

**44<sup>th</sup> Report of the**  
**ELDON HOUSE BOARD OF DIRECTORS**

Meeting held on Thursday July 9, 2015, commencing at 4:30 p.m. in the Eldon House Interpretive Centre at 481 Ridout Street North.

Present:

M. Spencer Golovchenko, R. Koudys J. Jolliffe, B. Kent, A. Martin, T. Regnier, M. Tovey, C. Lamont, R. Armistead

Regrets: J. O'Neil, M. Donachie, T. Wittmann

Also in attendance: S. Butlin, L. Enns

**DISCLOSURE OF PECUNIARY INTEREST**

None

**COMMUNICATIONS & DISCUSSION**

1. M. Spencer Golovchenko - **42<sup>nd</sup> Report of the Eldon House Board of Directors**  
**43<sup>rd</sup> Report of the Eldon House Board of Directors (Annual General Meeting)**

**KENT AND MARTIN**

That the 42<sup>nd</sup> report of the Eldon House Board of Directors **BE ACCEPTED**.

**CARRIED**

**REGNIER AND TOVEY**

That the approval of the AGM minutes from June 11<sup>th</sup> **BE DEFERRED** until next the Annual General Meeting in June 2016.

**CARRIED**

2. M. Spencer Golovchenko - **Curator's Report (attached)** on behalf of T. Wittmann

**REGNIER AND KENT**

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

- a. The Curator's report **BE ACCEPTED**.
- b. The updated Draft Eldon House Physical Plant Policy and updated Draft Eldon House Human Resources Policy **BE APPROVED**.

**CARRIED**

3. C. Lamont, Director of Administration - **Financial Report (attached)**

## **TOVEY AND REGNIER**

That the Financial Report **BE ACCEPTED** with the following actions:

- a. C. Lamont request clarification of KPMG on the 2014 Audit Report reference to the handling of extraordinary journal entries.
- b. The Finance Committee meet at the call of Director of Administration to draft a 4-year budget in advance of the City budget process.
- c. That future budget cycles consider the possible expansion of the roles of Director of Administration, Grounds and Facilities Maintenance Coordinator, as well as the addition of an Education Coordinator and a Marketing role.
- d. That R. Koudys be added to the Finance Committee.

## **CARRIED**

### **4. C. Lamont, Director of Administration – Director of Administration’s Report (attached)**

## **JOLLIFFE AND KOUDYS**

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

- a. That the Director’s Report **BE ACCEPTED**.
- b. That a follow up news release **BE ISSUED** regarding the missing statue stating that no questions would be asked on the safe return of the artifact.
- c. That liaison among C. Lamont, R. Koudys and M. Tovey **BE ACTIONED** regarding the possible replacement of the statue. Consideration will be given to a gift offered by R. Koudys of an existing statue and a generous donation from a benefactor who has offered to fund a replacement statue.
- d. That liaison among T. Wittmann, V. Morgado and C. Lamont **BE ACTIONED** regarding increased security following the recent theft.
- e. That follow up liaison among T. Wittmann, V. Morgado and C. Lamont **BE ACTIONED** regarding promised roof replacement by the City, as the project may be delayed due to the current City strike.
- f. That appreciation **BE EXTENDED** to B. Kent for his liaison with the printer to finalize the two boulevard signs, and to C. Lamont and L. Enns for installation.
- g. That an enquiry by C. Lamont into the cost of stronger, replacement posts for the boulevard signs **BE ACTIONED**.
- h. That the Merchandising & Gift Shop Committee will meet Thursday, July 16 @ 5 pm.

