

## 51<sup>st</sup> Report of the

### ELDON HOUSE BOARD OF DIRECTORS

Meeting held on Thursday, February 11, 2016 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, T. Regnier, M. Tovey, M. Donachie, J. O'Neil, R. Armistead, T. Wittmann, D. Costello, L. Enns, S. Dunlop

Regrets: A. Martin

### DISCLOSURES OF PECUNIARY INTEREST

None

### COMMUNICATIONS & DISCUSSION

1. M. Spencer Golovchenko – **50<sup>th</sup> Report of the Eldon House Board of Directors**

#### **REGNIER & KENT**

The Approval of the 50<sup>th</sup> Report of the Eldon House Board of Directors **BE DEFERRED** until the next meeting on March 10, as directors did not have an opportunity to review the minutes.

#### **CARRIED**

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

#### **KOUDYS & TOVEY**

That the Curator's Report **BE ACCEPTED**.

#### **CARRIED**

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

#### **KENT & O'NEIL**

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

- a. The Coordinator's report **BE ACCEPTED**.
- b. The Coordinator and M. Tovey continue **TO LIAISE** with Marketing students from Brescia to obtain more information on the success of programs and advertising.

#### **CARRIED**

4. S. Dunlop, Curator, Fanshawe Pioneer Village

\* Overview Presentation on the Village's recent 2-year Strategic Planning process based on the Ontario Museum Association (OMA) Toolkit.

5. M. Spencer Golovchenko – **January Financial Reports (attached)**

**O'NEIL & KOUDYS**

That the January Financial Report **BE ACCEPTED**

**CARRIED**

6. **CONFIDENTIAL**

**KOUDYS & TOVEY**

That the Eldon House Board of Directors rise and go in camera at 5:50 PM to 6:15 PM, for the purpose of considering one matter pertaining to personal matters about identifiable individuals, including municipal or local board employees.

**CARRIED**

7. Committee Chairs – **Committee Reports**

**O'NEIL & KOUDYS**

That the verbal reports by the following Committee Chairs **BE APPROVED**.

J. O'Neil - Finance Committee

J. Jolliffe - Education Committee

R. Koudys - Gardens Committee

T. Regnier - Gift Shop Committee

M. Donachie - Marketing Committee

**CARRIED**

8. Other Business – **Departure of Eldon House Director of Administration**

**TOVEY & REGNIER**

That the following actions be taken following the departure of the Director of Administration:

- a. That the Finance Committee **BE REQUESTED** to hire an interim finance person as soon as possible.
- b. That the financial aspect of the management role be separated from the staff position, and instead **BE CONTRACTED** as an outside accounting service for five hours per week.
- c. That this accounting service **BE PAID** through future Public Services Bodies (PSB) Rebates.
- d. That the Finance Committee **BE REQUESTED** to create a new 30-hour per week management job description in consultation with Eldon House staff.
- e. That M. Spencer Golovchenko **BE TASKED** to serve in the role of Acting Manager, until a permanent management hiring process can be undertaken.

**CARRIED**

**NEXT MEETING**

Thursday, March 10, 2016

**ADJOURNMENT**

**TOVEY & KENT**

The meeting adjourned at 7:35 PM

**CARRIED**