

58th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held October 13, 2016, commencing at 4:37 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, M. Donachie (via Skype), R. Armistead, T. Wittmann, B. Elliot

Regrets: B. Kent, A. Martin

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. J. Jolliffe – 57th Report of the Eldon House Board of Directors

SPENCER GOLOVCHENKO AND KOUDYS

That the 57th Report of the Eldon House Board of Directors **BE ACCEPTED.**

CARRIED

2. J. Jolliffe – Chair's Report

No verbal report.

3. T. Wittmann – Curatorial Report (attached)

O'NEIL 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:**
 - Life Cycle Renewal Projects: Artifacts will be restaged in green bedroom once work is complete under full supervision. Thermal window panes are likely in place for 12 weeks; the window panes are owned by the contractor but can discuss possibility of Eldon House acquiring as custom made for this project. The job is still delayed and behind 6 weeks.
 - Trans-Atlantic Digital Victorians' Project: – there are 13 students participating from Huron University College and similar number at The University of Huddersfield, England; the artifacts selected are not expected to overlap with our printed calling cards.

- c. That J. Jolliffe on behalf of the Board recognizes the difficult situation for all staff who are working in this construction environment and that the staff **BE THANKED** for their efforts.

CARRIED

4. D. Costello – Programming Report (attached)

O’NEIL AND SPENCER GOLOVCHENKO

That the following actions be taken regarding the Programming Report:

- a. That the Programming Report **BE ACCEPTED**.
- b. That the following verbal updates **BE RECEIVED**:
 - Events: Irish Pub – dozen signed up so far
 - 2017 Program planning reviewed with questions answered from Board. D. Costello is investigating possible Chamber music event. Other suggestions were raised such as: R. Koudys – package geared to birthday audience but can be modelled for any age group or organization such as Rotary, Kinsman, etc.; J. O’Neil - Steam Punk event. An overview of the partnership with London Community Players for Penn Kemp play on Teresa Harris at Procnier Theatre in March 2017; M. Spencer Golovchenko reported that this is an expanded 2 act play and Eldon House will cross promote on our website and help with ticket sales for play on LCP playbill. The Genealogy Workshop costs are for materials only as the rest is covered by the grant if approved. The wreath making workshop is currently not on the schedule.
 - Summer Tea programme – in discussion phase to review options of outsourcing the catering for the summer tea.
- c. That the Heritage Site Coordinator **BE REQUESTED** to remove SIN # from draft Program Proposal Application.

CARRIED

5. B. Keim – Finance Manager’s Report (attached)

O’NEIL AND KOUDYS

That the following actions be taken regarding the Finance Manager’s Report:

- a. That the Finance Manager’s Report **BE ACCEPTED**.
- b. That the following verbal updates **BE RECEIVED**:
 - The tea program revenue is not reflected as profit in 2016; need to delve into further.
 - The projected loss is not an accurate reflection of financial situation as still expecting funds to be offset somewhat so loss should be mitigated
 - B. Keim will be reviewing the payroll records as there should be more cost savings in payroll for 2016 than currently reflected in financial report as additionally the Board Chair served as volunteer Acting Manager for 5 months

- Staff time should be billed back to Eldon House due to Life Cycle Renewal project issues. This is still to be negotiated and funds likely to come in 2017.

CARRIED

6. B. Elliot – Executive Director’s Report (attached)

O’NEIL AND TOVEY

That the following actions be taken regarding the Executive Director’s Report:

- a. That the Executive Director’s Report **BE ACCEPTED**.
- b. That the following verbal updates **BE RECEIVED**:
 - R. Koudys and B. Elliot interviewed today 2 strong candidates for Facilities & Maintenance Coordinator staff position; They will re-interview with T. Wittmann and D. Costello attending. A Historical Interpreter has been hired
 - 2 rentals for November booked with having WIFI on site an asset
- c. That after reviewing quotes received for strategic planning process the decision to select a facilitator **BE DEFERRED** to our next meeting as presentations will be made by candidates

CARRIED

7. B. Elliot – Policies Review (attached)

Item deferred until next board meeting.

8. Committee Chairs – Verbal Committee Reports

None received.

OTHER BUSINESS

NEXT MEETING

Board Meeting - Thursday, November 10, 2016

ADJOURNMENT

KOUDYS

Motion to adjourn.

CARRIED

The meeting adjourned at 6:45 PM.