

Heintzman House Board Meeting September 24, 2015

01-01-1 Present:

Councillor Burke, Carroll, Durham, Hartnett, Jones, Shields, Somers, Steinberg, Willson

02-01-1 Regrets:

03-01-1 Absent:

None.

04-01-1 Minutes: May 2015

Moved – Henderson; Seconded – Somers, AIF
Motion carried

04-02-1 Minutes: June 11 (Special Board Mtg)

Motion – Durham; Seconded – Jones, AIF
Motion carried

05-01-1 Treasurers Report:

- No official report: City is taking all new bookings and will prepare a report for October.
- Carroll reports that 'dummy accounts' have been set up for the House; revenue/expenses will be reconciled on a quarterly basis; invoice(s) will be forwarded to Board b/c of recent expenditures

06-01-1 Marketing:

No report.

07-01-1 House (Manager) Report:

No report

08-01-1 Old Business:

None.

09-01-1 New Business:

As part of the transition process, Shields will be overseeing a committee to work on developing a new Business Plan with the City; beginning with Terms of Reference – he will provide an update at the next meeting.

09-02-1

Caroll reports that Lori Caruk has been managing the House during the transition period and it has been very successful – prospects are up and clients have been satisfied; the *Board wishes to relay its appreciation to Lori and her staff.*

09-03-1

Board & Auxiliary Events: Craft Show (Nov 14); Art Show, Caroling. Paul will advise on costs; Board has reserved making a commitment until financial status is ascertained.

09-03-2 *Motion: The Board will allocate \$300 for the Auxiliary to pay for Caroling musician.*

Moved – Jones; Seconded – Willson, AIF

Motion carried

09-04-1

Web-related: Website control moved to City; domain(s) need to be renewed; need to develop a policy to address the website control – will consider grandfathering; Yelp contacted the House and would like to host an Open House; Princess weddings contacted the House – Marketing Committee will respond; (Live stream Caroling – City fronted costs for modifications?)

09-05-1

Front door urns – City has taken care of urns except for winter months.

09-05-2 *Motion: The Board will allocate \$125 (each) for preparation of winter urns.*

Moved – Somers; Seconded – Henderson, AIF

Motion carried

09-06-1

Steinberg will undertake to coordinate a schedule and round up materials for a Heintzman House booth at Thornhill Village Festival; Hartnett and Curak will help with locating the canopy, banner, t-shirts and preparing print materials.

10-01-1 *Adjournment:*

Moved – Somers; Seconded – Henderson, AIF

Motion carried

8:50pm.

Next meeting last Thursday in October – **October 29 @ 6:30** p.m. at Thornhill Community Centre. If unable to attend please contact Bob Willson @ 905-881-7158

September 2015 Minutes

Chair

Minutes by Steinberg