

BOARD MEETING

Monday, July 13, 2020 at 7 pm

Meeting conducted in-person at Hillary House, 15327 Yonge St., Aurora

MINUTES

Present: EXECUTIVE: Patricia Wallace, Geoff Dawe, Anna Kroeplin, John Green (7:30).
DIRECTORS: Peter Styrmø, Ronen Grunberg, Alan Lambert, Stan Neal, Jeff Thom.
COMMITTEES: James Hoyes - Facility Maintenance Committee Chair
REGRETS: John Bare - Landscape Committee Chair
STAFF: Kathleen Vahey- Curator

1. **CALLED TO ORDER: 7:05 p.m.**

President, Patricia Wallace welcomed everyone to the in-person Board meeting and called it to order.

2. **DECLARATION OF ANY CONFLICT OF INTEREST:** None.

3. **APPROVAL OF AGENDA**

MOTION: 2020-AHS-027

Moved by Jeff, second by Peter: THAT the agenda be approved as presented. **CARRIED.**

4. **Approval of Previous Minutes: June 8, 2020**

MOTION: 2020-AHS-028

Moved by Geoff, second by Alan: THAT the June 8, 2020 Minutes be approved. **CARRIED.**

5. **PRESIDENT'S REPORT – Patricia Wallace:**

- Patricia will respond to an email sent from the office of the Minister of Health, MPP Christine Elliott, requesting a visit and photo op at Hillary House during the MPP's public visits to sites reopening in Stage 3.
- To stay relevant during the COVID pandemic, some Cultural Round Table members produced a video promoting cultural partners that was recently released. Patricia provided a photo of Hillary House.

a. **Board Workshop – Fall 2020**

Patricia recommended that the AHS Board conduct a workshop this Fall, since the November 2019 one was successful in examining/delegating the following items:

- New AHS logo was selected - to be used on all AHS public documents and the website.
- Survey results reviewed and summarized - submitted to the Executive in March 2020.
- Draft revision of the 2018-2023 Strategic Plan - submitted to the Executive in May 2020.

Discussion ensued on the role of AHS based on the survey results that reflected the belief that the Board's main role is as caretakers of Hillary House.

Patricia recommended that the 2020 workshop be held on Saturday, September 26 from 10 a.m. to 2 p.m. to review the work on AHS by-laws and the Strategic Plan. (Lunch will be provided.) The workshop will be helpful to finalize these documents that will be presented at the next AGM in February 2021.

b. Board Nominations for 2021

Patricia reviewed the status of the terms of the current 9 Board members. It was noted that at last Board meeting, a resignation was accepted and the Board decided not to fill the position in 2020.

: Ronan is at the end of his 3-year term, with the option to extend for 1 year;

: Peter will complete his 1-year extension by the 2021 AGM;

: John has served on the Board for 6 consecutive years. Option to move to Past President.

A nominating committee was formed with Geoff volunteering to lead it. Please contact him directly if you wish to join this sub-committee to conduct interviews of appropriate interested applicants.

c. Committees: Terms of Reference

As the Landscape Committee and the Facility Maintenance Committee have recently been reinstated, the President recommended that each have a Terms of Reference outlining scope of work and defined roles, responsibilities, direction and annual budgets. After some discussion, it was agreed that the Terms of Reference should be renamed to "Operational Plan" for each committee.

If any Board member can work on the Operational Plan and an Annual Workplan, please inform the President for further support and resources.

The President designated James Hoyes as Project Manager to oversee heritage contractors.

6. TREASURER'S REPORT – Geoff Dawe

Geoff presented his Treasurer's Report.

a. 2019 Audit Results

Geoff reviewed details such as assistance programs, emergency wage supplement, etc. After reviewing details of the financials, he requested a motion from the Board to finalize the audited reports:

MOTION: 2020-AHS-029

Moved by Geoff, second by Anna: THAT the AHS Board approve the following recommendations:

- THAT the DRAFT Audited Financial Statements of the Aurora Historical Society for the year ended December 31, 2019 be approved, and that the President and Treasurer be authorized to sign on behalf of the Board; and
- THAT the President and Treasurer be authorized to sign and submit the Statement of Financial Position as at December 31, 2019; and
- THAT the Treasurer be authorized to sign off on the Adjusting Entries Document; and
- THAT the signed documents be returned to the Auditors so they can complete the CRA return.

CARRIED UNANIMOUSLY.

b. Financial Statements

Further clarification was requested for fundraising expenditures of the Hillary House Ball in 2018 and 2019. The Treasurer was directed to separate the Ball financials from the general fundraising line.

It was noted that the GIC will mature in August. The Treasurer was directed to reinvest the funds.

Questions were answered on the financial line item related to the British Apothecary Society. Patricia explained this was a donation from Dr. Charles Godfrey to be support expenses incurred by AHS in the promotion of medical study using his donated collection of medical journals. Patricia read out a summary email from Dr. John McIntyre giving the history of the gifts.

7. CURATOR'S REPORT

Kathleen was formally introduced to all Board members and welcomed to her new position.

