

61th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held January 12, 2017, commencing at 4:30 p.m. in the Eldon House Interpretive Centre, at 481 Ridout Street North.

Present: J. O'Neil, B. Kent, M. Spencer Golovchenko, J. Jolliffe, M. Tovey, T. Regnier, R. Koudys, Alison Martin, R. Armistead, T. Wittmann, B. Elliot, B. Keim

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. J. Jolliffe – 60th Report of the Eldon House Board of Directors (attached)

KOUDYS AND TOVEY

That the 60th Report of the Eldon House Board **BE ACCEPTED** with the following revisions:

3b. bullet 1 - add 'in' before place;

4b. bullet 2 -revise spelling to behaviours, bullet 4 – change to Triumph of Teresa Harris production

6. The casting and cost of the production are being borne by the Palace Theatre with Diane Haggerty directing. Please promote and bring people to this theatrical event, as it is a partnership between the Palace and Eldon House.

Playwright Penn Kemp has made a request to acknowledge the efforts of the two professional musicians with a \$500 honorarium (consisting of \$50 per musician per performance x two musicians x five shows). As Palace Theatre is a community theatre, it has a policy to never pay actors, musicians etc, so the request for honorariums is directed to Eldon House. This request was brought forward for feedback and deferred for further discussion.

CARRIED

2. J. Jolliffe – Chair's Report (attached)

SPENCER GOLOVCHENKO AND MARTIN

That the verbal report of the Chair as outlined below **BE ACCEPTED**:

An overview of our two years as Board members reflecting on our interest in Eldon House and support of London's oldest residence. 2017 will let us focus on the upcoming Strategic Planning to look back and learn from our strengths and weaknesses so we can reflect and move forward. Looking back briefly, we have seen many changes in 2016. The addition of

our Executive Director, Brenda Elliot, has been a very welcome asset to the team. Bernie Keim has taken on the role of clarifying our finances and our newest addition, Rick Cornelissen is our Grounds and Facilities Maintenance Coordinator. At the Board level, I regretfully accepted the resignation of M. Donachie but we look forward to a new member of the Board of Directors – yet to be announced. Just a reminder to update your board email lists due to his moving on to other challenges.

I wish to thank every member of the Board for giving their time, energy, support and commitment to Eldon House and I am very excited to what this year has in store for us.

Chair requested shift of Agenda as follows: Item 8 moving to Item 5 and Item 7 moving to 6.

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 answers **BE RECEIVED** to questions about Report:
 - Life Cycle Renewal Projects: Jan. 10 meeting (Spencer Golovchenko) – It was typical with little action on actual work; the expectation is for job to be completed by end of summer. Eldon House and City are bound to the contract as will follow through on issues with the provider. Any others issues (Tovey) – there are ongoing security issues, keeping up with cleanup and debris; the scaffolding is still not complete; may possibly need contractor to use trailer on site rather than in-house space
 - Mystery artifact choices (Spencer Golovchenko) – selections made were medicine man pouch, tooth puller, kitchen tool possibly for catching eels
 - Milly diary transcription (Tovey) – Milly wrote after going on camel ride that they were much maligned creature
 - Conservation project costs (Regnier) – the costs were lower than estimated or free with total under \$5000 outside of Wallpaper protection; Curator will get update from Little Trust

CARRIED

4. B. Elliot – Museum Hours of Opening

KOUDYS AND SPENCER GOLOVCHENKO

Eldon House has had limited January to March hours of only weekends when under Museum London management mainly due to staffing issues. Majority of other London museums are open weekdays year-round. A recommendation to open starting February, Thursday to Sunday, was brought forward with there being little impact on staffing expected.

- a. That motion for Eldon House to begin new hours of opening for winter season of Thursday thru Sunday beginning February 2017 with addition of 1 new Historical Interpreter shift **BE APPROVED**.

CARRIED

5. B. Keim - Financial Report (attached)

MARTIN AND SPENCER GOLOVCHENKO

That the following actions be taken regarding the Finance Report:

- a. That the Finance Report **BE ACCEPTED**.
- b. That the following answer **BE RECEIVED** to question about Report:
 - GIC (Koudys) – asked about GIC and its' designated use; M. Spencer Golovchenko clarified from previous board involvement that the GIC was set up originally to dedicate money for garden renewal plans. B. Keim confirmed that it is actually an investment account.

