

70th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held, November 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, M. Recker, T. Wittmann, B. Keim, R. Koudys, R. Armistead, D. Costello

Regrets: A. Martin

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. Approval of Agenda

KENT AND O'NEIL

That the agenda **BE APPROVED** with the following change: item #7 move to item #2.

CARRIED

2. M. Spencer Golovchenko – Report on Staffing Model

KOUDYS AND O'NEIL

That the following actions be taken regarding the Report on Staffing Model:

- a. That the model and draft job descriptions for Museum Curator, Museum Coordinator and Program Coordinator as amended **BE ACCEPTED**.

CARRIED

3. Report of the Eldon House Board of Directors (attached)

SPENCER GOLOVCHENKO AND KENT

That the 69th Report of the Eldon House Board **BE ACCEPTED** with amendments below:

- #9 In Camera – remove sentence.

CARRIED

4. J. Jolliffe – Chair/Acting Executive Director Report

KOUDYS AND TOVEY

That the verbal report of the Chair/Acting Executive Director Report **BE ACCEPTED** with highlights summarized below:

- Attended Museum Managers meeting on October 18th at the Wings and Flight Museum with great ideas for programming and Doors Open feedback provided.
- At October 19th staff meeting the current budget was shared; a number of ideas were worked on for new programming. A new mini-ghost hunt called “Chills and Thrills” is being planned.
- Met with Brenda McQuaid of Heritage London Foundation to discuss future partnership ideas and build relationships with similar facilities.
- Organic Works has vacated Eldon House Interpretive Centre as our partnership has not been as successful as planned.
- Insurance policy coverage is being reviewed and updated.

CARRIED

5. T. Wittmann – Curatorial Report (attached)

SPENCER GOLOVCHENKO AND O’NEIL

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

- a. That the Curator’s Report **BE ACCEPTED**.
- b. That additional information **BE RECEIVED** as outlined below:
 - The pink and blue bedrooms are now reopened as work completed.
 - Interns will be assisting with gathering greens from Springbank Park to decorate the house.
 - R. Cornelissen, the Grounds & Facilities Maintenance Coordinator is currently not involved in the winterization tasks.

CARRIED

6. D. Costello –Heritage Site Coordinator Report (attached)

- Programme documents (attached)

SPENCER GOLOVCHENKO AND RECKER

That the following actions be taken:

- a. That the Programming Report **BE ACCEPTED**.
- b. That the 2018 programme planning documents **BE RECEIVED**.
- c. That Lemon Party **BE REMOVED** from scope of Programming activities as focus is as a fundraiser.
- d. That Heritage Site Coordinator and all other staff **BE ACTIONED** to track work activity on form provided by R. Armistead at City of London.

CARRIED

7. B. Keim – Financial Report

O’NEIL AND TOVEY

That the verbal report on statements for Balance sheet / Profit & Loss and Budget vs. Actual as of Oct 2017 and updates by the Financial Manager **BE RECEIVED**

CARRIED

8. T. Regnier - **draft In Camera Policy** (attached)

RECKER AND SPENCER GOLOVCHENKO

That the draft In Camera Policy as amended below **BE APPROVED:**
20.4.2 – add sentence to reflect draft minutes are distributed to attendees at in camera meeting and then collected for destruction

CARRIED

9. **In Camera**

RECKER AND TOVEY

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

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

CARRIED

10. Committee Chairs – **Verbal Committee Reports**

None received.

11. **OTHER BUSINESS** –

- a. Plans for Christmas Social after our December board meeting – options were presented for potluck or using Costco for food, with selection of Costco. preferred. J. O’Neil generously offered his reception hall again this year
- b. Calendar – J. O’Neil presented idea for an Eldon House 2018 calendar and offered to get quote on cost for printing
- c. Virtual Museum of Canada – M. Spencer Golovchenko suggested investigating possible project with Virtual Museum of Canada for Eldon House as the recent launch for RCR Museum is a great success.
- d. M. Spencer Golovchenko raised the idea for plan to host a Behind the Ropes tour for cast and crew of ‘The Triumph of Teresa Harris’ with reception to follow. She will come up with options for dates in December and distribute doodle poll to help select best option to prospective attendees.

NEXT MEETING

Board Meeting & Christmas Social – Thursday December 14, 2017

ADJOURNMENT

TOVEY AND KENT

Motion to adjourn.

CARRIED

The meeting adjourned at 8:12 PM.