

**64th Report of the
ELDON HOUSE BOARD OF DIRECTORS**

Meeting held April 13, 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, M. Recker, T. Wittmann, B. Elliot, R. Armistead, B. Keim

Regrets: A. Martin

Guests: L. Dent and E. van der Maarel from ALink Architecture

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. J. Jolliffe – Chair's Report

SPENCER GOLOVCHENKO AND KOUDYS

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

Welcome to everyone. Thank you for preparing yourself for our meeting by reading our staff reports. It is important to maximize our time together and give our full attention to discussing important topics. A very busy meeting as you can see from the staff reports.

CARRIED

2. 63rd Report of the Eldon House Board of Directors (attached)

KOUDYS AND TOVEY

That the 63rd Report of the Eldon House Board **BE ACCEPTED** with the following revisions:

- Pg.2 #4 -revise motion to only mention of B. Elliot getting copy of contract
- Pg.3 #6b –remove 's' on news;7b bullet #5 change ESA to Electrical Safety Authority; c) change from is to 'there are'
- Pg.4 #7c bullet #4 change from Mdx Ldn to Middlesex London; #9 discussion occurred; remove text of no verbal motion; #10. Education Committee – revise to D. Costello, and 'will be playing'

CARRIED

3. L. Dent – Update and Discussion of Life Cycle Renewal Process

TOVEY AND KENT

- a. That the following information from E. van der Maarel **BE RECEIVED**:

- When will the project be complete? Substantial completion (means 97%) has been set as July 4th with full demobilization by July 10th. The contractor has currently not requested an extension but would need to do so in writing. B. Elliot brought forward board concern over fluid nature of dates established in work plan as at least 80% have not been maintained and wear and tear on the grounds to get back to original condition. It was recommended that a report of all deficiencies be submitted in advance so can go over with contractor so they can work on prior to completion of work.
 - Are there anticipated delays? In overall construction, there has been some delays during the Winter but the contractor has until July 4th to complete all his work
- b. That additional information **BE RECEIVED** as related to the following questions: damage issues, request for substantial completion date of June 29th, is there any contract language around hold back or any penalties.
 - c. That B. Elliot **BE ACTIONED** to resend cost and deficiencies documentation to City of London staff
 - d. That ALink Architecture **REQUEST** contractor to substantially complete work by June 29th.

CARRIED

4. T. Wittmann – Curatorial Report (attached)

SPENCER GOLOVCHENKO 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 **BE RECEIVED** in answer to questions:
 - Life Cycle Renewal: confirmed July 10 as final site demobilization date to accomplish move out and clean up; though could be problematic as need scaffolding for storm windows to be reinstalled
 - Security Cameras: The cameras switch to infrared at night and there is a 6-month retention of video. B. Elliot advised that security cameras can be monitored from any networked device, also to Executive Director's cell phone and by the City of London. Cameras in staff areas are there to protect staff in case of issue with visitors. Notices are in place to advise visitors that security cameras are in use.
- c. M. Spencer Golovchenko commented on great improvement as upgraded security cameras installed. A thank you to our Curator for creation of Pop-up Exhibits as great promotion for Eldon House and much appreciated at the venues.
- d. That the draft Eldon House Research Policy **BE AMENDED** as follows and brought back to board for approval:
 - Check for continuity for sections on copyright and researcher access to storage areas
 - Add more detail for proper citation of material used in research
 - Add clause 'that Museum reserves the right to restrict the amount of time that researcher has access to the collection with wording possibly 'at the pleasure of Eldon House'

CARRIED

5. B. Elliot – Financial Report

O'NEIL AND RECKER

That the verbal report of the Financial Manager **BE RECEIVED** as follows:

- Reallocated specific lines in 2017 budget to match with 1st quarter. The seasonality of our finances not totally reflected as will take time to bring into line
- Audit went well with audited financial statements available in May
- will bring financial report back for May meeting after board members have a chance to review in more depth
- HST, WSIB, & EHT (Employee Health Tax) were all filed on time with a rebate last quarter of 2016 of \$1600 approx. received for HST

CARRIED

6. In Camera Items

O'NEIL AND RECKER

That motion to go in camera **BE APPROVED**.

CARRIED

7. B. Elliot – Programming Report (attached)

KOUDYS AND SPENCER GOLOVCHENKO

That the following actions be taken regarding the Programming Report:

- a. That the Programming Report **BE ACCEPTED**.
- b. That draft Rentals Policy and Wedding Package Policy **BE APPROVED**.

CARRIED

8. B. Elliot – Executive Director (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 additional information **BE RECEIVED**:
 - A TD grant is coming available in September for similar accessibility funding request
 - Advised 92 customers through Organic Works and staff encouraged visits with 64 visitors to Eldon House today so partnership is working well for all
 - Net profit from The Triumph of Teresa Harris production are \$5321 and as agreed are being split with Eldon House so expect a cheque for \$2660 to arrive soon

- c. That the following answers to questions **BE RECEIVED**:
- Libro grant received focuses on LED lighting upgrade
- d. That June 8th **BE CONFIRMED** as date for our annual general meeting. J. O'Neil made offer to contact and invite as our guest speaker, Serge Lavoie to discuss the St. Thomas Elevated Park Project.
- e. That the draft Eldon House Strategic Plan **BE APPROVED** as amended below:

KOUDYS AND SPENCER GOLOVCHENKO

- Change University of Western Ontario to Western University; Western University Archives to Western Archives, Western University
- Revise 'diaries' throughout to Harris Family Papers
- Remove reference to diaries on 3.2

CARRIED

9. M. Recker – Heritage Weekend

There was discussion of proposal for Eldon House to participate at Heritage Weekend during 'The Battle of Longwoods' reenactment event that includes an education day on Friday in May 2018. M. Recker was asked to present proposal at next Marketing Committee meeting.

10. Committee Chairs – Verbal Committee Reports

Reports deferred to next meeting.

OTHER BUSINESS

NEXT MEETING

Board Meeting – Thursday May 11, 2017

ADJOURNMENT

TOVEY

Motion to adjourn.

CARRIED

The meeting adjourned at 6:45 PM.