

REPORT NO. 361 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE
of its meeting held December 9, 2015


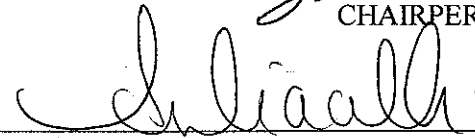
Present:
Councillor Ed Sleiman, Chair
Councillor Paul Borrelli
Councillor Rino Bortolin
Councillor Elliott
Councillor Jo-Anne Gignac

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

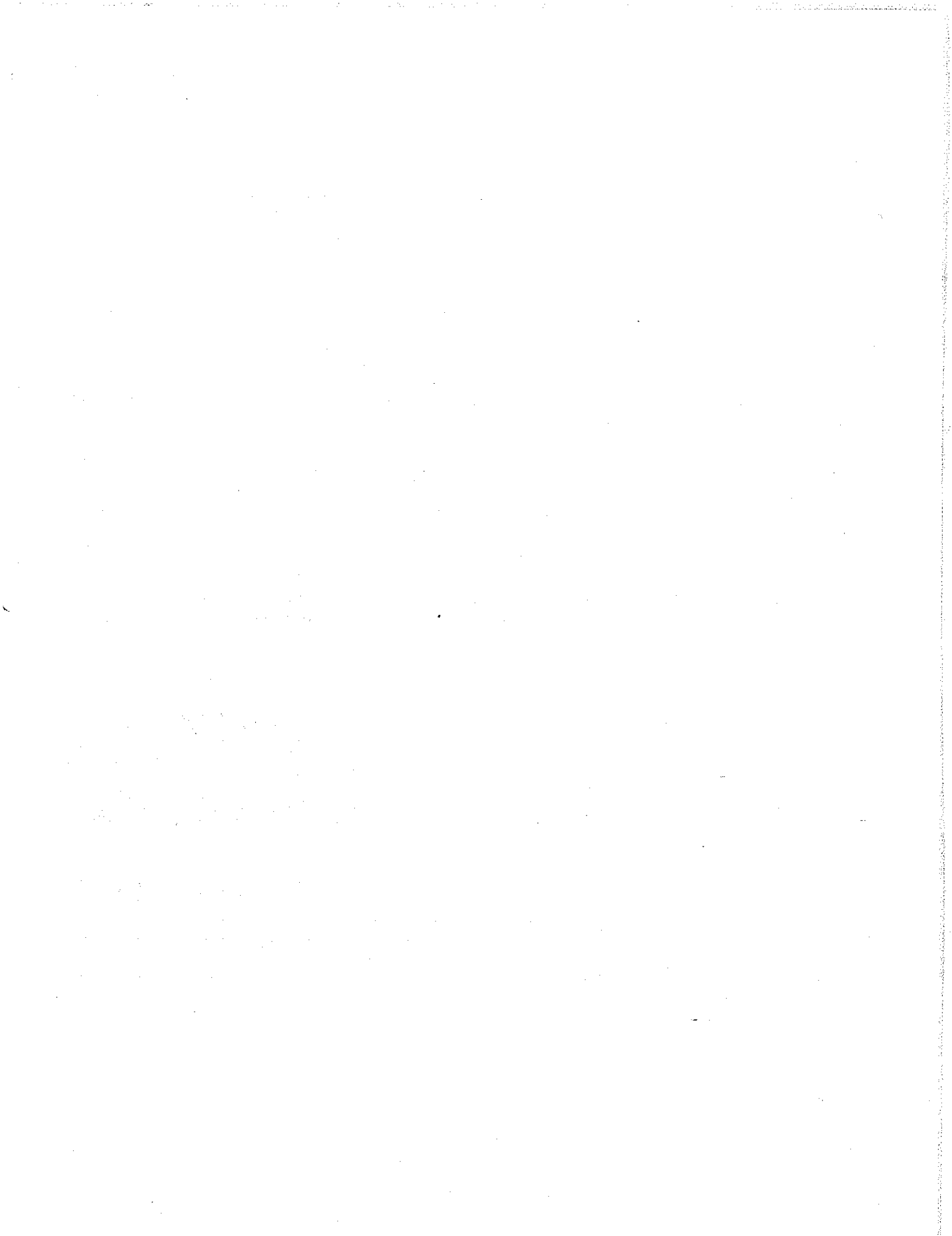
Moved by Councillor Gignac, seconded by Councillor Bortolin,
THAT the minutes of the Executive Committee and Board of Directors,
Willistead Manor Inc., of its meeting held November 12, 2015 **BE RECEIVED** for information.
Carried.
Councillor Elliott was absent at the time the vote was taken.

