

**REPORT NO. 360 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held December 9, 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 Gignac, seconded by Councillor Bortolin,  
THAT the minutes of the Executive Committee and Board of Directors,  
Willistead Manor Inc., of its meeting held October 8, 2015 **BE RECEIVED** for information.  
Carried.  
Councillor Elliott was absent at the time the vote was taken.

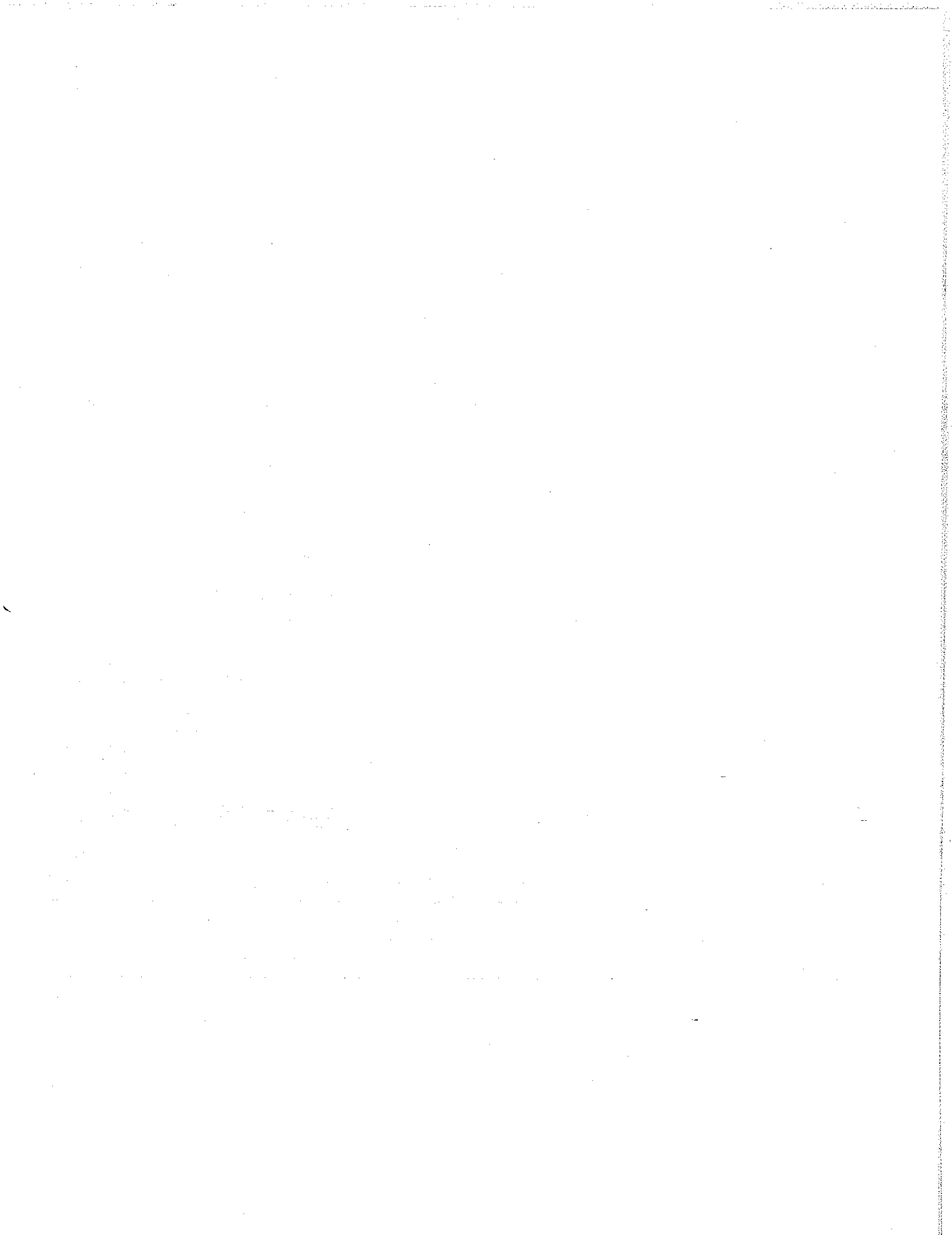
Clerk's Note: The minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., of its meeting held October 8, 2015 are attached as background information.

