

40th Report of the

ELDON HOUSE BOARD OF DIRECTORS

Meeting held on Thursday, March 5, 2015, commencing at 4:30 p.m., at The Interpretive Centre, Eldon House, 481 Ridout Street North, London.

Present:

M. Spencer Golovchenko, J. O'Neil, J. Jolliffe, B. Kent, R. Koudys, A. Martin, T. Regnier, M. Tovey, R. Armistead, T. Wittmann, C. Lamont

Also in attendance: None

Regrets:

D. Costello, M. Donachie

DISCLOSURES OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSION

1. M. Spencer Golovchenko – **39th Report of the Eldon House Board of Directors**

JOLLIFFE AND MARTIN

That the following actions be taken regarding the Chairman's Report:

- a. That appreciation from the Board will be extended to the company that worked on the new washrooms in the Interpretive Centre.
- b. That the 39th report of the Eldon House Board of Directors **BE ACCEPTED**

CARRIED

BUSINESS ARISING FROM THE MINUTES

MARTIN AND REGNIER

That the following actions take place regarding business arising from the minutes:

- a. R. Koudys and M. Spencer Golovchenko contacted the Grand Theatre regarding the promotion of the Eldon House event `Victorian Secrets` at their production, `An Intimate Affair` during intermission. There may be an opportunity to borrow costumes from Grand production to display at Eldon House. Tara will pursue this. Grand could lend mannequins according to R. Koudys.

- b. M. Spencer Golovchenko shared the gift shop opening announcement with Board Members.
- c. T. Wittman and R. Koudys have met with city regarding computers.
- d. A. Martin is on 2 Boards that meet the same night so a request was made to change the Board meetings to the second Thursday of the month. The change will start in May.
- e. M. Spencer Golovchenko read a letter from M. Donachie regarding his absence due to a promotion at work.

CARRIED

2. T. Wittmann – Curator’s Report (attached)

KOUDYS AND TOVEY

That the following actions be taken regarding the Curator’s Report:

- a. That the Board consider the presented policies related to Eldon House filming and photography. R. Armistead drew attention to the City Hall policies that cover Eldon House referencing Krista Kairns as a contact. T. Wittman suggested the Board consider this policy in the future. R. Koudys asked about liabilities. M. Spencer Golovchenko drew on experience when an historical institution was used as a film set.
- b. That the Board approve a motion (By **O’NEIL AND JOLLIFFE**) to purchase a camera up to \$1,900 for use on the new database.
- c. That T. Wittman, R. Koudys and B. Kent meet to discuss various options for the camera purchase.
- d. That the Curator’s Report be accepted.

CARRIED

3. C. Lamont - Director of Administration & J. O’Neil, Treasurer - Financial Report (attached)

O’NEIL AND KOUDYS

That the following action be taken regarding the Financial Report:

- a. That Tenders will be accepted for snow removal next winter.
- b. That the Financial Report be accepted.

CARRIED

4. C. Lamont – Director of Operations Report

TOVEY AND O’NEIL

That the following actions be taken regarding the Director of Operation’s Report:

- a. That the Board consider the possibility of “Pop up” concert on the lawn as a summer event.
- b. That the Board be informed of the retirement of Sandy Daugherty. The Job description will be drafted as 20 hour position.
- c. That the Board be informed of a Smart Board update – contract been signed \$6,500 including HST which can be reclaimed.

- d. That a consideration be made to extend the limit of credit card purchases to \$5,000 with pre-approval of purchases over \$1,000.
- e. That each new committee have at least 3 Board members
- f. That the Gift Shop report be deferred to the next meeting in the interest of time

CARRIED

5. C. Lamont - Heritage Site Coordinator Report (On behalf of D. Costello) (attached)

JOLLIFFE AND MARTIN

That the following action be taken regarding the Heritage Site Coordinator's Report

- a. That the proposed Birthday Party Package be approved
- b. That the Heritage Report be received

CARRIED

6. M. Spencer Golovchenko – Chair's Report

JOLLIFFE AND TOVEY

That the following actions be taken regarding the Chair's Report:

- a. That the Board approve the following changes to the Boulevard signage presented by B. Kent : the wallpaper background remain, the wording "Interpretive Centre and Gift Shop" be included, QR Code be included.
- b. That the new committee structure be accepted
- c. That the Board be informed of the 'Volunteer Recruitment Session on April 11 from 9-noon'
- d. That the Chair's Report be accepted.

CARRIED

7. OTHER BUSINESS

8. ADJOURNMENT

KENT AND TOVEY

That the meeting of the Eldon House Board of Directors be adjourned. The meeting adjourned at 8 pm.

CARRIED

The next meeting will be held April 2nd at 4:30 pm in the Interpretive Centre.

