

65th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held May 11, 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, T. Regnier, R. Koudys, M. Recker, A. Martin, T. Wittmann, B. Elliot, R. Armistead, B. Keim

Regrets: M. Tovey

Guests: Devon Bauman and Katie denBok from KPMG; Jake McNiven, Vice-President, Heritage London Foundation

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

Agenda items reordered with #3, #4 and #8 moving to #1, #2 and #3.

1. Auditor's Report

O'NEIL AND KOUDYS

That the 2016 Eldon House Audit Findings Report **BE ACCEPTED** as presented.

CARRIED

2. B. Elliot – Joint staff position proposal

A presentation was made by B. Elliot with J. McNiven adding context from Heritage London Foundation (HLF) perspective on proposal for joint staff coordinator position between Eldon House and HLF. This staff person would generate bookings and assist with community outreach, with opportunity to share software and allow for better communication among local facilities. In the interim, for 2017, a contract position could show support for this role with Eldon House funding through existing budget funds. Then in 2018 a specific request would be made to fund this partnership model for a staff position. The union has agreed to support a split union/non-union position.

The Executive Director will be attending upcoming HLF board meeting to provide information if needed. Further details will be provided as this opportunity develops.

3. B. Elliot – Financial Report

B. Keim attended to answer any questions related to budget documents distributed at last board meeting. None received. Only comment from M. Recker was concern about size of document when printing using letter size paper as text is very small. Advance printing of the spreadsheet on 11 x 17 paper will allow for ease of viewing at future meetings.

4. J. Jolliffe – **Chair’s Report**

O’NEIL AND KOUDYS

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

A thank you was given to the Secretary, T. Regnier for her work, the staff for their reports for distribution and the board members for their preparation for today’s meeting. We have another very busy agenda ahead with lots of exciting things happening at Eldon House in the coming months.

CARRIED

5. **64th Report of the Eldon House Board of Directors** (attached)

O’NEIL AND KOUDYS

That the 64th Report of the Eldon House Board **BE ACCEPTED** with the following revisions:

- Page 3 Finance Manager report, 2nd last bullet – change to ‘have a chance’
- Page 4 #8- switch order of d and e

CARRIED

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

MARTIN AND SPENCER GOLOVCHENKO

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:
 - Chimney Swifts are not currently an issue for the property
 - Rot survey hasn’t happened yet but will be discussed at next Tuesday’s construction meeting
 - the ‘Albec’ paint requires a long drying time of 5 days at the best and if bad weather will take much longer
 - B. Elliot confirmed that work may extend into August. The plan is for west façade scaffolding to come down first but not sure if will happen in time for Summer Tea season
 - Review of process with Gardening Club has been smooth with just a few small changes to expectations and plans for upcoming decorating season
- c. That the draft Eldon House Research Policy **BE APPROVED** with changes as below:
 - #1 revise to ‘at Eldon House’
 - #2 revise ‘is also committed’
 - #7 under Legal Ramifications - revise to ‘was restricted by the source’

CARRIED

7. B. Elliot – Programming Report (attached)

KENT AND MARTIN

That the following actions be taken regarding the Programming Report:

- a. That the Programming Report **BE ACCEPTED**.
- b. That the following **BE RECEIVED** in answer to questions:
 - The two workshops cancelled are Appraisals and Parlour Games for Workshop Festival
 - The correct attendance for the Hanging Baskets Workshop was 6 adults and 3 children
 - “A Century of Women” steering committee needs 5-6 individuals to join the committee as currently lots of interest but committee not fully formed yet; J. Jolliffe will be joining the committee.

CARRIED

8. B. Elliot – Executive Director (attached)

RECKER AND MARTIN

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**:
 - Organic Works grand opening is planned for mid-June with Mayor Matt Brown to attend
 - Joint Position – Further information and proposal for 2017 contract position with Heritage London Foundation outlined, especially with how this joint position could benefit both organizations through this partnership. Financial implications for Eldon House were discussed with a 60/40 split for 2017 contract with HLF and idea will be presented at their board meeting.
 - If a success then a staff position would be requested in 2018 budget.
 - \$1470 was cleared from The Triumph of Teresa Harris theatrical production after expenses
- c. That the following answers to questions **BE RECEIVED**:
 - Fire Safety training –No need for specific training for board members as full-time staff will direct anyone on the site if needed;
- d. That the draft Dress Code Policy **BE AMENDED** as follows and brought back to board for approval:
 - Various minor changes: 19.1 who works; 19.4 remove extra line space
 - 19.4.1: Gardening staff and volunteers excluded due to type of work; remove casual Friday option
 - Add in expectation for Historical Interpreters to use historical costume on appropriate occasions

CARRIED

9. Committee Chairs – Verbal Committee Reports

O'NEIL AND KENT

That the verbal committee reports below **BE ACCEPTED**:

Education Committee (J. Jolliffe) - all committee members and 8 volunteers on New Horizons Alzheimer's Society awareness training. It is well worth it if anyone else is interested.

Gardening Committee (R. Koudys) – Just a reminder of upcoming Plant Sales occurring on May 14, 20 and 21. The outdoor institutional lighting proposed is not appropriate so sources more historically sympathetic to heritage property are being researched. Two new committee volunteers are being solicited due recent departures. M. Spencer Golovchenko suggested active and enthusiastic gardening volunteers may be asked if interested in being involved with committee.

Marketing Committee (B. Kent) – M. Spencer Golovchenko passed on greetings from Mark Donachie. He may be able to rejoin the Marketing Committee.

Special Events Committee (M. Spencer Golovchenko) – P. Kemp has expectation of selling The Triumph of Teresa Harris scripts to us (12 copies @ \$15 each). B. Elliot will issue a cheque for \$180 to cover this expense.

CARRIED

OTHER BUSINESS

NEXT MEETING

Annual General Meeting – Thursday June 8, 2017

ADJOURNMENT

KOUDYS

Motion to adjourn.

CARRIED

The meeting adjourned at 6:37 PM.