## **CARRIED**

C. Lamont - **Heritage Site Coordinator’s Report (attached)** on behalf of D. Costello

## **REGNIER AND TOVEY (WITH AMENDMENTS)**

That the following actions be taken regarding the Heritage Site Coordinator’s Report

- a. That the Tour Policy (Appendix 1) **BE TABLED** until the next meeting in September due to questions. R. Koudys asked if credit card payments could be finalized prior to tours taking place, rather than using a credit card to only secure bookings.
- b. That Appendix 2 showing Birthday Card invitations include Eldon House branding as seen in Appendix 3.
- c. That a map be included with the Birthday invitation.
- d. That Appendix 4 of the Rental Agreement (under Rental Fees) read “Rental fees charged **to** Charitable Organizations are not subject to HST.
- e. That “Special Fees” and “**Security**” be included under “**Rental Fees**”.
- f. That necessary permits be displayed at the event.

**CARRIED**

**5. M. Spencer Golovchenko - Chair’s Report**

**KOUDYS AND KENT**

That the following actions be taken regarding the Chair’s report:

- a. That the Chair’s Verbal Report **BE ACCEPTED**.
- b. That all Committees strive to meet before the September Board meeting, so updates on each Committee may be included on the next Board Agenda.
- c. The Canada Day Fundraising Dinner generated a profit of over \$4,000 - more than double that of previous years. The funds to be re-invested to provide permanent night lighting and perhaps enhanced seating for the Interpretive Centre for future events.
- d. That the Chair’s appreciation be extended to the seven directors represented at the Dinner as either volunteers or guests.
- e. That the Chair continue successful liaison with the Palace Theatre and playwright Penn Kemp regarding a re-staging of ‘The Dream Life of Teresa Harris’ production as part of a local Canadian playbill at the theatre to celebrate Canada’s sesquicentennial.

**CARRIED**

**6. R. Koudys, Director – Gardens Committee Report (Verbal)**

**KENT AND KOUDYS**

- a. That the Verbal Committee Report on a June 17<sup>th</sup> meeting **BE ACCEPTED**.
- b. That the Gardens Committee members be Chair R. Koudys, N. Poole, B. Hawlik, M. Crosby, J. Smout, E. Paddle, and staff L. Enns, T. Wittmann, S. Butlin.
- c. That the Committee’s initial terms of reference be twofold: 1) supporting L. Enns in the care and maintenance of the gardens, and 2) liaising with Board, Staff and College representatives and students on a Gardens Strategic Plan.
- d. That a minimum budget of \$500,000 (up to \$1 Million) is suggested for a 4-Year Gardens Plan, which will require a significant fundraising campaign involving the Committee and the Board. Currently there is a \$5,000 GIC set aside for gardens development.
- e. R. Armistead noted there is no window of opportunity for funds through the Strategic Plan.

- f. That no Fanshawe College students will be requiring use of the Interpretive Centre as part of their onsite class visits to Eldon House during the upcoming term.
- g. That S. Stephenson has been appointed the new coordinator for the Fanshawe Landscape Design Program, but former coordinator E. Paddle will serve on the Eldon House Gardens Committee.

#### **CARRIED**

#### **7. B. Kent - Marketing Committee Report** on behalf of M. Donachie

- a. The Marketing Committee is liaising with the Curator to develop Eldon House collectible calling cards featuring images of Harris family artifacts.
- b. The series of cards will be printed in great numbers and available around town as a promotional and educational initiative.
- c. The Committee will meet Saturday, July 11 @ 10:30 am.

#### **OTHER BUSINESS**

M. Tovey has been appointed to a National Committee of the Royal Astronomical Society of Canada (RASC). The Committee will bring history and astronomy together at the RASC Annual General Meeting to be held at Fanshawe College in 2016. There is an opportunity to include Eldon House on the program for delegates attending from across Canada.

M. Spencer Golovchenko confirmed she will be out of the country on an extended vacation from August 2-September 12. During this time, Vice Chair Mark Tovey will chair the September Board meeting and serve as Board contact for the Director of Administration and the Curator – both of whom normally report to the Chair.

#### **NEXT MEETING**

Thursday, September 10, 2015  
(Note: No August Meeting)

#### **ADJOURNMENT**

#### **KENT AND KOUDYS**

The meeting adjourned at 7:10 PM

#### **CARRIED**