

41st Report of the

ELDON HOUSE BOARD OF DIRECTORS

Meeting held on Thursday, April 2, 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. Donachie, M. Tovey, R. Armistead, T. Wittmann, D. Costello

Regrets:

C. Lamont

DISCLOSURES OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSION

1. M. Spencer Golovchenko - **40th Report of the Eldon House Board of Directors**

KOUDYS AND KENT

That the 40th report of the Eldon House Board of Directors **BE ACCEPTED**

CARRIED

2. T. Wittmann – **Curator's Report (attached)**

O'NEIL AND MARTIN

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

- a. That the Curator's report **BE ACCEPTED**.
- b. That R. Armistead convey thanks to those responsible at City Hall for the quick response in replacing the furnace in the Interpretive Centre.
- c. That in response to T. Regnier inquiring about Baseball artifacts to be loaned from Western Archives, T. Wittmann will look into the availability of space and will follow up with T. Regnier on Wednesday, April 8.

CARRIED

O'NEIL AND KENT

That the draft Filming Policy, which includes a code of conduct for any onsite camera crews, presented by T. Wittmann **BE APPROVED IN PRINCIPLE**.

CARRIED

T. Wittmann will now present the Policy to the City for approval.

3. D. Costello – Heritage Site Coordinator’s Report (attached)

O’NEIL AND MARTIN

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

- a. That the Site Coordinator’s report **BE ACCEPTED**
- b. That staff consider a suggestion by R. Koudys to liaise with HMCS Prevost on WW1 centennial information
- c. That D. Costello and C. Lamont draft a wedding policy and plans for photography and ceremonies on the lawn.
- d. That B. Kent provide key design aspects necessary for an advertising agency to produce a reasonably-priced, yet creative, educational brochure.
- e. That B. Kent liaise with the Coordinator to create birthday package invitations.

CARRIED

4. J. O’Neil - Financial Report (attached)

O’NEIL AND KOUDYS

That the following actions be taken regarding the Financial Report:

- a. That the Financial Report **BE ACCEPTED**.
- b. That Eldon House staff seek early tenders for next season’s snow shovelling needs, as a means of addressing increasing costs for this service.
- c. That questions arising from the bank statements be directed to C. Lamont upon her return.

CARRIED

5. M. Spencer Golovchenko (on behalf of C. Lamont) – Director’s Report

JOLLIFFE AND O’NEIL

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

- a. That the Director’s Report **BE ACCEPTED**.
- b. That an updated inventory be done on new and existing items in the Gift Shop.
- c. That an update be available at the next Board meeting regarding current staff positions to be filled.

CARRIED

6. M. Spencer Golovchenko – Chair’s Report

JOLLIFFE AND O’NEIL

That the following verbal updates within the Chair’s Report **BE ACCEPTED**:

- a. The Chair was invited to speak about Eldon House at the Annual General Meeting for the Heritage London Foundation on March 16.

- b. The upcoming Volunteer Recruitment Session on April 11 will take the format of a series of Roundtable Discussions focused on the work of various new Eldon House Committees. It is expected that each table will have a Board member to facilitate dialogue with potential volunteers and a staff member to support and take notes.
- c. The June Board meeting will serve as the Eldon House Annual General Meeting and the Chair asked for suggestions of a guest speaker. One idea is to invite someone from the Heritage London Foundation and a decision will be made at the May meeting.
- d. The Canada Day Dinner Fundraising Committee has met and is actively seeking more volunteers to help with planning the events of the evening on July 1st. All Board members are encouraged to support the Dinner in some way, with more details to come in May.
- e. The Chair advised that the Board has traditionally taken a one-month summer hiatus, and thus suggested foregoing an August Board meeting, which was agreed.
- f. The Chair further advised she will be out of the country for 6 weeks in August-September, and will miss the September Board meeting. The Vice Chair agreed to convene the September meeting on the Chair's behalf.
- g. The discussion prompted a future point to consider – perhaps less Board meetings once the various Committee meetings begin in earnest.

CARRIED

7. OTHER BUSINESS

- a. R. Armistead informed the Board that the City of London has hired a coordinator for 150th celebration for 2017. This position will be shared with the “London Celebrates Canada” organization and will reside at the London Heritage Council office.
- b. R. Armistead will share information about the 150th Celebration Committee and Board members are welcome to join the committee, if desired.
- c. M. Tovey gave an overview of the upcoming Stargazing Event on April 12, which is a partnership with the Royal Astronomical Society of Canada London Chapter. A media release has been issued.

8. NEXT MEETINGS

Thursday, May 14, 2015 – Board Meeting

Thursday, June 11, 2015 – Annual General Meeting

9. ADJOURNMENT

O’NEIL and REGNIER

That the meeting of the Eldon House Board of Directors be adjourned.

CARRIED