

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

Rescheduled meeting from May 12 held on Tuesday, May 17, 2016, commencing at 4:40 p.m. in the Eldon House Interpretive Centre at 481 Ridout Street North.

Present:

M. Spencer Golovchenko, J. Jolliffe, J. O'Neil, M. Tovey, T. Regnier, R. Koudys, A. Martin, R. Armistead, T. Wittmann, D. Costello

Regrets: B. Kent, M. Donachie, B. Keim

Also in attendance: S. Stoyles

**DISCLOSURE OF PECUNIARY INTEREST**

None

**COMMUNICATIONS & DISCUSSION**

1. M. Spencer Golovchenko – **52<sup>nd</sup> Report of the Eldon House Board of Directors**

**MARTIN AND REGNIER**

That the 52<sup>nd</sup> Report of the Eldon House Board of Directors **BE ACCEPTED.**

**CARRIED**

- M. Spencer Golovchenko – **53<sup>rd</sup> Report of the Eldon House Board of Directors**

**O'NEIL AND REGNIER**

That the 53<sup>rd</sup> Report of the Eldon House Board of Directors **BE ACCEPTED.**

**CARRIED**

2. T. Wittmann – **Curatorial Report (attached)**

**O'NEIL AND TOVEY**

That the Curator's report with the following highlights **BE ACCEPTED.**

- a) The tender for the Eldon House Life Cycle Renewal (LCR) Projects has been awarded to Empire Restoration Company from New Hamburg, and work will begin in early June.
- b) The curator has produced a document to guide the general contractor detailing appropriate access to the museum, fire evacuation protocols and other helpful information.
- c) De-winterization of the museum is completed, as the expanded spring hours are launched. The museum is now open Wednesdays through Sundays 12-5pm.

- d) The curator is exploring possible venues for small-scale “pop-up” exhibits in the community during 2017-2018.
- e) The curator liaised with her counterpart at the RCR Museum to interpret some of “Teddy” Harris’s military records.
- f) To enhance accessibility for visitors unable to climb stairs, a video of historical interpreter Cathy Luke providing a tour of the second floor of Eldon House is being created. Once completed, it will be available for viewing on a laptop in the smoking nook.

**CARRIED**

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

**O’NEIL AND TOVEY**

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

- a. That the Coordinator’s report **BE ACCEPTED**.
- b. That the Coordinator’s application for funding for specific sesquicentennial events through the Canada 150 Fund **BE ENDORSED**.
- c. That Eventbrite service fees for new online registrations be paid by the purchaser.

**CARRIED**

**4. M. Spencer Golovchenko – Proposal for Technology Upgrade (attached)**

**TOVEY AND O’NEIL**

That a proposal by City Information Technology Services to install fibre optics connecting Eldon House to the City of London wide area network (WAN) **BE APPROVED** in principle, based on estimated costs:  
\$3404 - conduit into Interpretive Centre and use existing conduit to bring City fibre into the museum  
\$2500 - install fibre from the City’s Data Centre in basement of Museum London using above conduit  
\$2000 - install two Wi-Fi access points (AP) on site to begin, one in the museum and one in the IC

That the Finance Committee **BE DIRECTED** to research available funds up to \$10,000 for this project.

**CARRIED**

**5. M. Spencer Golovchenko - Acting Manager’s/Chair’s Report**

**REGNIER AND O’NEIL**

That the Acting Manager’s/Chair’s verbal report with the following actions **BE ACCEPTED**.

- a. That the Financial Report on behalf of B. Keim advising on the recent audit process (attached) **BE ACCEPTED**.
- b. That a City report to transfer the Little Trust Fund from Museum London to the City of London (attached) **BE RECEIVED**.
- c. That liaison between Eldon House (R. Koudys and T. Wittmann) and City Facilities (P. Appleton) regarding the installation of outdoor security lighting **BE CONTINUED**.

- d. That the Gardens Committee **BE REQUESTED** to bring an outdoor lighting proposal to the Board potentially based on an illumination strategy for hidden lights rather than light posts, noting if the project is over \$3,000, it could be a City Facilities cost.
- e. That following confirmation of Service Canada funding for three summer students, two tea servers and one garden assistant **BE HIRED**.
- f. That preparation for the June 9<sup>th</sup> Annual General Meeting (AGM) and 2015 Annual Report **BE COMPLETED**.

**CARRIED**

**6. Committee Chairs – Committee Reports**

**REGNIER AND O'NEIL**

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

**J. Jolliffe - Education Committee**

- a) The Education Committee met on April 19<sup>th</sup>. The new \$5000 budget was discussed and a decision made to invite B. Keim to review options at the next meeting on May 31<sup>st</sup>.
- b) The Education Committee met with Historical Interpreters and provided input on delivering Educational tours.

**R. Koudys - Gardens Committee**

- a) Despite inclement weather, the first-ever Eldon House plant sale on May 14<sup>th</sup> raised \$600 profit.
- b) Some plants and herbs remain available for sale, and will be offered for purchase to City Hall staff.

**A. Martin - Special Events/Canada Day Dinner Committee**

- a) The Committee met on April 19<sup>th</sup> and plans are underway for the museum's annual fundraiser.
- b) Committee members will receive a sponsorship letter to assist in requesting donations for the silent auction.
- c) All Board members are encouraged to attend the event and bring friends along or volunteer in some way.

**CARRIED**

**CONFIDENTIAL**

**KOUDYS AND O'NEIL**

That the Eldon House Board of Directors rise and go in camera from 6:30 PM to 7:20 PM, for the purpose of considering one matter pertaining to personal matters about identifiable individuals, including municipal or local board employees.

**CARRIED**

**OTHER BUSINESS**

None

**NEXT MEETING**

Annual General Meeting - Thursday, June 9, 2016

Board Meeting - Thursday, July 14, 2016

**ADJOURNMENT**

**KOUDYS AND O'NEIL**

The meeting adjourned at 7:30 PM

**CARRIED**