

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

Meeting held in person at Wednesday April 17<sup>th</sup> 2024 commencing at 4:35 pm

Present: M. Donachie, D. Fleming, B. Duncan, B. McClure, D. Millar, L. Henderson, T. Wittmann, R. Armistead

Guests: M. Spencer Golovchenko, B. Keim, K. denBok, E. Tzagadouris

Regrets: M. Halliday, D. Luthra, J. O'Neil

**Board Meeting**

**1. Approval of the Agenda**

**McCLURE and MILLAR**

That the agenda **BE APPROVED**

**CARRIED**

**2. Disclosures of Pecuniary Interest**

Nil

**3. Approval of 133<sup>rd</sup> Report of the Eldon House Board of Directors**

**MILLAR and FLEMING**

That the 134<sup>th</sup> Report of the Eldon House Board **BE APPROVED**

**CARRIED**

**4. Chair's Remarks**

- Thank you's – to D. Millar for chairing previous meeting
  - o to Board members for advocacy which resulted in a successful multi-year budget process-EH will receive its entire requested amount
  - o to Executive Committee for help/time and planning agendas
- a special online meeting may be necessary in order to approve the Asset Management Plan by required date of May 31/24 – M. Donachie will advise

**5. Audit Findings**

- K. denBok reviewed the audit – no major issues to report
- one control deficiency was identified in the area of journal entries
- recommendation – KPMG wants to see evidence of a second person reviewing journal entries 1x per month or whatever is efficient – quarterly was agreed upon
- K. denBok did a walk-through of the financial statements
- upcoming changes to accounting standards were explained
- B. Duncan requested information re: forming a 'Friends of Eldon House' (benefits/negatives from a tax perspective for a charitable organization)
  - o not an area of expertise for KPMG but the can connect Strategy and Innovation committee with appropriate people

- discussion revealed that a 'Friends of EH' would have the ability to issue tax receipts- no financial operations changes would occur, additional reporting would be required, rules around disbursements and "Friends of EH" would require a separate Board

### **MILLAR and McCLURE**

That the KPMG Audit **BE ACCEPTED**

### **CARRIED**

#### **6. Overview of Staff and Finance Reports**

- T. Wittmann reviewed monthly report
- D. Millar suggested thank you notes to Councilors and Mayor for support of EH in budget process – M. Donachie to prepare
- B. McClure asked about tracking visits to online exhibit – T. Wittmann outlined N. Michienzi's tracking process
- Action Item – Rotary funds
  - T. Wittmann outlined plan to use \$2000 from Maureen Ryan discretionary fund to partner with Rotary Club of London to create and sell Christmas ornaments
  - R. Armistead advised that, due to the Harris trust, we should first check legalities/solicit a legal opinion from the City regarding selling such a retail item
  - D. Millar moves to use \$2000 from Maureen Ryan fund, if, upon checking with the City, it is within our governance, to partner with the Rotary Club of London to create and sell EH Christmas ornaments

### **MILLAR and McCLURE**

The action item re: Rotary funds and Staff and Finance Reports **BE ACCEPTED**

### **CARRIED**

#### **7. Update on Board Member Check-in Calls**

- M. Spencer Golovchenko contacted each Board Member, reports that all will remain in current roles and this will be put forward as slate of officers at AGM on May 15, 2024
- As part of transition planning, D. Millar (Vice chair) will take a course "All About Boards", offered by Pillar Non-Profit, in May/June
- As Past Chair, and based on discussions during check-in calls, M. Spencer Golovchenko recommends that Governance, Roles and Responsibilities and Terms of Reference of each committee, be reviewed at some future meeting
- M. Spencer Golovchenko distributed chart outlining current committee structure/membership and an Eldon House "Elevator Pitch" Background sheet for use by Board Members when speaking with the public

#### **8. Committee Reports**

- Strategy and Innovation M. Spencer Golovchenko (committee chair) reports that committee has met twice, March and April, and is working on updating the Strategic Plan
  - SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis has been completed and will be shared with the Board
  - Nick Steinburg (Mgr of Strategic Planning, Policy and Reporting, City of London) gave a presentation and answered questions – 'How to create a strategic plan'
  - 'Friends of Eldon House' concept is being explored, further information will be needed

**NEW BUSINESS**

Nil

**ADJOURNMENT**

FLEMING at 6:05

**NEXT MEETING**

Annual General Meeting - Wednesday May 15, 2024 – in-person

\*Special online meeting to approve asset management plan – TBD\*