SCM 8/2015 MB2015

*Ed. Sleiman*  
CHAIRPERSON

*J. Elliott*  
SUPERVISOR OF COUNCIL SERVICES

| NOTIFICATION: |         |               |           |     |
|---------------|---------|---------------|-----------|-----|
| Name          | Address | Email Address | Telephone | FAX |
|               |         |               |           |     |
|               |         |               |           |     |
|               |         |               |           |     |
|               |         |               |           |     |



SG  
October 8, 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, there being present the following members:

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

**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  
S. Gebauer, 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 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 R. Gauthier,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held September 10, 2015 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

C. Masterson, Manager of Cultural Affairs provides a verbal update citing that the railing has been installed in the Library in the Manor and that some work has recently been completed on the roof.

D. Sanborn inquires about the delivery trucks using the paths for rental deliveries as this is having adverse effects on the grass. Administration confirms that the procedure that they are currently utilizing is what they should be following. P. Roberts, Executive Director, Parks indicates that Administration will be reviewing the current policy regarding service vehicles at Willistead Manor and will also investigate the condition of the grass.

P. Roberts refers to an issue with the iron fence and indicates that Administration is following up on the issue.

4.3 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting will provide a financial summary update during the regular meeting.

J. Mancina displays an original framed photograph of the Manor taken by a City of Windsor employee. The employee is willing to donate the original framed photograph to the Manor provided that he receives recognition. This will be discussed during the regular meeting.

5. NEW BUSINESS

J. Evans inquires about the fundraising letter that is normally sent to Manor Club members before the Christmas Holidays and emphasizes the need for a renewed focus on fundraising.

Moved by J. Evans, seconded by C. Gaudette,  
**THAT D. Sanborn BE APPOINTED** chairperson, Board of Directors,  
Willistead Manor Inc. for the term expiring August 17, 2016.

Carried.

6. **DATE OF NEXT MEETING**

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

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:30 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

**AGENDA**  
and Schedule "A"  
to the Minutes of the Meeting of the  
**Executive Committee, Board of Directors, Willistead Manor Inc.**  
Held Thursday, October 8, 2015  
At 4:00 o'clock p.m.  
Willistead Manor Inc.

---

1.        **CALL TO ORDER**

2.        **MINUTES**

Adoption of the minutes of the meeting of the Executive Committee, Willistead Manor Inc., held September 10, 2015. (Copy *attached*).

3.        **BUSINESS ARISING FROM THE MINUTES**

4.        **REPORTS**

- 1) Chairperson
- 2) Administration
- 3) Treasurer

5.        **NEW BUSINESS**

6.        **DATE OF NEXT MEETING**

The next regularly scheduled meeting will be held at the Call of the Chair.

7.        **ADJOURNMENT**

SG  
October 8, 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, there being present the following members:

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

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

J. Mancina, Deputy Treasurer—Financial Accounting  
C. Masterson, Manager, Cultural Affairs  
P. Roberts, Executive Director, Parks  
S. Gebauer, Council Assistant & Executive Secretary to the  
Board of Directors, Willistead Manor Inc.

**Regrets from Board Members:**

R. Easterbrook  
E. Craig  
B. Smith

**1. CALL TO ORDER**

The Chairperson 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:

Moved by J. Evans, seconded by C. Gaudette,  
**THAT D. Sanborn BE APPOINTED** chairperson, Board of Directors,  
Willistead Manor Inc. for the term expiring August 17, 2016.

Carried.

## 2. ADOPTION OF THE MINUTES

Moved by M. J. Dettinger, seconded by R. Gauthier,

That the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 10, 2015 **BE ADOPTED** as amended to include the following changes:

- That page 1 of the minutes be amended to reflect that D. Langstone was in attendance.
- That page 4, section 6.4, point number 3 be corrected to say that the AGW will host a Lunch at Lorelei's and then move onto the Walkerville Theatre.
- That page 4, section 6.6, second paragraph be corrected to read that the University of Windsor, in August, held an English & History Symposium at the Manor.

