

**MINUTES**  
**HEINTZMAN HOUSE QUARTERLY BOARD MEETING**  
**24 June 2021**

**PRESENT** (via Zoom)

Ken Steinberg (Chair), Keith Irish (Councillor Ward One), Martin Barrow (Facilities Manager Markham West), Gordon Cheung, Susan Corbeil, Bob Edmison, Grace Leung, Julie Hamilton, Roger Jones, Pam McLennan, Dorenda McNeil, Troy Merrick, Doug Needham, Renata Richardson, Chung Seto, Bob Willson.

Regrets: Caitlin Ammendolia

**CALL TO ORDER**

- The meeting was called to order at 7:06 PM.

**APPROVAL OF MINUTES**

- No comments were received on the minutes of the Directors meeting of 27 May 2021. Approval moved by Renata; seconded by Robert E.; AIF.

**TREASURER'S REPORT**

- Grace reported that the HH bank account stands at \$31,745.58, including the City's annual operating grant of \$3,000.
- Ken brought up the subject of increasing the annual grant from the City. Keith is in discussion with the Recreation staff for an increase to \$5,000. Ken has offered to provide Keith with a rationale for the increase, considering that HH has \$31,000 in the bank, and that HH is a much larger operation than other heritage community centres.

**FACILITY MANAGER'S UPDATE**

- Heintzman House remains closed, but work on capital projects is continuing.
- Markham is currently in COVID Stage 1 of re-opening: zero people in indoor gatherings, maximum 10 outdoors.
- Stage 2 would allow 15 percent of capacity, which works out to about 15 people indoors. City does not expect outdoor rentals as there are no tables or other equipment available.
- The City hopes to rent HH in September, when Stage 3 may be in place.
- A movie shoot for "Hot Zone Anthrax" was held April 26 to 30, with appropriately increased precautions against COVID in place. The rental income was \$14,800.
- The flower urns have been filled by Markham Parks and Horticulture. Tulip bulbs have been removed from the beds at the front of the House, and summer plantings have been done, including the piano sculpture.
- Areas of the lawn that were damaged by drought last year have been re-seeded.
- The trailers parked on the grass at the back of the house are offices for the joint City/Region flood mitigation project on the river path. They will be there through the Fall and Winter seasons.
- Work on installing the new boiler is almost complete. It will be part of a new system which will combine hot water supply with hot water heating, and will include the existing boiler. The old hot water heater has been removed. The House now has two high-tech boilers. The vintage existing boilers will be retained as heritage exhibits, but will not be part of the new system
- Talks are underway with the manufacturer of the new stair runner over a concern about adapting the pattern for the change of width at the turn of the stairs. The cost is expected to be in the neighbourhood of \$7,000 to \$7,500.
- A construction purchase order has been issued for refurbishing the upstairs rear washroom.

- The City is working to repair four glass panes in the Solarium that were damaged during construction in 2019.
- Leaking downspouts inside the walls of the Solarium have been repaired in place.
- A fire inspection required that doors in the basement must remain closed. This cut off air circulation with the rest of the House, increasing moisture levels in the basement rooms. Five more dehumidifiers were purchased to handle additional water load.
- Staff from closed City buildings have been redeployed to Markham Parks Department, where they can work safely outdoors.
- Photos of the construction will be taken for marketing purposes.

#### **MARKETING COMMITTEE**

- The vigorous social media campaign continues for the Art Show.
- Julie and Chung have collected web site data for the Art Show.
- Hilary is assembling a package for Tridel that shows how we are using their logo in publicity.

#### **PROPERTY COMMITTEE**

- Julie felt this was covered well by Martin.

#### **ART SHOW COMMITTEE**

- A second survey of the 30 artists has been made to find out what response they have had from the public. We found that there has been little change from the situation in May. The artists are very happy with the web site, but have had few inquiries or additional sales.
- The data on web site visits and social media responses that Julie and Chung provided will be circulated to the artists participating.
- The web site will not be updated to show which items are sold. Artists will offer other paintings if someone inquires about an item that is no longer available.

#### **CRAFT SHOW COMMITTEE**

- Chung has resigned as Chair of the Craft Show Committee.
- Renata nominated Julie and Chung seconded; AIF.
- Susan, Dorenda, Roger and Robert E. volunteered to join the Committee. Renata stated that the Board was grateful for Chung's leadership and work on the Show.
- Renata recently found renewed interest among the Craft Show participants for a live show in November. Julie will re-open discussion about the possibility of a Show this year, aiming for the second weekend of November, its traditional date.
- Roger will report on financial considerations for a live Show, noting that there is currently over \$2,000 in the Show's bank account.

#### **OLD BUSINESS**

- The Governance Task Force has met once. It consists of Ken (Chair), Susan, Gordon and Pam.
- The group outlined the work needed to be done, and developed a concept whereby the Marketing Committee will become the muscle and brains of all HH events, coordinating with the City's Corporate Communications Department and web site.
- With this model, events like Doors Open, Geocaching, and the Pumpkin Parade would work in conjunction with the Marketing Committee and make use of their knowledge and resources
- Ken would also like to coordinate with the City's Culture Department on education and heritage.

## **NEW BUSINESS**

- Ken would like to keep board meetings to 45 to 55 minutes, with extra time for the Facilities Manager's update during quarterly meetings. This would allow for collaborative event planning to happen at Board meetings rather than Marketing meetings
- Renata brought up the question of whether there will be a Doors Open this year. Ken will follow up with his contact at the City.

## **ROUND TABLE**

- Julie asked about the Food Basics Plaza development at Royal Orchard and Yonge. Apparently 70 percent of the land has been reserved for a future subway station. Keith stated that the proposal is in discussion.
- Keith complimented the Board on the Virtual Art Show, saying that the presentation is both phenomenally good and very professional.
- Renata said that the Marketing Committee is looking at the return of an Ice Cream Truck when COVID is less of a threat and restrictions are reduced.

## **ADJOURNMENT**

- The meeting adjourned at 8:20 PM. Moved by Roger; seconded by Gordon.

## **NEXT MEETING**

- No Board meeting is scheduled for July.