

63th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held March 9, 2017, commencing at 4:35 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, A. Martin, M. Recker, T. Wittmann, B. Elliot, R. Armistead

Guests: Victor Alade and Scott Stuart, Organic Works

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. 62nd Report of the Eldon House Board of Directors (attached)

SPENCER GOLOVCHENKO AND TOVEY

That the 62nd Report of the Eldon House Board **BE ACCEPTED** with the following revisions:

#3 Wittmann;

#6 change Programme to Programming Report, 2nd bullet change 1st to First;

#10 Collections Committee – change 1st to first, Gardens Committee – substitute R Koudys for he

CARRIED

2. J. Jolliffe – Chair's Report

SPENCER GOLOVCHENKO AND KOUDYS

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

J. Jolliffe commented on the variety of ways board members can show their commitment to Eldon House including monetary, a 'like' on Facebook, volunteering or attending events. After the motion in February passed for board to purchase 6 tickets in support of Triumph of Teresa Harris, the majority were not able to commit to that amount. As your Chair, I need to encourage you to speak up and I need to create a comfortable environment for you to do so. I thank you for your continued commitment to Eldon House and look forward to hearing your thoughts and opinions.

CARRIED

3. B. Elliot – Organic Works

V. Alade and S. Stuart, partners at Organic Works were introduced by B. Elliot as new occupants of prior gift shop space in the Interpretive Centre. Organic Works will be our caterer for the Summer Tea programme. V. Alade and S. Stuart provided an overview of their business and plans to run year-round retail organic gluten free vegan café, to provide fresh tasty treats and breads. A soft launch opening is planned for week of March 13, with expanded hours to follow in April. Plans include tables outside the bakery to attract customers. The Tea Programme menu is being broadened, with real whip cream and expand hours to 12-4 for 2 sittings. B. Elliot comments on the respect and compatibility of Organic Works as they work to set up new location. They will be trying to recreate an Eldon House bread that is using original recipes. The business owners and Eldon House are enthusiastic to build synergy so this relationship will flourish.

4. T. Wittmann – Curatorial Report (attached)

KENT AND MARTIN

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

- a. That the Curator's Report **BE ACCEPTED**.
- b. That the following information **BE RECEIVED**:
 - Heritage Fair (Martin) – What interesting items did she see? 16th century tea service
 - LCR Project (Spencer Golovchenko) – How to proceed with contractor due to delays and missed deadlines and express frustration from the site perspective, even though contract is with the City of London. A possible option is to talk to politicians that might be able to assist with this situation. B. Elliot updated that timeline is only for whole project and have until end of May to complete project.
 - Clarification was received that the draft Statement of Significance was distributed for review prior to the Strategic Planning session this Saturday.

TOVEY AND KENT

- c. That B. Eliot **BE ACTIONED** to get copy of Life Cycle Renewal Project contract from the City of London.

CARRIED

5. T. Wittmann – Collections Management Policy (attached)

KOUDYS AND O'NEIL

That the draft Collection Management Policy as amended below **BE APPROVED**; it being noted that further discussion of purchase clause will follow for clarification.

7.6 formal deed of gift signed prior to tax receipt being issued by City of London

7.8 who to which

7.19 add hyphen to municipally owned

Final page – change to Executive Director will report annually (or as required)

CARRIED

6. B. Elliot – Programming Report (attached)

KOUDYS AND MARTIN

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**:
 - A. Martin – increase in visitors last year question increase in marketing, partnerships, some programming but hard to do a defined measurement; though more tracking will be in place for this year. B. Elliot will track new visitor activity for expanded Thursday and Friday hours.

