

# MINUTES

## HEINTZMAN HOUSE BOARD MEETING

27 June 2019

### PRESENT

Keith Irish (Chair), Martin Barrow (City), Julie Hamilton, Roger Jones, Pamela McLennan, Joanne Modugno, Renata Richardson, Christine Schmoll (Auxiliary), Chung Seto, Ken Steinberg, Bob Willson.

### REGRETS

Sheneth Fernando, Heather Durham, Barb Goldstein (Auxiliary), Grace Leung, Troy Merrick, Lisa Naccarato

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### CALL TO ORDER

The meeting was called to order at 6:31 PM.

### BOARD MEMBERSHIP UPDATE

- Renata Richardson was welcomed as a new Board member.
- Sheneth Fernando has resigned as a Board member, as his school work proved more time-consuming than anticipated. He will volunteer at HH events, and hopes to keep in touch with Board members that way.
- On behalf of the Board, Keith wished Heather a full and speedy return to good health.

### APPROVAL OF MINUTES & BUSINESS ARISING

- Two omissions from the May 30 minutes were noted:
  1. Marketing Committee was to come back to the Board with a proposed Marketing strategy entailing the objectives and goals of the Committee.
  2. Marketing Committee was to recommend which domain to use as the master site.

All in favour of the May 30<sup>th</sup> minutes as amended. The revised version will be sent out to directors.

### TREASURER'S REPORT

- HH bank balance stands at \$12,287.89.

### PROPERTY COMMITTEE

- Pam reported no activity as the Property Committee is waiting for completion of the City's work on the House. A meeting will be called in September.
- Martin Barrow reported on planned repairs and upgrades to the House:
  1. Work on the main floor washroom is complete. It is now fully accessible, with a more robust automatic door mechanism.
  2. Three new HVAC air conditioner condensers have been installed by the back door of the House. They are on a new pad, replacing the existing pad, which was found to be rotten.
  3. Exterior painting, including trim, is close to completion, and the exterior doors have been re-stained. Parging has been repaired in a number of locations.
  4. Work on the solarium is expected to be complete by July 15 or so.
  5. The roof shingles will be completely replaced in August. The work is currently out to tender. New copper eaves-troughs, flashing and downspouts will be installed by the end of September.
  6. The refrigerator in the kitchen was nearing end-of-life and was replaced, in order to avoid disrupting a rental celebration. The old machine was relocated to the Grotto, where it will supply ice and cold drinks when the room is used as a bar.
  7. The dishwasher was facing expensive repairs and was replaced with a higher capacity machine.
  8. A sinkhole appeared across the rear driveway ramp during the week of the meeting, when a steel pipe from a catch basin corroded through and allowed rainwater to wash out the earth underground. The City repaired it within a day and re-paved the section of the driveway.
- Martin also reported on House rentals:
  - Rentals to the end of May were \$28,000, which is slightly higher than the YTD budget.
  - A movie shoot is scheduled for July 5, bringing in \$17,000, and a second shoot is scheduled for later in July.
  - Construction work on the House is scheduled around the rentals, to avoid disruption of events.
  - Martin is unable to provide a breakdown of event types, as that information is not included in the City database, and the new City data base is not yet active.

### MARKETING COMMITTEE

- Renata will join the Marketing Committee and will also act as liaison with the Art Show Committee.
- Roger moved that [theheintzmanhouse.com](http://theheintzmanhouse.com) become the master internet site, subject to Marketing Committee approval. Seconded Renata. Motion carried, one opposed.
- New email addresses will be [artshow@theheintzmanhouse.com](mailto:artshow@theheintzmanhouse.com) /ca/.org and [craftshow@theheintzmanhouse.com](mailto:craftshow@theheintzmanhouse.com) /ca/.org.
- The Board decided against taking any action to reclaim the [heintzmanhouse.ca](http://heintzmanhouse.ca) site from the City.

#### **CRAFT SHOW COMMITTEE**

- 18 vendors have sent cheques for the Craft Show in November. 12 others have committed to participate in the Show, but have not sent their cheques as yet. Deadline is July 15, 2019.
- The Craft Show bank account stands at over \$3,300. The budget for the Show is \$5,500.
- Joanne moved that the Board loan the Craft Show \$2,000 in start-up funding. Seconded Roger. AIF.
- The Committee plans to request that visitors make a \$2.00 donation to HH for entry to the Show. The donation will be for “refurbishment” of the House.
- The Show is planned for the second weekend in November each year. Currently it is booked for the first weekend in November, 2020. Joanne will change the booking.

#### **ART SHOW COMMITTEE**

- With marketing of the HH Art Show moving to the Marketing Committee, Bob plans to remain as chair.
- Five artists in the 2019 Show have been told that they will not be in the 2020 Show. Four of seven applications for 2020 were approved in a jury session at the monthly meeting on June 17<sup>th</sup>. Board members Renata and Bob, and non-artist Hilary Jacob participated in jurying.
- The Show’s financial year end is June 30<sup>th</sup>.

#### **AUXILIARY**

- No report.

#### **DOORS OPEN**

- Renata will assist Ken in organizing the event.
- The Board agreed that live, classical music would enhance the HH experience, and voted that up to \$1,000 be allocated to pay for it. Moved Roger, seconded Joanne. AIF.

#### **MARKHAM COUNCIL UPDATE**

- Board members found the update very informative, and congratulated Keith on the quality of his semi-annual newsletter.

#### **NEW BUSINESS/ROUNDTABLE**

- Board members discussed Chung’s proposal for a second Caroling celebration, to be held in the afternoon of the Auxiliary event or the preceding afternoon, Saturday. The Board agreed that the two events should be organized completely separately. The afternoon is seen as having potential to attract younger children and their parents.
- The Craft Show, with Joanne as chair, is seen to be in excellent hands.
- Ken proposed that university-age volunteers be recruited to participate in HH Committees. No objections were recorded.

#### **ADJOURNMENT**

- The meeting was adjourned at 8:40PM. Moved by Pam, seconded Joanne. AIF.

#### **NEXT MEETING**

- A meeting of the HH Directors will be held at Heintzman House on Thursday, September 26, 2019 at 6:30 p.m., in the main Board Room.