

# MINUTES

## HEINTZMAN HOUSE BOARD OF DIRECTORS MEETING 28 February 2019

### PRESENT

Councillor Keith Irish (Chair), Martin Barrow (City Staff), Roger Jones, Pamela McLennan, Troy Merrick, Joanne Modugno, Lisa Naccarato, Ken Steinberg, Bob Willson

### REGRETS

Heather Durham, Sheneth Fernando, Chung Seto

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### CITY STAFF REPORT

#### Maintenance & Renewal

- One high-efficiency boiler and three attic furnaces were installed in 2018.
- One air conditioner condenser will be installed in April, 2019.
- Wood refinishing on the main stairs will be done within two weeks. (Bids ranged from \$7,800 to \$13,000.)
- A new stair runner will replace the existing stair carpet. Ken recommended that it be “regal” looking.
- Quotes are in for refurbishing the main washroom. Work planned includes:
  - Automatic door opener to improve accessibility
  - Grab bar(s) to be installed, as appropriate.
  - Fire pulls will be lowered
  - New tiles will be installed. Samples of black and white vintage style tiles were shown to the Board.
  - Wallpaper will be replaced.
  - Any new accessories will reflect the same period as before.
- The old shower room located just inside the rear entrance would be too costly to refurbish, so will remain a storage area.
- A tender is being written for repairs to the solarium, expected to be carried out in April, 2019.
  - Most of the existing glass can be re-used. It was upgraded at some point in its life and is dual pane. Broken glass will be replaced.
  - Seals will be re-done.
  - Wood components will be replaced. Metal frame will be painted and re-used.
  - Plants will be removed and re-potted by Bonny, the current weekly care-giver. The bar area will be used for storage during work on the solarium.
- The specifications for roof replacement will be written by the same company (IRC) as for the solarium.
  - Copper trim will be replaced
  - Ice melting coils will be replaced
- Painting of the exterior will resume when weather is favourable. It will be white with grey trim, as at present.
- The back door will be re-stained and re-finished.
- The new sheers paid for by the Auxiliary will be installed. The fabric is fire resistant.
- Outdoor plantings for Heintzman House are a very high priority for the City. Ken suggested that HH directors might be able to help out in this area. Keith will follow-up with the City department involved. This is not part of Martin’s responsibility.
- Appliance replacement plans:
  - New fridge 2019
  - New stove 2020
  - Second new boiler 2020
  - New fireplace 2020 (requested)

#### Revenue & Bookings

- Revenue for 2018 was lower than budgeted, but the loss was offset by economies in other areas. Preliminary figures are:

	<u>BUDGET, \$</u>	<u>ACTUAL, \$</u>
REVENUE	100K	85K
REPAIRS	26K	18K
STAFF	35K	33K

- Lower rental revenue in 2018 may have been because:
  - The HH web site was down for a while
  - Wedding rentals interfered with bookings for movie shoots
- Bookings for 2019 appear to be trending lower than 2018.
- The city website has pages for HH, and the city pays for inclusion of HH in the weddingwire.ca site. (Note: HH did not turn up in a search of weddingwire.ca and was not included in the first 120 listings, 3 March 2019.) This warrants further investigation.
- Rental prices have been increased from 2018.
- Wednesday yoga classes will be held at HH. Classes will be bumped to accommodate HH bookings.
- Ken proposed that HH directors should have a bigger role in marketing the House. He will do some research in terms of what can the directors do with their present mandate. Also, what they could possibly do with an expanded mandate.
- Martin expects that HH will appear in a magazine spread, sometime before Christmas, 2019.
- Martin left the meeting after answering questions at the conclusion of his report.

#### **ELECTION OF OFFICERS**

- Ken Steinberg confirmed that he is willing to serve as Vice Chair.

#### **APPROVAL OF MINUTES**

- Minutes for the 24 January 2019 Directors' meeting were approved. Moved by Roger, seconded by Troy. AIF.

#### **TREASURER'S REPORT**

- No report

#### **PROPERTY COMMITTEE**

- Pam agreed to serve as Chair, as Roger is retiring from that position. Moved by Ken, seconded Roger. AIF.

#### **MARKETING COMMITTEE**

- Keith will compare HH bookings of February, 2018, with the February, 2019 bookings, to ensure that the 2019 bookings-to-date are not being compared with full year 2018 revenue. HH bookings normally increase substantially during the course of the year.
- Ken proposed that the Markham website should have one focal point for wedding bookings.
- The committee will not pursue a proposed CTV broadcast from the Art Show Reception from 6:00 to 7:00 p.m., since the House will be generally unoccupied at this time as we prepare and set-up for the reception.
- The Art Show will be publicized on Twitter, Facebook, etc.

#### **ART SHOW COMMITTEE**

- The Committee met on February 21. Work on the April Show is progressing well.
- Keith emphasized his neutrality with regards to the issue of Art Show sponsorships. He did not participate in the discussion nor speak to this issue.
- Roger moved that all decisions in the sponsorship area be delegated to the Art Show Committee. Seconded Pam. AIF except Keith who abstained.
- Ken suggested that Tridel might be interested in sponsoring the Craft Show instead.
- Pam will retire from the HH Art Show Committee after the 2019 Show is over. She will stay to run the reception and coffee bar.

- Hilary Jacob will be asked to become a member of the Committee and take over from Pam. She will be learning the ropes in April.
- Joanne will speak to Chung about potential changes to the Art Show poster.

#### **CRAFT SHOW**

- Keith moved that the Board strike a Craft Show Committee modeled on the Art Show Committee. Seconded Roger. AIF.
- Joanne agreed to chair the new Craft Show committee. Confirmation moved by Pam, seconded Ken. AIF. Members will include Roger, Lisa, and Bob.
- The Auxiliary is expected to help out in a minor way.
- Keith said that his assistant at the city, Joanne Martire, will help, and suggested that Joe Petrosino be used as a volunteer resource as well if he so wishes.
- Keith had obtained a vendor contact list, and gave it to Joanne. He had spoken to Christine Schmoll who offered that the Show continue as a tribute to Sabina Margitta.
- Ken suggested that the Auxiliary be asked to sponsor the start-up of the new Craft Show.

#### **ROUNDTABLE**

- Ken suggested that KPIs become a regular agenda item.
- He also suggested that HH look into obtaining charitable status.
- Keith provided a quick update on city business from the perspective of his role as Ward 1 Councillor.

#### **KPIs**

- No discussion

#### **OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES**

- No discussion

#### **NEW BUSINESS**

- No items

#### **ADJOURNMENT**

The meeting adjourned at 8:35 PM. Moved by Ken; seconded Troy; AIF.

#### **NEXT MEETING**

- The next Directors meeting will be held at Heintzman House on March 28, 2019 at 6:30 p.m., in the main Board Room.
- The next Quarterly Board meeting will be held at Heintzman House on May 30, 2019 at 6:30 p.m., in the main Board Room.