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

SCM 25/2015 MB2015


CHAIRPERSON

SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX



SG
November 12, 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
R. Gauthier
C. Gaudette

Regrets:

J. Evans

Also in attendance are the following Resource Personnel:

C. Masterson, Manager of Cultural Affairs
J. Wilson, Executive Director, Recreation & Culture
J. Mancina, Deputy Treasurer – Financial Accounting
T. Graziano, Senior Manager of Facilities
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 C. Gaudette, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held October 8, 2015 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

The Chair advises the members of the Executive Committee that as a result of the last Board of Directors meeting, a fundraising letter has been drafted by D. Langstone and will be presented at the Board of Director's meeting.

4. **REPORTS**

4.1 **Chairperson**

None.

4.2 **Administration**

C. Masterson, Manager of Cultural Affairs provides a verbal update citing that the copper downspouts and eavestroughs have been completed on both the Manor and the Gatehouse. The repairs to the roof are also complete.

T. Graziano, Senior Manager of Facilities provides a Work Summary that includes a list of projects that were completed in both 2014 and 2015 as well as the expenditures associated with these projects. The Work Summary also includes a list of projects identified for 2016-2018.

T. Graziano indicates that a response to the grant application submitted to the Canada 150 Infrastructure Program is still pending.

J. Wilson, Executive Director, Recreation & Culture advises the Executive Committee that the City received a letter from Koolini's providing notice that they were exercising their right to terminate their catering agreement, effective February 14, 2016, but have offered to extend their services until April of 2016 if required, to assist with the transition. J. Wilson explains that the reason provided by Koolini's for terminating the contract is strictly a business decision and that Koolini's will provide their contribution to the Restoration Fund for the 2015 year. Administration will be moving forward shortly with issuing another RFP for catering services.

4.3 **Treasurer**

J. Mancina, Deputy Treasurer-Financial Accounting J. Mancina advised that he will provide account balances at the next 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, February 11, 2016 at 4:00 o'clock p.m.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:45 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, November 12, 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 October 8, 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
November 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, there being present the following members:

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

Also in attendance are the following resource personnel:

J. Mancina, Deputy Treasurer—Financial Accounting
T. Graziano, Senior Manager of Facilities
J. Wilson, Executive Director Recreation & Culture
C. Masterson, Manager, Cultural Affairs
S. Gebauer, Council Assistant & Executive Secretary to the
Board of Directors, Willistead Manor Inc.

Regrets from Board Members:

J. Evans
R. Easterbrook
E. Craig
B. Smith
C. Holt

1. CALL TO ORDER

The Chairperson calls the meeting to order at 5:04 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 M. J. Dettinger, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held
October 8, 2015 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chair advises the Board that he delivered a framed photo of Willistead Manor and the plant that was supplied by the City of Windsor's Horticulture Department to Steven Marshall on behalf of the Willistead Manor Board of Directors.

The Chair informs the Board that he was approached by a Walkerville Association about a dormant account containing a balance of \$500. If the money can be retrieved it will belong to Willistead Manor. D. Sanborn indicates that he will contact the Bank of Canada and attempt to retrieve the funds and will provide an update.

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 copper downspouts and eavestroughs have been completed on both the Manor and the Gatehouse. The repairs to the roof are also complete.

T. Graziano, Senior Manager of Facilities provides a Work Summary that includes a list of projects that were completed in both 2014 and 2015 as well as the expenditures associated with these projects. The Work Summary also includes a list of projects identified for 2016-2018.

T. Graziano indicates that a response to the grant application submitted to the Canada 150 Infrastructure Program is still pending.

It is suggested by R. Gauthier that a more granular breakdown of some projects be provided on a go forward basis so it could be used to approach donors in the future.

