

**57th Report of the**  
**ELDON HOUSE BOARD OF DIRECTORS**

Meeting held September 8, 2016, commencing at 4:35 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: M. Donachie

**DISCLOSURE OF PECUNIARY INTEREST**

None

**COMMUNICATIONS & DISCUSSIONS**

**1. J. Jolliffe – 56th Report of the Eldon House Board of Directors**

**SPENCER GOLOVCHENKO AND O'NEIL**

That the 56th Report of the Eldon House Board of Directors as amended **BE ACCEPTED.**

**CARRIED**

**2. J. Jolliffe – Chair's Report**

**O'NEIL AND KENT**

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

J. Jolliffe reported now working at Central Public School in Woodstock (built in 1888) and is very hectic schedule. She will available by text and email. M. Donachie offered to resign due to work commitments but with video communication and WIFI available soon in Interpretive Centre the ability to attend meetings long distance is workable. The Board agrees with this plan. Chair also adding an in camera item to agenda. Chair reports City Clerk said that information in regards to human resources issues can be recorded in reports and minutes as long as no personal information or specific details identified.

**CARRIED**

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

## **MARTIN AND TOVEY**

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

- a. That the Curator's report BE **ACCEPTED**.
- b. That the following verbal updates **BE RECEIVED**:
  - There are ongoing communication issues with company contracted for Life Cycle Renewal Projects
  - That due to the Attic water leak a number of artifacts used for programming need to be restored, there was some loss of packing materials and the textiles were moved out as temperature sensitive.
  - The shingles should be going onto the roof next week
  - New Western University internships starting: G. Evers (Public History) and E. Ilse (Visual Arts)

## **CARRIED**

### **4. B. Elliot – Signing Officers**

#### **SPENCER GOLOVCHENKO AND O'NEIL**

- a. That staff members B. Elliot, T. Wittmann and D. Costello in combination with one board member **BE APPROVED** to have signing authority up to \$3000.
- b. That signing authority for over \$3000 **BE APPROVED** as the Board Chair and another Board member.

## **CARRIED**

### **5. B. Elliot – Executive Director's Report (attached) Programming Report – D. Costello (attached) Finance Manager – B. Keim (attached)**

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

- a. That the Executive Director's Report **BE ACCEPTED**.  
That the following verbal updates **BE RECEIVED**:
  - The Summer Tea Program had a large increase in attendance with review underway to plan for next year
  - Promotional material exchange occurring between Museum London and Eldon House
  - B. Elliot will be providing update on Eldon House to City of London's Corporate Services Committee at the September 20 meeting
  - Question from B. Kent in regards to outlets with B. Elliot saying quote has been referred to Maintenance at City
  - 3 quotes are being requested for payroll services.

B. Elliot agreed that the Executive and Finance Committees will be consulted on budget planning process and general proposal after question raised by M. Spencer Golovchenko.

- b. That the Programming Report **BE ACCEPTED**.  
That further information on participants in Museum School **BE REQUESTED**.
- c. That the verbal Finance Manager's Report given by B. Elliot **BE ACCEPTED**.
  - Thanks to City of London staff R. Armistead and J. Yanchula for their ongoing assistance.

#### **CARRIED**

#### **6. B. Elliot – Policies Review (attached)**

##### **KOUDYS AND KENT**

- a. That the draft General Communications Policy **BE APPROVED** as amended.

**CARRIED – SPENCER GOLOVCHENKO** abstained.

##### **SPENCER GOLOVCHENKO AND O'NEIL**

- b. That the draft Privacy Policy **BE APPROVED** with minor changes.

#### **CARRIED**

#### **7. B. Elliot - Strategic Planning**

B. Elliot provided an update that a quote is being requested from three facilitators to assist with future board strategic planning process. More details will be provided at next board meeting.

#### **8. Committee Chairs – Verbal Committee Reports**

None received.

#### **OTHER BUSINESS**

#### **9. CONFIDENTIAL**

Motion to go In Camera

**MARTIN AND SPENCER GOLOVCHENKO**

**CARRIED**

One matter pertaining to personal matters, including information regarding identifiable individual(s) with respect to employment related matters, advice or recommendations, including communications necessary for that purpose.

**NEXT MEETING**

Board Meeting - Thursday, October 13, 2016

**ADJOURNMENT**

**O'NEIL AND KOUDYS**

The meeting adjourned at 7:40 PM.

**CARRIED**