CARRIED

KOUDYS AND SPENCER GOLOVCHENKO

- c. That an additional \$5000 be transferred to the GIC and rename as Gardens GIC in the budget **BE APPROVED**.

CARRIED

6. B. Elliot – Programme Report (attached)

TOVEY AND KOUDYS

That the following actions be taken regarding the Programming Report:

- a. That the Programming Report **BE ACCEPTED**.
- b. That the following answers to questions **BE RECEIVED**:
 - New Years' Levee (Mark) – physical visit count kept by staff using clicker at entrance; Entertainment (Spencer Golovchenko) – due to cancellation B. Elliot was able to find substitute of music teacher and husband who volunteered their services
 - London Heritage Council grant (Tovey) – our portion has been approved
- c. That Executive Director **BE COMMENDED** for her extra effort due to cancellation of booked musicians

CARRIED

7. B. Elliot – **Executive Director (attached)**

KENT 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 answers to questions **BE RECEIVED:**
 - . (Spencer Golovchenko) – Community Partners Steering Committee meeting being held in Feb; the Women's March as part of Women's Suffrage celebrations are expecting upwards of 1000 to attend
 - Summer Teas (Spencer Golovchenko) – catering proposals have been received with decision coming soon; a social enterprise use of old gift shop space has been developed
 - Strategic Planning – session scheduled for January 26 with volunteers, staff and community stakeholders
- c. That members set date for board strategic planning session with Fred Galloway (including staff, T. Wittmann and B. Elliot) for February 25 2017 to run from 11am to 5pm

CARRIED

Policy – Finance Management (attached)

KOUDYS AND MARTIN

That the draft Financial Management policy as amended **BE APPROVED.**

Policy – Risk Management (attached)

TOVEY AND KENT

That the draft Risk Management policy as amended **BE APPROVED.**

CARRIED

8. B. Elliot – **Palace Theatre B. Elliot - Palace Theatre**

The Executive Director expressed concern regarding the potential for an Eldon House reputation brand management issue related to its partnership with the Palace Theatre, and our upcoming joint production of *The Triumph of Teresa Harris*. As a theatre staff member was recently involved in media coverage, the Executive Director suggested the museum could face negative publicity through its association with the theatre.

Following discussion of the longstanding relationship between Eldon House and the Palace Theatre, and confirmation the theatre is addressing this HR matter with all appropriate measures, the board unanimously moved to proceed with the co-production, as planned.

SPENCER GOLOVCHENKO AND KOUDYS

That the following actions be taken regarding the Palace Theatre:

- a. That the partnership between Eldon House and Palace Theatre **BE REAFFIRMED**.
- b. That the production of *The Triumph of Teresa Harris* onstage at the Palace Theatre Proconier Hall from March 22-25 **BE SUPPORTED**.

CARRIED

9. Committee Chairs – Verbal Committee Reports

Marketing Committee

TOVEY AND SPENCER GOLOVCHENKO

That appointment of B. Kent as Chair of the Marketing Committee **BE APPROVED**.

Special Events Committee- M. Spencer Golovchenko

SPENCER GOLOVCHENKO AND KOUDYS

That \$500 honourarium to musicians (\$50 x 2 musicians x 5 performances) for theatrical production of *The Triumph of Teresa Harris* at The Palace Theatre from Eldon House proceeds of event **BE APPROVED** with understanding that R. Koudys will cover if there is a shortfall from production proceeds.

CARRIED

OTHER BUSINESS

10. Little Trust

SPENCER GOLOVCHENKO AND MARTIN

That Executive Director, B. Elliot **BE AUTHORIZED** to sign on behalf of Eldon House for transfer of Little Trust to City of London.

CARRIED

NEXT MEETING

Board Meeting - Thursday, February 9, 2017

ADJOURNMENT

MARTIN

Motion to adjourn.

CARRIED

The meeting adjourned at 6:52 PM.