

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

Meeting held on Thursday, September 10, 2015, commencing at 4:35 p.m. in the Eldon House Interpretive Centre at 481 Ridout Street North.

Present:

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

Regrets:

M. Spencer Golovchenko

**DISCLOSURE OF PECUNIARY INTEREST**

None

**COMMUNICATIONS & DISCUSSION**

1. M. Tovey, Acting Chair – **Welcome and Meeting Overview**
2. M. Tovey, Acting Chair – **44<sup>th</sup> Report of the Eldon House Board of Directors**

**KOUDYS AND REGNIER**

That the 44<sup>th</sup> report of the Eldon House Board of Directors **BE ACCEPTED.**

**CARRIED**

3. T. Wittmann - **Curator's Report (attached)**

**REGNIER AND O'NEIL**

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

- a. The Curator's report **BE ACCEPTED.**
- b. The Curator's Draft Publication "Eldon House: A History of the Grounds and Garden" (attached) **BE ACCEPTED**
- c. The liaison between T. Wittmann and a City representative regarding the replacement of the roof **BE ACTIONED** with consideration for a metal roof.

**CARRIED**

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

**MARTIN AND KENT**

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

- a. That the Coordinator's Report **BE ACCEPTED**
- b. That the draft Guided Tour and Program Policy (appendix 1) **BE TABLED** until completed.

**CARRIED**

**5. C. Lamont - Director of Administration's Report (attached)**

**MARTIN AND KOUDYS**

That the Director of Administration's Report **BE ACCEPTED**

**CARRIED**

**KOUDYS AND MARTIN**

That discussion on the 4-year budget **BE DEFERRED** until the Finance Committee has had time to meet to review the detailed information.

**CARRIED**

**6. M. Donachie, Director – Marketing Committee Report**

**KENT AND O'NEIL**

That the verbal Marketing Report **BE ACCEPTED** with the following points:

- a. The Committee has met three times with enthusiasm, but would like to draw on the experience of a professional marketing company to provide guidance and focus.
- b. The Committee is seeking demographics of visitors to Eldon House for future program planning purposes.
- c. Paid advertising in 'Coffee News' was approved and there are plans to advertise in social media, print and radio.
- d. Penguin signs have been proposed for events in Eldon House to promote visibility.
- e. M. Donachie and D. Costello will work together to plan and produce promotional material for distribution in area hotels.
- f. M. Tovey and D. Costello will research the cost of signage on the outskirts of London promoting Eldon House.

**CARRIED**

**7. R. Koudys, Director - Gardens Committee Report (attached)**

**REGNIER AND DONACHIE**

That the Gardens Committee Report **BE ACCEPTED** with the following points:

- a. R. Koudys advised that former Board member N. Poole has stepped down from the Gardens Committee. Her past contributions are greatly appreciated.
- b. R. Koudys is negotiating parking arrangements for events at Eldon House with S. Fahri at his adjacent property on Ridout Street.
- c. The Committee is considering the future use of the Greenhouse and a 'Winter Garden' has been suggested.
- d. M. Tovey requested that R. Koudys investigate suitable light fixtures and fittings for the garden area, with consideration for full cutoff heritage fixtures.

**CARRIED**

## **O'NEIL AND MARTIN**

That the Terms of Reference Report format presented by R. Koudys be used as a template for all committees.

### **CARRIED**

## **8. J. Jolliffe, Director – Education Committee Report**

### **DONACHIE AND MARTIN**

That the verbal Education Report **BE ACCEPTED** with the following points:

- a. The Committee first met on August 18 and is comprised of two retired principals, two retired teachers and a current teacher, as well as D. Costello, Heritage Site Coordinator
- b. Discussion surrounded current plans and D. Costello shared "Education Changes and Goals for Eldon House 2015-2017"
- c. It was proposed that the Board consider the addition of an Education Coordinator. This proposal was suggested in the Financial Report of the 44<sup>th</sup> Report of the Eldon House Board of Directors.
- d. The Committee anticipates an impact on bookings of Educational programs this fall due to the current Teachers' Strike Action.

### **CARRIED**

## **9. T. Regnier, Director – Merchandising & Gift Shop Committee Report**

### **KOUDYS AND O'NEIL**

That the verbal Merchandising & Gift Shop Report **BE ACCEPTED** with the following points:

- a. The Committee first met on July 16 and is comprised of directors T. Regnier and J. Jolliffe, volunteer S. McDonnell and Director of Administration C. Lamont.
- b. The Committee terms of reference were established, which include assisting staff in purchasing items, setting goals and making plans for the gift shop.
- c. There was discussion on branded and suitable items for sale.
- d. Plans were made for a September meeting though a date was not confirmed.

### **CARRIED**

## **CONFIDENTIAL**

C-1. One matter pertaining to personal matters about identifiable individuals, including municipal or local board employees.

## **JOLLIFFE AND REGNIER**

That the Eldon House Board of Directors go in camera from 4:40 PM to 5:00 PM for the purpose of discussing one matter pertaining to a personal matter about identifiable individuals, including municipal or local board employees.

### **CARRIED**

**OTHER BUSINESS**

**MARTIN AND KOUDYS**

That a special Board Meeting to approve the 2016-2019 budget be scheduled for Friday, September 25 at 6:00 PM at Eldon House

**CARRIED**

**NEXT MEETINGS**

Friday, September 25, 2015 (Budget)  
Thursday, October 8, 2015

**ADJOURNMENT**

**O'NEIL AND JOLLIFFE**

The meeting adjourned at 6:35 PM

**CARRIED**