



BOARD MEETING

Monday, February 8, 2021 at 7:00 pm
Meeting conducted virtually on ZOOM Platform

MINUTES

Present: EXECUTIVE: Patricia Wallace, John Green, Geoff Dawe, Anna Kroeplin.
DIRECTORS: Peter Styrmo, Ronen Grunberg, Alan Lambert, Jeff Thom.
STAFF: Kathleen Vahey, Curator
CHAIR: James Hoyes, Chair-Facility Maintenance
Regrets: John Bare, Chair-Landscaping,

1. CALLED TO ORDER: 7:02 p.m.

President, Patricia Wallace welcomed everyone to the virtual Board meeting and called it to order.

2. DECLARATION OF ANY CONFLICT OF INTEREST: None.

3. APPROVAL OF AGENDA:

MOTION: 2021-AHS-007

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

4. APPROVAL OF PREVIOUS MINUTES: January 11, 2021:

MOTION: 2021-AHS-008

Moved by John, second by Alan: THAT the January 11, 2021 Minutes be approved. **CARRIED.**

5. AURORA FACTOID:

John Green recounted an exciting story of his youth when he was in a Caving Club.
Peter volunteered to present an Aurora Factoid at the next Board meeting.

6. PRESIDENT'S REPORT:

a. Readman House Development Update

Patricia shared the current status of the Spragg property as it relates to Hillary House.

7. TREASURER'S REPORT:

Geoff reviewed his reports and statements that were distributed to the Board via email.

Geoff reported that the Financials will be submitted to the Auditors soon. Grants received have greatly helped with the positive state of accounts. He noted that donations are up, but membership is down. He added that the changeover of the accounting system from Sage to QuickBooks has now been completed.

Geoff noted that it has been standard practice for the Aurora Historical Society to transfer any excess of revenue over expenses from Current Earnings to the Restricted Building and Grounds Fund. This process did not occur at the end of the 2019 fiscal year, so the following motions was put forward to correct that oversight:

MOTION: 2021-AHS-009

Moved by Geoff, second by Patricia:

THAT the surplus of revenue over expenses for the fiscal year ending December 31, 2019, in the amount of \$11,747.71 (amount noted in the 2019 Balance Sheet as “Current Earnings”), be moved to the Restricted Building and Grounds Fund; and further,

THAT the Treasurer be instructed to communicate this to our accountants for their action.

CARRIED.

Geoff noted that as per our unaudited Balance Sheet, the Current Earnings are stated as \$43,780.51, however, some of those funds have been derived from Grants which have restrictions on what the funds can be used for. The initial analysis indicates that we would be eligible to move the \$21,994.72, which is based on our 2020 unaudited financials, to be verified by our Audit.

MOTION: 2021-AHS-010

Moved by Geoff, second by John:

THAT the surplus of revenue over expenses for the fiscal year ending December 31, 2020, estimated at \$21,994.72, be moved from “Current Earnings” to the “Restricted Building and Grounds Fund” after our fiscal year-end financials have been prepared by our Auditor. **CARRIED.**

There was a question on insurance and Geoff shared that the new bookkeeper has prepared an extensive Excel document that clarifies what insurance has been paid and to whom.

MOTION: 2021-AHS-011

Moved by Jeff, second by Alan:

THAT the President’s Report and the Treasurer’s Report be accepted.

CARRIED.

8. OTHER REPORTS

a) Curator’s Report:

Kathleen referred to her written report that was emailed earlier, and added the following:

- Julie is handling membership renewals. Total membership as of Dec.31, 2020 is 134, plus an additional 10 from January 2021. Julie conducting calls and emails to existing members.
- She had distributed all of the 2020 tax receipts in January 2021.
- The virtual meetings platform “GoTo Meetings” was purchased on a monthly basis until a specific grant is received to pay for the yearly subscription. It will be used for the upcoming AGM, Board meetings and program presentations.

