

MINUTES

HEINTZMAN HOUSE BOARD OF DIRECTORS MEETING May 25, 2017

Minutes of the meeting of the Board of Directors held on **May 25, 2017** at the **Heintzman House**.

PRESENT

Councillor Valerie Burke, Janice Carroll, Heather Durham, Keith Irish, Roger Jones, Pam McLennan, Lisa Naccarato, Mario Puopolo, Craig Shields, Barb Somers, Ken Steinberg, Bob Willson

REGRETS

IN ATTENDANCE

1. CALL TO ORDER

Bob Willson, Chair, called the meeting to order at 6:30 p.m.

2. ACCEPTANCE OF MINUTES

MOTION - to accept April 2017 Minutes and March 2017 Minutes (as ammended) (as ammended).

Moved by Roger Jones; Seconded by Pam McLennan; All In Favour

Motion Carried

3. TREASURER'S REPORT *Presented by Bob Willson*

- 3.1** - no transactions this month;
- maintenance charge has now been reduced to \$4 from \$22
- Bob attended bank to initiate transfer of signing authority

3.2 MOTION - to accept Treasurer's report.

Moved by Bob Willson; Seconded by Heather Durham - All In Favour

Motion Carried

5. COMMITTEE REPORTS

STANDING COMMITTEES

5.1 Marketing Committee: *Presented by Lisa Naccarato*

- 5.1.1 - Marketing and publicity related details pertaining to Art Show
 - 1. Thornhill Liberal (online story and "Five Things to Do" bulletin in print)
 - 2. Snap Markham pictorial representation;
 - 3. Markham Arts Council publication has received photos and content;
- 5.1.2 - KPIs developed by the Marketing Committee
 - 1. Thornhill Libe
 - 2. Arts Council publication has received photos and content;

5.2 Art Show Committee: *Presented by Bob Willson*

5.2.1 - 1167 visitors; down about 100 from last year; a bit disappointing given the added advertising muscle

5.2.2 - Sales came to ~ \$27.K of 37 artists all but 7 sold

5.2.3 - Bob responded to Keith's inquiry about charging admission; advising that this is a subject that has been discussed, previously

5.2.1 - 1167 visitors; down about 100 from last year; a bit disappointing given the added advertising muscle

5.2.4 - Bob also responded to Councillor Burke's compliments to the committee on including VIPs

-year over year savings: 450 tea room 250 reception

- \$1800 Post City Mag; based on postal codes submitted on draw ballots there were very few attendees from Toronto;

-Craig requested a 10 year review

- going forward a criteria should be established for counting attendees

5.3 Property Committee: *Presented by Roger Jones*

5.3.1 - No meetings;

5.3.2 - 2nd Floor washroom has been subject of much discussion; tiles and sink need to be replaced; the prevailing sentiment among committee members is that a pedestal sink (consistent w/ period of bathroom) may be preferable to a vanity;

5.3.3 - the Auxiliary has offered to pay for the tiles; and, perhaps a sink.

5.3.4 - the committee is taking into consideration the

5.3.5 - woodwork, red carpet and floor in grotto looks 'tired'

5.3.6 - contractor will be coming this week to look at the tile

5.4 Auxiliary Committee: *Presented by Heather Jones*

5.4.1 - Heather didn't attend the last Auxiliary meeting;

5.4.2 - the Auxiliary's are primarily concerned with the Craft Show, therefore, they do not feel that there is a great deal to report on and ;

5.4.3 - Christine and/or Barb attend the Property Committee

6. OLD BUSINESS

6.1 - tree was recently removed and has been replaced

6.2 - Keith will compile the KPIs from the Board Committees for our next meeting.

7. NEW BUSINESS

- Markham Museum - 1905 photo of the HH Aux will pay to frame
- Keith inquired about roof and basement
- primary use of house (revenue - weddings ; usage - small parties/gatherings; community meetings)
- use of House for Community Involvement (Markham Arts Council; Photography)
- room in basement with storage materials
- 94K gross revenue (Janice)

8. ADJOURNMENT

MOTION - *to adjourn.*

Moved by Roger Jones; Seconded by Ken Steinberg, All In Favour

Motion Carried @ 8:00 p.m.

Next meeting scheduled for last Thursday in **June (June 29,) @ 6:30 p.m. at Heintzman House**
If unable to attend please contact Ken Steinberg (ksteinberg416@gmail.com; 416-587-5588)

Chair

Minutes recorded by Ken Steinberg