The Curator reviewed her report that was previously distributed to the Board, highlighting the following:

- 2 summer students have been hired.
- Additional HR strategies are being instituted for staff and the Board.
- All Board members were reminded to submit their signed Volunteer forms.
- Kathleen is working on grants including emergency support funding from MAP (re: COVID).
- It would be much more efficient if the Curator is allowed online authority to access and complete Canada Summer Jobs grant(s). Geoff will work with her to complete the process.
- The Godfrey Collection is being reviewed.
- The 2021-2024 Exhibits Plan will be updated.

The Board requested that AHS' brochure be updated and that themed tours be offered in-person and online. A general brochure will be produced with an insert outlining current programming.

a. Reopening Plan

The Curator was thanked for her work on the very thorough report.

MOTION: 2020-AHS-030

Moved by Stan, second by Peter: THAT the AHS Reopening Plan be accepted. **CARRIED.**

It is planned to reopen on Wednesday, July 15, 2020. Discussion ensued on reopening strategies as it relates to safety for staff, volunteers and the public. It was noted that masks are mandatory in indoor spaces as of July 17, 2020.

8. FACILITY MAINTENANCE COMMITTEE REPORT – James Hoyes

- James reported that a new storm cellar door will be stained and installed. The cost was approved.
- The Gift Shop will be cleared out and the wall texture will be removed to repaint.
- The President added that the Dining Room floor needs to be sanded and painted.

9. LANDSCAPING COMMITTEE REPORT - John Bare – (Absent)

MOTION: 2020-AHS-031

Moved by Patricia, second by Geoff: THAT the following Resolution be approved to formally thank the Landscaping Committee for their outstanding efforts over the years. **CARRIED.**

“WHEREAS the members of the Landscape Committee in 2019 and 2020 have performed an extensive amount of work on the grounds in the form of refreshing the garden beds, pruning shrubs, removing invasive plants, laying sod, ongoing weeding, tennis court maintenance and general care; and, WHEREAS John and Marjorie Bare specifically have researched, planned and acquired resources and lead a team to carry out the work and perform much of the work themselves; and, WHEREAS members of Garden Aurora have given generously of their resources and expertise; and, WHEREAS the resulting effort has been noticed by the community at large for its beauty and enhancement of the property; THEREFORE, be it resolved that the AHS Board of Directors shall recognize the following volunteers for their hard work and dedication. John Bare, Marjorie Bare, Al Oliver, Lissa Dwyer, Elizabeth Evans, Garden Aurora.”

A letter from the President will be sent to each volunteer with the Resolution.
 [Post-meeting note: Joan Gardner was inadvertently missed on the list. A thanks will also go to her.]

Trees:

The large sugar maple tree is an ongoing safety concern. Patricia had it inspected by the arborist who has taken care of it in the past. Pruning for safety has been booked.

10. SPECIAL PROJECTS:

a) Fence Quotes

Quotes have been sought and received. A summary report will be presented at the next meeting.

b) Banner Replacement

Jeff presented some generic draft designs from a professional Graphic Designer. After review, the Board selected the most appropriate one to be in colour and two-sided. (The TOA will be asked to install them.)

MOTION: 2020-AHS-032

Moved by Jeff, second by Geoff: THAT the banners be ordered, spending up to \$400; and THAT the installation be arranged.

CARRIED.

11. HERITAGE ADVISORY COMMITTEE REPORT – John Green

- John confirmed that the Town’s plan to hang lights at the main intersection of Yonge and Wellington Streets will not impair the heritage buildings on either side and the lights would be temporary.
- The owner of 97 Metcalfe wants to remove heritage designation as he believes it deters resale value.
- HAC’s next meeting is on September 14th 2020.

12. FUNDRAISING REPORT – Geoff Dawe

a) TruReal Product Offering

Discussion ensued on this fundraising opportunity. Geoff has a meeting tomorrow to procure answers to the Board’s questions. He will provide an updated report at the next meeting.

b) Online Auction

Patricia reported that AHS’s donated items were very popular during the online auction conducted by a 3rd party. She announced that the Auction House company is giving 100% of the proceeds to AHS.

- Volunteers are needed to help the Auction House on the pick-up day. Contact Patricia if you can help.
- Discussion ensued on the frequency of an online auction and it was deemed that it could be yearly to give AHS time to accumulate enough items.
- It was suggested that an auction be conducted specifically for the Hillary House Ball.

Hillary House Ball:

- Stan and Peter suggested that the Hillary House Ball be held virtually.
- John recommended that to continue the tradition of the ball without interruption, a “non-event” could be held, selling ticket to past guests and businesses.
- It was pointed out that due to the 7-month long COVID shutdowns, this may not be a suitable time to ask businesses and individuals to purchase a ticket to a non-event.
- It was discussed if AHS should host an on-site, in-person event, such as the Victoria Tea and Fashion Show that used to occurred in past years.
- The Annual Appeal could be tied into the Hillary House Ball by asking people to donate what they would have spent for the Ball.
- Fundraising ideas are appreciated, but a committee needs to be formed to work on them.

c) NEW BUSINESS: None.

d) ADJOURNMENT - 9:30 p.m.

MOTION: 2020-AHS-026

Moved by John, second by Stan: THAT the AHS Board meeting be adjourned at 9:30 p.m.

CARRIED.

e) NEXT BOARD MEETING DATE: August 10, 2020