- We sold 9 books from the Gift Shop in 2020 and have 30 copies out on consignment.
- Kathleen is working on the 2020 Annual Report to be ready for the AGM.
- She is working with the Treasurer to outline specific tasks that qualify for the CEBA grant.
- Promotions for the virtual Speakers Series have started. \$7 tickets are available through EventBrite. She encouraged Board members to 'like' or share the ads on social media.
- The AHS brochure is being updated that will have general information, so that inserts can be changed to promote specific events. She is looking into printing fees for mail-outs.
- Kathleen is re-working facility rental information to create a brochure.
- The Winter edition of *The Attic* is in development. Ideas welcome. Please contact Kathleen.

b) Facility Maintenance Committee Report: No report.

c) Landscaping Committee Report: No report.

d) Restoration Working Group:

Alan reported that he has received specs and tender bid documents from ERA Consulting to review. The goal is to send out the call for tenders in the next two weeks. Patricia, Alan and Kathleen will meet to review the tender details. ERA will be available to answer any questions from the potential contractors. The Board will award the winning tender in March so that work can commence in April 2021. A Building permit may be required. OHT request will be required.

Discussion ensued on additional requirements for contractors due to COVID restrictions, such as providing a porta-pottie onsite for workers.

Kathleen noted that the damaged downspout will be repaired in the Spring.

e) Heritage Advisory Committee Update:

John Green reported that HAC's next meeting is in April.

James asked about the status of the designation of multiple buildings on Yonge Street, near Wellington Street as he noticed 2 facades were torn out. John will look into this and call his Town contact to investigate further. John confirmed that the process to formally designate the properties is almost complete.

f) Nomination Committee

Board recruitment ads were placed in the local newspaper, on the AHS website and our social media platforms. Four applicants with a diverse skill-set have been interviewed by the committee to get to know them and provide Board expectations.

It was clarified that the AHS Board can have a maximum of 9 members under the new bylaws, once ratified. Currently, there are 8 Board members, and as of the AGM, 3 are stepping down. The Board can recommend all 4 applicants (once vetted) at the AGM. After the AGM, new Board members will receive an orientation.

g) Fundraising Events: No report.

MOTION: 2021-AHS-012

Moved by Peter, second by John.: THAT all of the reports under item #8 be approved. **CARRIED.**

9. BYLAW REVIEW

MOTION: 2021-AHS-013

Moved by Patricia, second by Jeff.:

THAT the revised Bylaws be approved to present at the Annual General Meeting on March 24, 2021 for the AHS membership to adopt. **CARRIED.**

10. NEW BUSINESS:

a) AHS Representation on Outside Committees

AHS has representation on two outside committees: TOA Heritage Advisory Committee – John Green; Aurora Sports Hall of Fame – Bob McRoberts. As John Green is stepping down from the Board, discussion ensued regarding the whether or not there is a requirement that these representatives be Board members. Bob McRoberts was asked to remain as the ASHOF rep when he stepped down from the Board several years ago. Currently, there is no Terms of Reference for either position. It was agreed that Mr. McRoberts and Mr. Green continue representing AHS on those committees, however a standard for reciprocal reporting needs to be established. A Terms of Reference will be drafted.

Mr. McRoberts was asked to be a guest speaker at the AHS Board Meeting in April to share his experience on the Aurora Sports Hall of Fame Committee.

b) Town of Aurora’s Official Plan Review

Patricia received an invitation on behalf of AHS to attend a meeting on February 18th for the Official Plan Review, facilitated by the WSP Consulting Group. If any other Board members would like to attend, please contact Patricia. John and Anna mentioned that they were both appointed to serve on the Town’s Official Plan Steering Committee.

c) AGM

It was recommended that since the AGM plans are operational, this topic will be discussed outside of this Board meeting and the plans will be reviewed at the next meeting.

d) Metrolinx

On behalf of his Ratepayers group, John recently met with Metrolinx that gave an update on near-future construction of double-tracking, a new platform, an underpass installation, and Aurora Train Station restoration. Their representative has offered to speak to the AHS with an update and planned activity. Board members indicated interest in this. It was suggested that an invitation could be extended to the membership as a members-only virtual event. Kathleen will reach out to the Metrolinx rep to discuss arrangements and timing.

11. ADJOURNMENT – 8:45 p.m.

MOTION: 2021-AHS-014

Moved by John, second by Jeff: THAT the meeting be adjourned at 8:45 p.m. **CARRIED.**

12. NEXT BOARD MEETING DATE: - Monday, March 8, 2021 at 7 p.m.