

**66<sup>th</sup> Report of the**  
**ELDON HOUSE BOARD OF DIRECTORS**

Meeting held July 13, 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, M. Recker, A. Martin, T. Wittmann, R. Armistead

**DISCLOSURE OF PECUNIARY INTEREST**

None

**COMMUNICATIONS & DISCUSSIONS**

**1. 65<sup>th</sup> Report of the Eldon House Board of Directors (attached)**

**KOUDYS AND O'NEIL**

That the 65<sup>th</sup> Report of the Eldon House Board **BE ACCEPTED** as presented.

**CARRIED**

**2. J. Jolliffe - Appoint Acting Executive Director**

That the following actions be taken:

**O'NEIL AND SPENCER GOLOVCHENKO**

- a. That Jennifer Jolliffe be appointed as Acting Executive Director with a hiring process not to exceed 5 months for new staff position.

**CARRIED**

**KOUDYS AND O'NEIL**

- b. That the Board explore the use of a third-party consultant during the hiring process.

**CARRIED**

**3. J. Jolliffe – Chair's Report/Acting Executive Director Report**

**KOUDYS AND SPENCER GOLOVCHENKO**

That the verbal report of the Chair/Acting Executive Director as outlined below **BE ACCEPTED**:

After the departure of our Executive Director, I have spent a lot of time at Eldon House - Tuesday to Saturday afternoons. A start has been made on dealing with planned events and

the challenge of staffing but with help from Historical Interpreters and our Treasurer, J. O'Neil everything worked out. A meeting with our staff and the Eldon House executive proved fruitful as it allowed us to gain information in our search for a new Manager/Executive Director. Both T. Wittmann and R. Armistead have been an invaluable support to this transition, being available to answer questions and our Curator especially working diligently as we move forward to a better Eldon House with more open communication and staff relations. In addition, the decision has been made to cancel our participation in Home County Folk Festival and postpone holding Lemon Party until the fall, possibly combining with a grand reopening after the Life Cycle Renewal project is completed.

#### **CARRIED**

#### **4. T. Wittmann – Curatorial Report (attached)**

##### **SPENCER GOLOVCHENKO 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 verbal updates **BE RECEIVED**:
  - In June had 1991 visitors; On Canada Day there were 1340 visitors with many challenges due to volume and our security procedures will need review.
  - Life Cycle Renewal project: The LCR is now extended with the substantial completion date changed to Sept 7. There is a major issue on the west side of the building so this significant damage will be repaired instead of previously planned fence painting and mechanical work. The 156 windows are coming back and being installed by end of next week with the humidity an issue during summer. The painting is going well and the lower level west scaffolding is coming down. There is a more pleasant work environment on site.
  - An afterhours filming request has been received for paranormal investigation. A review of policies and possible not for profit rate cost discussed with interested individuals. Curator willing to flex her hours to accommodate their needs.
- c. That the recent work beyond regular hours of our Curator **BE ACKNOWLEDGED**.

#### **CARRIED**

##### **SPENCER GOLOVCHENKO AND O'NEIL**

- d. That up to \$3675 from the Little Trust Fund **BE APPROVED** for work on electrical and painting as quoted from Twins Painting and Restoration.

#### **CARRIED**

##### **KENT AND KOUDYS**

- e. That the Collections Committee recommendation to acquire the *Tableau of Songbirds in Glass Dome* **BE APPROVED**.

#### **CARRIED**

**5. 2017 Annual General Meeting Report (attached)**

**O'NEIL AND KENT**

That the Annual General Meeting Report of the Eldon House Board **BE ACCEPTED** as presented.

**CARRIED**

**6. T. Wittmann – Financial Management Policy (attached)**

**O'NEIL AND RECKER**

That the draft Financial Management Policy **BE APPROVED**.

**CARRIED**

**7. In Camera Item**

One matter pertaining to a personal matter, including information regarding identifiable individual(s) with respect to employment related matters, advice or recommendations, including communications necessary for that purpose

**MARTIN AND RECKER**

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

**CARRIED**

**OTHER BUSINESS**

**NEXT MEETING**

Board Meeting – Thursday August 10, 2017

**ADJOURNMENT**

Motion to adjourn.

**KOUDYS**

**CARRIED**

The meeting adjourned at 7:30 PM.