

48th Report of the

ELDON HOUSE BOARD OF DIRECTORS

Meeting held on Thursday, November 12, 2015, commencing at 4:30 p.m., at The Interpretive Centre, Eldon House, 481, Ridout Street North, London.

Present: M. Spencer Golovchenko, J. Jolliffe, B. Kent, R. Koudys, A. Martin, T. Regnier, M. Tovey, M. Donachie, J. O'Neil, R. Armistead, Tara Wittmann, Danielle Costello, L. Enns

Regrets: C. Lamont

DISCLOSURES OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSION

1. M. Spencer Golovchenko – **45th Report of the Eldon House Board of Directors (September 10)**
46th Report of the Eldon House Board of Directors (September 25)
47th Report of the Eldon House Board of Directors (October 8)

REGNIER & MARTIN

That the 45th and 47th Reports of the Eldon House Board of Directors **BE ACCEPTED** with the following changes – Larry Enns was present at the 47th meeting and a spelling correction on the same report.

CARRIED

REGNIER & JOLLIFFE

That the 46th Report of a Special Budget Meeting of the Eldon House Board of Directors **BE ACCEPTED**.

CARRIED

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

KOUDYS & O'NEIL

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

- a. The Curator's report **BE ACCEPTED**
- b. Concerning a replacement of the greenhouse boiler, it is proposed that the operational integrity and the capacity of the greenhouse **BE MAINTAINED** for potential future use.
- c. In response to the current absence of the greenhouse boiler that advice **BE REQUESTED** of the City's Heritage Planning and Facilities staff to ensure the greenhouse foundation is not affected.

CARRIED

3. M. Spencer Golovchenko – **Chair's Report (verbal)**

DONACHIE & O'NEIL

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

- a. The Chair's verbal report **BE ACCEPTED**.
- b. In the future, only verbal reports **BE PROVIDED** by Committee Chairs.
- c. A method of retaining Committee reports **BE INVESTIGATED** and, on request, be available as an alternative to sending committee minutes to all Board members.

CARRIED

4. D. Costello – Heritage Site Coordinator's Report (attached)

TOVEY AND KENT

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

- a. The Coordinator's Report **BE ACCEPTED**.
- b. The proposed change in the booking policy to action payment on reservation **BE ACCEPTED** leaving the current system in place until the end of this year

CARRIED

MARTIN & REGNIER

That the Wedding Rental Agreement and the Facilities Rental Agreement **BE ACCEPTED** with the following changes:

- Higher prices after hours \$1,000 up from \$750 and \$1,500 after hours respectively
- No alcohol
- Include security
- Consider having a tent

CARRIED

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

MARTIN & DONACHIE

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

- a. The Director of Administration report **BE ACCEPTED**.
- b. Board input **BE REQUESTED** on the use of a Public Service Bodies (PSB) rebate of approximately \$15,000. Staff input suggests Eldon House uniforms, an apartment-sized washer-dryer set, and ergonomically-sound chairs for public events in the Interpretive Centre.

CARRIED

JOLLIFFE & DONACHIE

That the amount of \$2,000 **BE APPROVED IN PRINCIPLE** for the purchase of a washer and dryer, with this amount to include hook up and taxes, pending approval of installation by City Facilities.

CARRIED

6. M. Spencer Golovchenko on behalf of C. Lamont – Financial Report (attached)

REGNIER & TOVEY

That the following actions be taken regarding the Financial Report:

- a. The Financial Report **BE ACCEPTED**.
- b. That the Culture Manager **BE REQUESTED** to gain a status report on required action by the City to finally move the Little Trust Fund under the umbrella of the new Eldon House governance model.

CARRIED

KOUDYS & MARTIN

That the Finance Committee **BE REQUESTED** to conduct a review of the Summer Tea Program to measure its future sustainability.

CARRIED

7. Committee Reports – **Committee Chairs**

MARTIN & TOVEY

That the Fund Development Committee and the Special Events Committee **BE AMALGAMATED** to serve as one group supporting public programming and community outreach.

CARRIED

MARTIN & DONACHIE

That the following verbal Committee Reports **BE ACCEPTED**

M. Donachie Chair, Marketing Committee

- Radio advertising has paid off as 140 people attended the highly successful evening Ghost Hunt event
- D. Costello has been commended for her efforts
- Committee is off to a good start

J. Jolliffe Chair, Education Committee

- Request for funds to make Education Programs competitive
- R. Koudys suggested Westminster College Foundation may be able to help

T. Regnier Chair, Gift Shop Committee

- Terms of reference have been approved
- Branded Samples have been ordered for consideration
- Possible move of merchandising to 'under the stairs' in Eldon House to improve visibility and sales
- Working committee has been formed to research this option to a continuing gift shop

R. Koudys Chair, Gardens Committee

- No meeting this month
- Volunteers are working in the greenhouse and on Christmas decorations

CARRIED

OTHER BUSINESS

M. Tovey requested that the Board consider business cards for Board members to assist with networking and admission to other Museums.

J. O'Neil invited the Board to hold its December meeting at his new O'Neil Reception Centre, so he may host a Board/Staff/Volunteer Christmas Social following the meeting.

NEXT MEETING

Thursday, December 10th at 4:30 PM

The meeting will be held at the O'Neil Reception Centre adjacent to O'Neil Funeral Home at 350 William Street.

ADJOURNMENT

TOVEY & MARTIN

The meeting adjourned at 7:30 PM

CARRIED