M. J. Dettinger asks if a motion light could be installed underneath the canopy at the entrance of the Coach House. She explains that the Friends of Willistead have requested this because it is so dark when entering and exiting. T. Graziano agreed to explore this.

J. Wilson, Executive Director, Recreation & Culture advises the Executive Committee that the City received a letter from Koolini's providing notice that they were exercising their right to terminate their catering agreement, effective February 14, 2016, but have offered to extend their services until April of 2016 if required, to assist with the transition. J. Wilson explains that the reason provided by Koolini's for terminating the contract is strictly a business decision and that Koolini's will provide their contribution to the Restoration Fund for the 2015 year. Administration will be moving forward shortly with issuing another RFP for catering services.

5.2 Treasurer

J. Mancina, Deputy Treasurer-Financial Accounting J. Mancina advised that he will provide account balances at the next meeting.

6. COMMITTEES

6.1 Fundraising

D. Langstone provides the Board a copy of a draft letter to be sent to potential donors. D. Langstone asks that the members review the letter and make any recommendations or changes. Additionally he asks that the mailing list which was last updated in 2013 be reviewed by each member to ensure that it is as accurate as possible. It is agreed upon that the letter should be completed and mailed out by December 1st, 2015.

Moved by M. J. Dettinger, seconded by C. Gaudette,

That the Willistead Manor annual fundraising letter **BE PREPARED** to include an incentive consisting of a draw for a dinner for 8, for donors of \$100 or more; and,

That postage fees and the cost of the dinner **BE ALLOCATED** to the Willistead Manor Inc. Operating Account.

Carried.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier advises the Board that the Acquisitions Committee has met and they have identified the new rugs for Mrs. Walker's bedroom and dressing room as well as fabric for the dining room drapery and chairs.

6.4 Friends of Willistead

K Renaud provides the following updates:

- Their new book is available for sale at every event for \$5.00.
- The Hallowe'en Howl was successful, welcoming 30 children and a net profit of \$193.00.
- Their third General Meeting again brought out over 30 people.
- Three new members have joined the Friends of Willistead. They now have a total of 62 members.
- The decorating dates for the Manor are now Sunday, November 15th and Monday November 16th. The Great Hall will be decorated by Karen's Flowers. St. Clair

College will bring about 20 students and many Friends will be coming in on Sunday to help.

- Open Houses are scheduled for Wednesday evenings in December from 7:00pm – 9:00pm and on Sundays from 1:00pm – 4:00pm. The Coach House will have 10 crafters, a gift idea table and cider and cookies for \$2.00. Many of the Friends will volunteer their time.
- In 2016, to coincide with the 110th Anniversary of the Manor and the 200th Anniversary of Hiram Walker, a lunch and learn series will be offered every Tuesday in February for a cost of \$15 per session or \$55 for all 4 sessions.

6.5 Car Show

None.

6.6 Education

M. J. Dettinger advises the Board that on October 29th, 2015, two groups of 28 students from St. Anne's High School visited the Manor. All students were well informed about Willistead Manor and well behaved.

M.J. Dettinger also advises the Board that her granddaughter Kayla has done some additional research in regards to digitizing material at the Manor. Kayla has had an informal meeting with Heidi Jacobs from the Centre for Digital Scholarship at the Leddy Library at the University of Windsor. Ms. Jacobs is very receptive to a potential partnership between the Leddy Library, the History Department at the University of Windsor and Willistead Manor, to continue research and preservation of Willistead history.

6.7 Historical

None.

7. NEW BUSINESS

Moved by C. Gaudette, seconded by R. Gauthier,

That a request by R. Easterbrook for a leave of absence from the Willistead Manor Board of Directors until September 2016 **BE APPROVED**.

Carried.

Moved by A. Abu-Zahra, seconded by C. Gaudette,

That an expenditure in the amount of \$100.00 **BE APPROVED** for the purchase of a gift certificate from a local restaurant in Willistead, to be presented to B. Reid for her continued support and assistance to Willistead Manor Inc. and the Board of Directors.

Carried.

The Chair informs the Board of Directors that the annual Mayor's Reception at Willistead Manor will be held on Sunday, January 24, 2016.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, February 11, 2016.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:21 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, November 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 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**