

**REPORT NO. 230** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held April 9, 2014

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**Present:** Councillor Ed Sleiman, Chair  
Councillor Jo-Anne Gignac  
Councillor Al Maghnieh

**Regrets:** Councillor Alan Halberstadt  
Councillor Fulvio Valentinis

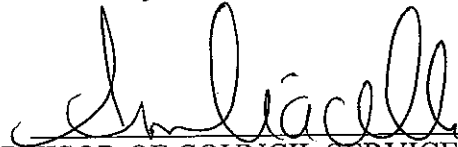
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Maghnieh,  
**THAT** the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held February 13, 2014 **BE RECEIVED** for information.  
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held February 13, 2014 are attached for background information.



CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES (A)

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

RB/  
February 13, 2014

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:

S. Marshall, Chairperson  
L. Brown  
R. Gauthier  
C. Gaudette  
J. Evans

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

J. Mancina, Deputy Treasurer – Financial Accounting  
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 4:02 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 L. Brown, seconded b R. Gauthier,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held December 12, 2013 **BE ADOPTED** as presented.

Carried.

**3. BUSINESS ARISING FROM THE MINUTES**

None.

**4. REPORTS**

#### 4.1 Chairperson

The Chairperson provides the following update:

- A meeting with Mr. Jim Bouffard, formerly employed with Albert Kahn & Associates confirmed that original drawings of the Manor, including the out buildings are being stored at the Bentley Historical Museum, University of Michigan, Ann Arbor, Michigan. Official scanned copies of these documents can be accessed at a cost of \$300.00 USD.
- Mr. J. Bouffard has invited the Chair to the offices of Kahn & Associates, Detroit, Michigan where photographs of Willistead Manor in various stages of construction are being stored. The Chair will attempt to acquire true copies of those photographs.
- Mr. J. Bouffard is searching for site plan drawings of Willistead Manor which may include marked pathways.
- The Chair speaks to the recommendations from the Windsor Heritage Committee to City Council regarding the proposed pathways.

#### 4.2 Administration

None.

#### 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 March 13, 2014 at 4:00 o'clock p.m.

#### 7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:25 o'clock p.m.

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CHAIRPERSON

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

RB/  
February 13, 2014

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:

S. Marshall, Chairperson  
Councillor A. Halberstadt  
L. Brown  
C. Gaudette  
R. Gauthier  
R. Easterbrook  
J. Evans  
D. Sanborn  
K. Renaud

**Regrets:**

M.J. Dettinger  
D. Langstone  
E. Craig  
K. Spirou

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

J. Mancina, Deputy Treasurer—Financial Accounting  
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 4:31 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 December 12, 2013 **BE ADOPTED** as presented.  
Carried.

### 3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- A meeting with Mr. Jim Bouffard, formerly employed with Albert Kahn & Associates confirmed that original drawings of the Manor, including the out buildings are being stored at the Bentley Historical Museum, University of Michigan, Ann Arbor, Michigan. Official scanned copies of these documents can be accessed at a cost of \$300.00 USD.
- Mr. J. Bouffard has invited the Chair to the offices of Kahn & Associates, Detroit, Michigan where photographs of Willistead Manor in various stages of construction are being stored. The Chair will attempt to acquire true copies of those photographs.
- Mr. J. Bouffard is searching for site plan drawings of Willistead Manor which may include marked pathways.
- The Chair speaks to the recommendations from the Windsor Heritage Committee to City Council regarding the proposed pathways.

Moved by J. Evans, seconded by L. Brown,

That **APPROVAL BE GIVEN** to an expenditure in the amount of \$300.00 USD for the acquisition of original architectural drawings of Willistead Manor and related out buildings in Willistead Park which are currently stored at the Bentley Historical Museum, University of Michigan, Ann Arbor, Michigan, and further,

That the Willistead Manor Board of Directors or an appropriate administrative agent **BE AUTHORIZED** to sign a formal release statement for the acquisition of these documents and for their copyright protection as required by the Bentley Historical Museum, University of Michigan.

Carried.

### 4. BUSINESS ARISING FROM THE MINUTES

None.

### 5. REPORTS

#### 5.1 Management

None.

#### 5.2 Treasurer

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

- Operating Account--\$30,579
- Savings Account--\$8,904.00
- Donations -- \$4,000.00

Moved by C. Gaudette, seconded by L. Brown,

That payment in the amount of \$200.00 to Mr. James D. O'Neil from the Furnishings and Acquisitions Trust Fund **BE APPROVED** for services associated with furnishing appraisals respecting donations to Willistead Manor on behalf of Ms. H. Graybiel.

Carried.

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier informs the Board that the Acquisitions Committee has sourced track lighting for North Gallery. Material costs are \$3,323.60 plus taxes. Labour costs will be forthcoming from P. Labute, Manager of Community Development.

### 6.4 Friends of Willistead

K. Renaud distributes a list of updates to the Board of Directors as they pertain to the Friends of Willistead attached hereto as "Appendix A." Highlighted in her report are the following points:

- Approximately 1500 people toured the Manor during December Open Houses provided by the Friends of Willistead;
- Lunch & Learn series continues on February 18 and March 4, 2014;
- Easter Party for children is scheduled for Saturday, April 19, 2014;
- A Downton Abbey show themed fundraiser is being investigated by the Friends of Willistead which would include period specific costumes, entertainment, food and drink.

### 6.5 Classic Car Show

None.

**6.6 Education**

None.

**6.7 Historical**

None.

**7. NEW BUSINESS**

The Board undertakes a brief discussion regarding the forthcoming recommendations of the Windsor Heritage Committee to City Council regarding the proposed pathways matter. The discussion includes pathway width, construction material, maintenance, proposed lighting and decorative benches.

**8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, March 13, 2014.

**9. ADJOURNMENT**

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

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CHAIRPERSON

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EXECUTIVE SECRETARY