

RB  
September 10, 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  
A. Abu-Zhara  
R. Gauthier  
R. Easterbrook  
M. J. Dettinger  
J. Evans  
K. Renaud  
J. Douglas Willms

Regrets:  
Councillor C. Holt  
C. Gaudette  
E. Craig  
B. Smith

**Also in attendance are the following resource personnel:**

J. Mancina, Deputy Treasurer—Financial Accounting  
C. Masterson, Manager, Cultural Affairs  
T. Graziano, Senior Manager of Facilities  
S. Gebauer, Council Assistant  
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 4:40 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 J. Evans, seconded by A. Abu-Zahra,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 11, 2015 **BE ADOPTED** as amended:

- That the word "Home" be replaced by "Homer" on page 2, section 5.1 Management Report, third paragraph.

Carried.

### 3. CHAIRPERSON'S REPORT

The Vice-Chair raises a concern regarding maintenance conditions of the park, specifically noting that wood chips have been spread around areas of patchy or thinning grass along the asphalt trail. The Vice-Chair recommends that Parks make repairs to those areas.

### 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 regarding the following items:

- A roofing team is in the process of selecting dates over the next two months to replace the front eaves. Work completed to date has seen an improvement to water run-off leading to a reduction in the amount of water that gets into the basement during hard rains. In August a crew worked to clean up spaces affected by water.
- Hand rail installations in the billiard and morning room will occur in late-September to early-October. The contractor has ordered the required materials which could not occur until confirmation the placement of the rails did not impede the movement of event equipment through the space.
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## 5.2 Treasurer

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

- Operating Account-- \$36,330.00
- Savings Account-- \$2,389.00
- Donations -- \$8,360.00

## 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 advised the Board that the focus of the Acquisitions Committee in the fall months will be the renovation of the second floor pantry, which include plumbing, tile, and cabinetry and counter updates.

### **6.4 Friends of Willistead**

K. Renaud, Friends of Willistead offers the Board of Directors the following verbal updates respecting the undertakings of the Friends of Willistead, which include:

- The Manor will be decorated for Christmas on November 16 & 17, 2015. Students from St. Clair College will once again volunteer to assist.
- Friends of Willistead continue to promote their own group and the Manor through issuing Business Cards and regular Facebook Page updates.
- The Friends will host a Lunch at the Lorelei's and then move onto the Walkerville Theatre.
- The trip to the Bentley Museum at the University of Michigan was extremely successful. There are several historical documents that depict Willistead Manor in great detail.

A general discussion is held about retrieving true copies of these documents.

C. Masterson and T. Graziano agree to discuss how the corporation can obtain a true copy of the Willistead Manor documents housed at the Bentley Museum.

### **6.5 Classic Car Show**

No update at this time.

### **6.6 Education**

M.J. Dettinger advised the Board that her granddaughter Kayla has secured hired position at the University of Windsor bestowed with a \$5, 000.00 grant to continue research on Mary Walker.

The University of Windsor will also be holding an English & History Symposium at the Manor. A date is to be determined.

### **6.7 Historical**

R. Easterbrook raises concern with an appropriate location or plan to keep, store and display the materials forwarded by the Walker Family in recent years and as such, display cases were once discussed with administration for the Coach House to this effect. R. Easterbrook feels that if the materials are properly displayed for public viewing, the Walker Family may be more inclined to share other family documents or heir looms.

A. Abu-Zahra suggests that perhaps the Board should investigate a different Approach, maybe some items could be displayed flat as opposed to being put out in cases. This raises the question with getting the materials scanned, which may have financial costs associated with this work, including mating and hanging.

The History and Acquisitions committee agree to meet further on this initiative and explore the possibilities, including bringing back a plan and proposed financial costs to proceed in this fashion.

## 7. NEW BUSINESS

Moved by J. Evans, seconded by A. Abu-Zahra,

That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2017:

M. J. Dettinger  
C. Gaudette  
R. Easterbrook  
D. Langstone

And further;

That Stephen Marshall **BE APPOINTED** as Honorary Chairperson to the Board of Directors, Willistead Manor Inc. in honour of his dedicated service to Willistead Manor including his determined fundraising efforts to ensure restoration and preservation of Willistead Manor.

Carried.

The Board Vice-Chair requests and update from T. Graziano, Senior Manager of Facilities regarding planned restoration maintenance to the Manor and the state of the Canada 150 Infrastructure Program.

T. Graziano explains that no further infrastructure improvements are scheduled for 2015, work will begin again in 2016 and an application has been completed and submitted with respect to Willistead Manor to Heritage Canada regarding the Canada 150 Infrastructure Program. T. Graziano commits to providing the Board of Directors with a report highlighting the upcoming restoration updates planned for the Manor.

The Board Vice-Chair asks administration about the caterer's contribution to Willistead Manor Board Inc. since this funding was being attributed to the Willistead Manor Maintenance Reserve Fund.

Administrations present at the meeting explained that these details have been captured in a Legal Contract and were not readily available to be discussed. Administration requested the opportunity to return to the Board of Directors with this information if the Terms of Agreement outlined in the contact between the caterer and the Corporation of the City of Windsor could be shared.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, October 8, 2015 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:29 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