Carried.

## 3. CHAIRPERSON'S REPORT

D. Sanborn presents to the Board an original framed photograph of the Manor taken by a City of Windsor employee. The employee is willing to donate the original framed photograph to the Manor provided that he receives recognition. The Board agrees that this photograph could be displayed in the Coach House.

There is discussion in regards to sending an Orchid along with a 5 x 7 copy of the photograph of the Manor to Steven Marshall from the Board of Directors. P. Roberts indicates that the horticulture department would gladly provide the orchid and it is agreed that D. Sanborn will take care of framing and delivering both to S. Marshall.

## 4. BUSINESS ARISING FROM THE MINUTES

None.

## 5. REPORTS

### 5.1 Management

C. Masterson, Manager of Cultural Affairs provides a verbal update citing that the railing has been installed in the Library in the Manor and that some work has recently been completed on the roof.

K. Renaud of the Friends of Willistead suggests that ticket prices for tours of the Manor be rounded off so that hostesses would not be burdened with having to make change. C. Masterson indicates that although it is too late for this season, rounding off the cost of the tickets could be considered for next year.



## 5.2 Treasurer

J. Mancina, Deputy Treasurer—Financial Accounting, provides a Financial Summary dated September 30, 2015. The Financial Summary was reviewed and the accounts were detailed.

J. Mancina advised that he will provide account balances at the next meeting.

D. Langstone inquires about the Endowment Fund document that describes the fund's objective. J. Mancina indicates that a copy of the document will be provided at the next meeting.

## 6. COMMITTEES

### 6.1 Fundraising

D. Langstone indicates that there are no updates at this time and asks if he could be provided with a list of donors. J. Mancina indicates that the list will be provided.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier provides the following updates:

- The Acquisitions Committee met and decisions have been made for the Pantry and the second floor. Quotes must now be obtained.
- They are now looking for new rugs for Mrs. Walker's bedroom.
- Venetian Blinds have been selected for the Coach House with tapes instead of cords.

Moved by R. Gauthier, seconded by A. Abu-Zhara,

**THAT** the Board of Directors, Willistead Manor, Inc. **AUTHORIZE** the purchase of window blinds at the Willistead Coach House to **BE FUNDED** by a \$4,600 contribution from the Friends of Willistead with the remaining balance to **BE FUNDED** from Willistead Capital Project account 7075065.

Carried.

A. Abu-Zhara indicates that as a follow up to the discussion regarding the display of materials in the Coach House, she has reached out to an employee from the St. Clair College MediaPlex regarding a potential intern student who could be charged with digitizing the material.

#### **6.4 Friends of Willistead**

K Renaud provides the following updates:

- Their new book is available for sale at every event for \$5.00.
- An additional 25 Walking Tour books have been sold.
- Over \$500 in profit was received due to two additional lunch and lectures with Quester groups and with three more of these planned.
- Nine new members have joined the Friends of Willistead, each with various interests and a desire to volunteer.
- The Halloween Howl will take place on Saturday, October 24, 2015 from 10:00am to 11:30am. The cost is \$10 per child and includes games, crafts, and goodies.
- The decorating dates for the Manor are November 16<sup>th</sup> and 17<sup>th</sup>.

A discussion takes place regarding the historical documents at the Bentley Museum in Ann Arbor Michigan and it is suggested that all documents be scanned onto a disk.

#### **6.5 Car Show**

None.

#### **6.6 Education**

M.J. Dettinger advises the Board that her granddaughter Kayla is interested in becoming involved with the Manor after graduating next summer suggesting she could do such things as:

- Determine the location of the scans.
- Establish whether donors maintain their memberships.
- Create an online archive used for demonstrating.
- Suggest to the University of Windsor that we would like their input on things such as student volunteers, potential grants, the use of the library etc.
- Use the University of Windsor as a resource
- Ensure that this would coincide with the 110 Anniversary of Willistead Manor.

#### **6.7 Historical**

None.

#### **7. NEW BUSINESS**

None.

#### **8. DATE OF NEXT MEETING**

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

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:45 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, October 8, 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 September 10, 2015. (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**