

BOARD MEETING

Monday, August 10, 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.
DIRECTORS: Peter Styrmø, Ronen Grunberg, Alan Lambert, Stan Neal, Jeff Thom.
COMMITTEES: John Bare - Landscape Committee Chair
STAFF: Kathleen Vahey- Curator
REGRETS: James Hoyes - Facility Maintenance Committee Chair

1. **CALLED TO ORDER: 7:10 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-034

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

4. **Approval of Previous Minutes: July 10, 2020**

MOTION: 2020-AHS-035

Moved by Geoff, second by Alan: THAT the July 10, 2020 Minutes be approved. **CARRIED.**

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

- a. Anna Kroeplin, AHS Secretary, has submitted her resignation from the Board as of February 2021, at the AGM. She has valued her 2 years on the Board, but due to personal and professional commitments, will not be able to continue her 3-year term.
- b. Patricia referenced the document Roles and Responsibilities of Museum Boards of Trustees by the Canadian Museum Association where it refers to the responsibility of Directors to oversee and participate in fundraising activities. Board members were encouraged to lead, plan and recruit volunteers for such activities.

6. **TREASURER'S REPORT – Geoff Dawe**

Due to time constraints and scheduling conflicts, the Financial Statement is not available this month. Geoff provided a verbal report:

- The monthly expenses are on track as compared to last year at this time.
- The second installment of the Town Grant has been deposited.
- The CMOG Grant has been received 3 months earlier than expected.
- The CEWS grant is being applied for each month (Mar.-May 2020).

Discussion ensued on the Federal government's COVID loan/grant opportunity (CEBA – Canadian Emergency Business Account) for small businesses that have been impacted by the COVID shutdown to apply for up to \$40,000 to cover 2020 cost. Geoff was asked to provide more information, specifically, if the funds need to be designated to specific items, reporting requirements, the application and reimbursement deadlines, and if it may affect the Town grant.

MOTION: 2020-AHS-036

Moved by Geoff, second by Alan: THAT the AHS Board approve the Treasurer's Report. **CARRIED.**

Delegation of Financial Authority

The President distributed the drafted form that outlines specific levels of spending to allow the Curator to carry out efficient daily operations in 2020 and 2021. After discussion, the following was put forward:

MOTION: 2020-AHS-037

Moved by Patricia, second by John: THAT the AHS Board approve the Delegation of Financial Authority for 2020 and 2021. **CARRIED.**

The President and Treasurer signed and dated the document for AHS records.

7. CURATOR'S REPORT

Kathleen reviewed her report that was previously distributed to the Board and highlighted the following:

- She reviewed operating hours and when she and other staff will be onsite.
- AHS will have a Fleming College student doing their co-op program this Fall who will focus on programming and the Godfrey Collection.
- The summer students have been outstanding this year and Kathleen formally thanked them.
- The transcript project is going really well.
- Kathleen is working on 2021-2024 exhibits and welcomed suggestions from the Board.
- Statistics of the social media schedule are included in the report and show very effective outreach.
- A new program "Picnic & Play" will be held on Aug.15 & 22 where participant buy a box of activities to be done onsite. She asked Board members to help promote it.
- Kathleen is looking into another grant opportunity that is due on Sept.2, 2020.

A local film director approached AHS to organize and host a feature film onsite in August. After much discussion, the Board decided that it would not be feasible to run a successful event due to timing.

8. FACILITY MAINTENANCE COMMITTEE REPORT (Committee Chair absent. Patricia gave the report.)

- Work on the Gift Shop walls continues. Target mid-September for completion.
- Sanding and painting of the Ballroom floor is delayed due to equipment availability.

9. LANDSCAPING COMMITTEE REPORT - John Bare

- John reported that the front walkway has been levelled. Perennials have been planted that will be a colorful display over the months.
- It was confirmed that the Financial Authority of the Curator does not include landscaping materials. There is a line item in the budget for these expenses.

a. Exterior Lighting

Patricia recommended that permanent exterior lighting be installed. John advised that the past practice of flood lights on stakes using extension cords is not optimal. One quote was obtained in the Spring. Two more quotes will be sought. Stan offered to contact someone.

It was questioned when we are required to obtain 3 quotes. Procedural By-law will be an agenda item.

10. SPECIAL PROJECTS

a. Fence Quotes

Stan reviewed each quote to do work on the Hillary House fence. It will be expensive due to the carpentry work that needs to be completed before the paint is applied. AHS has documentation from 1976 that Parks Canada is responsible for the upkeep of the fence, but they have not complied. Jeff offered to follow up with them. John offered to provide Town staff contact information for Stan to follow up.

Stan noted that the bronze plaque needs to be polished as it is illegible. Patricia informed the Board that James will be mounting 3 more plaques.

b. Banner Replacement

Jeff confirmed that the banners were ordered and should have been delivered. Jeff will follow up on the installation arrangements. It would be ideal to have the banners up by the first week of September, before Culture Days.

c. Structural Restoration – ERA Report 2017

Patricia recounted a Board discussion of last year regarding the Building Fund where it was expressed that there are sufficient funds to proceed with some of the most urgent work and that work was targeted for 2020. No committee was struck at that time to proceed.

Patricia asked for volunteers to form a committee to revisit the report and recommend a course of action. John, Peter and Alan will form this committee. A review with ERA Architects will be undertaken.

11. HERITAGE ADVISORY COMMITTEE REPORT – rep John Green

John reported that:

- The Town recently advertised the intention to designate the Chateau. The current owners are responsible for its care and upkeep.
- The owner of 28 Wellington St. W. has applied to de-list their property on the Town's Heritage Properties of Interest list, as they believe that designation may affect the sale of the house. HAC will meet further on this.
- John has accepted a position on the Town's new Steering Committee for the Official Plan. This is a personal appointment, not representing the AHS.
- Jeff asked John to find out about the appeals status of the Yonge St. properties designation.

12. FUNDRAISING REPORT

a. TruReal Product Offering – Geoff Dawe

Geoff is taking this opportunity off the table as the Board does not seem interested in it.

b. Virtual Ball

Patricia noted that several Board members previously expressed interest in holding a virtual Ball in place of the regular event that was cancelled due to the pandemic. As no one came forward to organize the event, no further action will be taken.

c. Other Fundraisers

John Green advised that an original art piece featuring Hillary House is being donated to be used to raise funds in whatever manner we see fit.

It was confirmed that Hillary House receives a percentage of sales from the *Art at the Manor* event.

d. Coach House/Drive Shed

Patricia suggested there may be an opportunity to raise funds through the sale of the barn board from the Coach House if it will not be re-erected. More research is required. Patricia will bring a report at a later date.

13. NEW BUSINESS

AHS Board Workshop – Sat., Sept.26, 2020

There will be a workshop on Saturday, September 26 from 10 a.m. – 2 p.m. to review the bylaws and the Strategic Plan. Jeff noted that he and John are working on revisions for the AHS by-laws.

Donation

The Curator reported that she was contacted by a Hillary House descendant who wants to donate an inscribed silver kettle.

October 2020 AHS Board Meeting

The October Board meeting will be moved to Tuesday, October 13th due to the Thanksgiving holiday.

December 2020

It was recommended that the Curator can start planning public events for the Christmas season.

14. ADJOURNMENT – 9:15 p.m.

MOTION: 2020-AHS-038

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

CARRIED.

15. NEXT BOARD MEETING DATE: September 14, 2020