CARRIED

7. B. Elliot – Executive Director (attached)

SPENCER GOLOVCHENKO 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 additional information **BE RECEIVED**:
 - hiring tomorrow for Social Media position;
 - Alzheimer's Society will be helping out in the training; volunteers and staff will be trained; funding will be received by end of March; staff going out into the community for outreach in this programme, Eldon House is the only area museum doing this programme; 18 add Historical Interpreter hours per month for this programme. A waiting list in place due to the demand
 - Organic Works - rental income of space \$400 per month and 10% of gross sales; lawyer is drafting the contract
 - Three different local restaurants are purchasing herbs from our greenhouse through the efforts of R. Cornellsen, our Grounds & Facilities Maintenance Coordinator
 - The Electrical Safety Authority will have no out of pocket cost for Eldon House, as part of City ongoing expenses; top 4 issues all relate to the basement
- c. That the following answers to questions **BE RECEIVED**:
 - J. Jolliffe- will Organic Works be used for board meeting catering? B. Elliot confirmed that is the plan; Will Strawberry Tea be switched to Organic Works as well? Yes, once we complete our contractual obligations to Sticky Pudding caterers. In the future, there are eventual plans to expand to Sunday brunch.
 - M. Spencer Golovchenko – status on hiring Fanshawe students? The grant was not received for grounds people by the time went to hire and students already had jobs. R. Koudys clarified the need to hire by December.

- A. Martin – if Organic Works will be doing tea serving– how does this work with the student hires? The students are acting as hosts and historical animators
- M. Spencer Golovchenko – Middlesex London Health Unit question of use of our kitchen for prep of food? In November, we were approved to use as a functional kitchen. What was our first Bell bill since changeover? \$55 per month is expected
- M. Tovey - Music opportunities with Western University – not able to arrange with Faculty of Music so working with Aeolian Hall. R. Armistead commented on another approach is to use London Arts Live.

CARRIED

8. B. Elliot – Financial Report

A verbal Financial Report was presented with operating budget working well, with audit process underway. Finance Manager will report at next board meeting.

9. M. Recker – Creation of an Eldon House Foundation

Discussion occurred on possible options for not for profit association such as ‘Friends group’ or Foundation model such as Museum London Foundation. Both have advantages and can do fundraising and issue tax receipts, with Friends group more focused on supporting the site through volunteer opportunities. Foundations are usually managers of funds for the organization. Further investigation will need to be pursued before bringing back to the board.

O’NEIL AND MARTIN

That verbal report from M. Recker on proposal for creation of possible not for profit association or foundation **BE RECEIVED**.

CARRIED

10. Committee Chairs – Verbal Committee Reports

SPENCER GOLOVCHENKO AND O’NEIL

That the verbal Committee reports as outlined below **BE ACCEPTED**:

Education Committee (J. Jolliffe) – Committee meets on March 21 and will be playing an educational game created by D. Costello and providing feedback.

Gardens Committee (R. Koudys)

R. Koudys reviewed the Farhi proposal with the committee. The concept plan will involve the Back to the River efforts; The outlook is for 3 years to plan, with another 2 years for construction as he has another project underway. A soil test is going to be done and will involve the banks/terraces along Eldon House with S. Farhi willing to cover the cost with the future restoration of the terraces a goal.

M. Tovey commented on the opportunity to build connections between Harris Park and Eldon House through future Farhi project and active use such as reenactment. T. Regnier asked when shade study might happen and R. Koudys responded that falls within the planning process; there is not much difference to impact for building heights of 10-30 stories.

The Garden Committee is looking for 2-3 new members with 1 a community member. The date for Spring Plant Sale is going to be over 2 days sometime in May; if all goes well this spring there is a possibility for Fall Indoor Plant Sale.

M. Spencer Golovchenko asked if access to Farhi property parking lot adjacent is available for Eldon House events; R. Koudys confirmed the prior arrangement is to contact in advance for permission to use for specific individual events on evenings, weekends and in summer. B. Elliot will contact S. Farhi office for March 23 reception attendees.

Marketing Committee (B. Kent) - The next meeting is planned for March 28th.

Special Events Committee – (M. Spencer Golovchenko) - Asked for an update on Teresa tickets still available with B. Elliot reporting that only 2 tickets remain. Tickets are general admission and are being picked up tomorrow.

CARRIED

OTHER BUSINESS

NEXT MEETING

Board Meeting – Thursday April 13, 2017

ADJOURNMENT

TOVEY

Motion to adjourn.

CARRIED

The meeting adjourned at 7:45 PM.