

56th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held Aug 11, 2016, commencing at 4:40 p.m. in the Eldon House Interpretive Centre at 481 Ridout Street North.

M. Spencer Golovchenko, J. Jolliffe, J. O'Neil, M. Tovey, T. Regnier, A. Martin, Ben Kent, Ron Koudys, R. Armistead, T. Wittmann, B. Elliot

Regrets: Mike Donachie

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. J. Jolliffe – 55th Report of the Eldon House Board of Directors

KENT AND SPENCER GOLOVCHENKO

That the 55th Report of the Eldon House Board of Directors as amended **BE ACCEPTED.**
CARRIED

2. J. Jolliffe – Chair's Report

KENT AND SPENCER GOLOVCHENKO

That the Chair's verbal report **BE ACCEPTED.**

The Chair updated the Board on how busy it's been for staff with the construction work, tea program and other activities at Eldon House.

CARRIED

3. T. Wittmann – Curatorial Report (attached)

TOVEY AND KOUDYS

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

- a. That the Curator's report **BE ACCEPTED.**
- b. That the following update on the Life Cycle Renewal Project **BE RECEIVED.**
A leak was discovered in the attic Collections storage area after heavy rain on Aug 11. Humidity is an ongoing issue in this area and a humidifier is being supplied by the contractor to help reduce this issue; staff members are working with the contractors on other minor issues as they occur. There has been 70% progress on roof work to date.

CARRIED

4. B. Elliot on behalf of D. Costello – **Heritage Site Coordinator Report (attached)**

KOUDYS AND KENT

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

CARRIED

5. B. Elliot – **Executive Director Report (attached)**

KOUDYS AND KENT

That the following actions be taken regarding the Executive Director's Report

- a. That the Executive Director's report **BE ACCEPTED** with the following updates:
 - For a recent Enabling Accessibility Grant application, some of the same technology being used by Royal Ontario Museum (ROM) is incorporated into the Eldon House submission.
 - As part of technology upgrade, VOIP phones are being installed as well
 - Eldon House website will launch an online education calendar on August 12.
 - The Executive Director is liaising with London Fringe Festival to hold 6-7 sessions for a projected reading program in Interpretive Centre.
- b. That the Executive Director **WILL CONSULT** with City Clerk to get clarification for in-camera process and recording minutes, as related to one Human Resources matter and ongoing procedures.

CARRIED

SPENCER GOLOVCHENKO AND O'NEIL

- c. That a draft Board Conflict of Interest Policy **BE APPROVED** as a Guideline document with a separate Policy for Staff/Volunteers.

CARRIED

MARTIN AND KENT

- d. That the draft Ethics Policy **BE APPROVED** with minor changes.

CARRIED

6. B. Keim - **Financial Report (attached)**

KOUDYS AND KENT

That the following actions be taken regarding the Financial Report

- a. That the Financial Report **BE ACCEPTED.**
- b. That number and timing of financial statements per year to Board **BE REFERRED** to Finance Committee for review.

CARRIED

7. B. Elliot – Review of Committees of the Board

Executive Director presented issues related to Committees:

- review of number of committees and scope of work – need to have Terms of Reference and notes of meeting on file – other than Education & Collections Committees not on file on Eldon House Y drive; Committee chairs to submit and keep up to date
- wants to establish regular schedule of meetings for the committees; this will assist in booking meeting space, avoid overlap of meetings and staff involvement
- Term for Committee members is 3 year cycle with some staggered terms; the number of members of each Committee to be decided by committee
- Authority of the Committees – direction for work of staff report to Executive Director on needs of committee for specific tasks for staff; if concerns raised then can be discussed to have staff assistance with workflow. As an example, Board presented current status of Heritage Site Coordinator as a member of Marketing Committee as has direct impact on her duties and can facilitate more quickly
- B. Elliot will review as priority for us to align with CMOG committee specific policies

8. Committee Chairs – Committee Reports

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

SPENCER GOLOVCHENKO AND KOUDYS

M. Spencer Golovchenko - **Special Events/Canada Day Dinner**

Net revenue of Canada Day Dinner was discussed as presented in the Finance Report. Proceeds from the annual fundraiser will be considered for the purchase of lighting and additional chairs for special events. The need to purchase our own banquet style (8 seat tables) was also raised if we want to attract more weddings, parties and other events. The Executive Director will look into getting quotes and report back. Other areas under review are the need for additional outlets and the electrical panel adequacy with growing needs.

Theresa Regnier – **Gift Shop & Merchandise Committee**

A \$1700 quote was received for custom gift merchandise display case and distributed to committee members by email. The Committee needs to meet and discuss, as well as consult with staff.

CARRIED

OTHER BUSINESS

None

NEXT MEETING

Board Meeting - Thursday, September 8, 2016

ADJOURNMENT

MARTIN AND TOVEY

The meeting adjourned at 7:08 PM

CARRIED