

76th Report of the
ELDON HOUSE BOARD OF DIRECTORS

Meeting held, May 10, 2018, commencing at 4:35 p.m. in the Eldon House Interpretive Centre, 421 Ridout St. N., London, Ontario

Present: B. Kent, M. Spencer Golovchenko, J. Jolliffe (chair), M. Tovey, T. Regnier, M. Recker, A. Martin, J. O'Neil, T. Wittmann, R. Armistead, B. Keim

Regrets: R. Koudys

Guest: Katie denBok, KPMG Auditor

M. Tovey assumes the Chair at 6:05 pm.

DISCLOSURE OF PECUNIARY INTEREST

None

COMMUNICATIONS & DISCUSSIONS

1. Approval of the Agenda

RECKER AND O'NEIL

That the Agenda **BE APPROVED**.

CARRIED

2. B. Keim/Katie denBok - Audited Financial Statements

O'NEIL AND TOVEY

That the Audit Findings Report and the draft Financial Statements for year ending Dec 2017 **BE APPROVED**.

CARRIED

O'NEIL AND RECKER

That the Balance Sheet as of 30 Apr 1918 **BE RECEIVED**.

CARRIED

3. J. Jolliffe – Chair's Report

TOVEY AND SPENCER GOLOVCHENKO

That the verbal report of the Chair as summarized below **BE RECEIVED**:

- T. Wittmann has officially assumed the title and position of Curator/Director. We are confident in our strong staff team due to this important change and the ratification of the Collective Agreement.

- R. Cornelissen has resigned to take a position with the City of Toronto.
- Plans are underway for the return of our famous Tea Service.
- The Chair announced she will not be returning to the board but will continue as a volunteer.

CARRIED

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

O'NEIL AND TOVEY

That the 74th Report of the Eldon House Board **BE APPROVED** with amendments as follows: #7 Humphries to Humphrey; #9 its' to its.

CARRIED

SPENCER GOLOVCHENKO AND KENT

That the 75th Report of the Eldon House Board **BE APPROVED** with amendments as follows: #4ib) Julia Hunter Fund at the London Community Foundation; #5 spelling to Pitre; #7 Marketing Committee – change to 'will be a good tool'; revise existing text to 'M. Donachie has agreed to help the board to implement the strategic plan tactics.'; Special Events Committee- substitute 'Co-chairs' instead of committee members.

CARRIED

5. M. Tovey – Board Governance Policy (attached)

SPENCER GOLOVCHENKO AND TOVEY

That the Board Governance Policy **BE APPROVED** with amendments as outlined below with the Curator/Director revising on our behalf:

- Statement of Purpose change to Mission Statement
- Draft a sentence on who does the museum serves including the following: community, researchers, education and visitors
- Section 2.2: change as follows: remove Past Chair sentence; 3rd paragraph- to minimum of 8 meetings per year plus the annual general meeting; in last sentence change text from remaining 'to all board members'

CARRIED

**6. M. Spencer Golovchenko – Strategic Planning Implementation process
AGM plans
Eldon House succession plan for 2018-2022**

KENT AND MARTIN

That the following information **BE RECEIVED**:

- M. Donachie offered to lead the discussion on Strategic Planning implementation process with proposed dates of May 17, 24 or 31. The meeting date chosen is May 31 from 4:30-7pm.
- M. Baker, Curator at Elgin County Museum is guest speaker at the Eldon House annual general meeting on June 14th highlighting their new Elgin Heritage Centre
- A review of need for succession planning for our board. Please consider your plans for 2019-22 and encourage potential candidates who might apply to become board members

CARRIED

7. T. Wittmann – **Curator/Director’s Report (attached)**
Violence and Harassment Policy (attached)

SPENCER GOLOVCHENKO AND KENT

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

- a. That the Curator’s Report **BE ACCEPTED**.
- b. That the following additional information **BE RECEIVED**:
 - Lots of plants available for the annual plant sale next week on May 19 & 20
 - Getting quotes for cleaning service for the Interpretive Centre
 - There are currently two Gardens volunteers
 - Received grant for 2 summer students (tea server and garden assistant)

CARRIED

SPENCER GOLOVCHENKO AND MARTIN

- c. That the draft Violence and Harassment Policy **BE APPROVED** with amendments as follows: 2.B paragraph 3 - remove City of London Human Resources Department and change to ‘on the workplace harassment incident’; 3.C change to 45 days after disclosed.

CARRIED

Heritage Site Coordinator’s Report (attached)

KENT AND SPENCER GOLOVCHENKO

That the following actions be taken regarding the Programming Report from Heritage Site Coordinator:

- a. That the Programming Report **BE ACCEPTED**.
- b. That the following additional information **BE RECEIVED**:
 - Famous Five event on May 6 generated a \$141 profit
 - Mothers’ Day Tea – both sessions sold out!
 - \$4000 London CHIP grant received by Jean Hewitt for Century for Women Votes for Women March event on May 26
 - An update on Summer Tea program – after consulting with the Middlesex-London Health Unit we were informed that serving butter & jam okay in separate single servings but serving whipped cream not allowed unless in enclosed shaker. This

would be an additional cost of \$1000. Due to this requirement no whipped cream will be served during Summer Tea.

CARRIED

Museum Coordinator's Report (attached)

KENT AND MARTIN

That the following actions be taken regarding the Museum Coordinator's Report:

- a. That the Museum Coordinator's Report **BE ACCEPTED**.
- b. That the following additional information **BE RECEIVED**:
 - Display cases are now set up with wares for sale
 - Possible Friends of/Foundation group being investigated
- c. That an action item be added to upcoming agenda on review of possible admission fee.

CARRIED

8. Committee Chairs – Verbal Committee Reports

MARTIN AND KENT

- a. That the verbal Committee Reports below **BE RECEIVED**:

Special Events Committee – M. Spencer Golovchenko

The Special Events Committee met last Saturday and will meet again on June 2nd to discuss plans for upcoming Lemon -Yellow Party on June 23. There will be food stations, specialty yellow drinks at bar named Bee's Knees and Jessica Tandy, with a silent auction and drop & draw (board members asked to donate wine or craft beer items for baskets). Everyone is encouraged to attend or volunteer for this fundraiser. Costumes for our roaring twenties parties can be rented from London Community Players.

CARRIED

SPENCER GOLOVCHENKO AND MARTIN

- b. M. Tovey - **Collections and Policy Committee – acquisitions**

That the Collections and Policy Committee recommendations to accept the following items: bed coverlet c1920-30 (as educational or exhibition piece), cast iron children's toys and McClary's long griddle, **BE APPROVED** as they conform to acquisition priorities.

CARRIED

9. In Camera –

RECKER AND SPENCER GOLOVCHENKO

That motion to go In-Camera **BE APPROVED.**

CARRIED

OTHER BUSINESS

NEXT MEETING

Annual General Meeting –Thursday June 14, 2018

ADJOURNMENT

RECKER

Motion to adjourn.

CARRIED

The meeting adjourned 7:48 PM.