

**HEINTZMAN HOUSE**  
**BOARD OF DIRECTORS MEETING**  
**NOV, 2015**

Minutes of the meeting of the Board of Directors held on **November 26, 2015** at the **Heintzman House**.

**PRESENT**

Councillor Burke, Janice Carroll, Heather Durham, Roger Jones, Craig Shields, Barb Somers,  
Ken Steinberg, Bob Willson

**IN ATTENDANCE**

**REGRETS**

None.

**1. CALL TO ORDER**

6:30pm

**2. ACCEPTANCE OF MINUTES**

**2.1 MOTION:**

*Motion to accept September minutes.*

Moved - Jones; Seconded - Burke

AIF

**Motion Carried**

**3. TREASURER'S REPORT**

*Delivered by Willson*

- 3.1** Willson reported that the board requires approx. \$8,200 beyond what is in bank account to cover unpaid accounts. Carroll advised that an emergency meeting has been scheduled by the City to release additional funds to the board. It is the City's practice to hold incoming funds until after the event has occurred.

**MOTION - to accept Treasurer's Report.**

Moved (Steinberg); Seconded (Burke), AIF

**Carried**

#### **4. COMMITTEE REPORTS**

##### **4.1 Marketing Committee:**

*Delivered by Steinberg*

- 4.1.1** Halloween was a success. Guests entered House. This is encouraged for future but board must purchase insurance. Joe Petrosino from the City was very instrumental as were his volunteers. Messages to thank them and the Youth Council volunteers will be issued. Chief recommendations include recruiting high school volunteers and maintaining a City staff supervisor on-site. Additional observations and recommendations were noted and will be emailed to board.
- 4.1.2** Yelp! – WithCarolynn’s help, has been contacted regarding a planned Open House. They will connect with us in a couple of months when they are ready to proceed.
- 4.1.3** Event Source contract lapsed in July. The cost for annual renewal is approx. \$2,800. They have been contacted and are compiling statistics. A cost/benefit analysis will need to follow to determine next steps.
- 4.1.4** Art Show Committee will be approached by Sommers so the MC can assist with recruitment and/or collections from sponsors.
- 4.1.5** A Client Satisfaction survey has been drafted with input from Shields. It will be reviewed with City before being presented to the board.
- 4.1.6** Doors Open Markham – MC has confirmed participation, pending House availability.
- 4.1.7** Tea Room – suggested by City staff and MC, will be explored further and reported on
- 4.1.8** Open House for Event Planners – MC considers this an important initiative and excellent rebranding opportunity contingent on development of Business Plan. MC will further explore and report.
- 4.1.9** Heintzman Piano donation – a Markham citizen had offered to donate a vintage piano. Unfortunately, she gave it to another party before the board confirmed interest.
- 4.1.10** Christmas Decorations – Petrosino decorated the House with the available decorations, including a tree in the lounge/salon and garland along the main staircase. If there are white lights strung along front of House, no need to string lights in windows. Due to budget constraints, no additional decorations will be purchased.

##### **MOTION – to accept Marketing Committee’s report.**

Moved (Steinberg); Seconded (Burke), AIF

**Carried**

##### **4.2 House Committee:**

No report.

- 4.2.1** Burke raised concern with the (in)ability of the House to properly divert waste consistent with the City’s Waste Management policy. Key issue is different caterers who are, likely, not following protocol. Carroll will follow up with City staff.

##### **4.3 Art Show Committee**

No Report.

## 5. OLD BUSINESS

- 5.1 Burke inquired about letter of thanks to Chamandy. Additional deserving recipients, including volunteers, were noted. Steinberg will draft letters.
- 5.2 Auxiliary's Craft Show was a success
- 5.3 Carroll advised that Auxiliary's contract for Caroling evening does not include SoCan fees (required). The board had previously offered to pay for insurance and \$300 for musician.

**MOTION – to cover SoCan fees in addition to insurance and \$300 towards musician for Caroling Evening.**

Moved (Durham); Seconded (Somers), IF-4; Abst-1

**Carried**

## 6. NEW BUSINESS

- 6.1 Steinberg reports that according to "Life & Times of Sunnyside Farm" document it is claimed that there are 30 rooms in the House (13 by Crookshank and additional 17 by Heintzman).
- 6.2 Burke inquired about business cards with QR code. Cards are still available.
- 6.3 Jones would like for Heintzman House to acquire a vintage Heintzman piano. Will keep an eye out.
- 6.4 Shields updated board on workgroup that is working on governance documents including: Terms of Reference, Policies & Procedures and Business Plan (including Pros/Cons for proposing Organizational Model). Board to vote on approving of TOR at next meeting.
- 6.5 Pair of urns (\$125/each) at front door were completed in time for Craft Show
- 6.6 Durham will be attending the Markham Funding Forum and reporting back
- 6.7 Willson remitted copies of Record of Employment for House Manager
- 6.8 Chamandy's Request to rent the House at a preferred rate (per Board policy):  
Steinberg declares conflict of interest and abstains from participating in discussion and voting; Board members express concern with principles surrounding policy. Secondary concern with potential loss of revenue and costs to be incurred by the board. Third, desire to respond in a fair way giving consideration to the policy wording and Chamandy's longstanding service.  
Shields suggests dealing with matter in two parts. First, policy; then, specifics of request.

**MOTION – to rescind the policy that gives a preferential rental rate to board members, whereas, members serve as volunteers and do not seek to benefit from their service.**

Moved (Shields); Seconded (Durham), IF-4; Abst-1

**Carried**

**MOTION – (in consideration of the former policy) to offer Pat Chamandy a one-time rental of the House for \$100 plus direct costs for a Monday-Thursday booking prior to June 30, 2016.**

Moved (Jones); Seconded (Shields), IF-4; Abst-1

**Carried**

**7. ADJOURNMENT**

**MOTION – *to adjourn.***

Moved (Durham); Seconded (Somers), AIF

***Carried @ 8:40pm***

Next meeting scheduled for last Thursday in **January: January, 28 @ 6:30 p.m.**

Location: **Heintzman House**

If unable to attend please contact Bob Willson @ 905-881-7158

**November, 2015 Minutes**

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Chair

Minutes recorded by Steinberg