

MINUTES

HEINTZMAN HOUSE BOARD OF DIRECTORS MEETING JAN, 2016

Minutes of the meeting of the Board of Directors held on **January 28, 2016** at the **Heintzman House**.

PRESENT

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

IN ATTENDANCE

REGRETS

Barb Somers

1. CALL TO ORDER

6:35pm

2. CALL FOR ELECTION OF BOARD CHAIR BY CITY COUNCILLOR

Councillor Burke called 2016 session to order and requested nominations for
Board Chair: Bob Willson – Elected. Nominated (Jones); Seconded (Shields). AIF

3. ACCEPTANCE OF MINUTES

MOTION - to accept November Minutes.
-held over until Feb. meeting

4. BOARD ELECTIONS

Vice Chair: Craig Shields – Elected. Nominated (Durham); Seconded (Steinberg). AIF
Interim Secretary: Ken Steinberg – Elected. Nominated (Jones); Seconded (Durham). AIF
Marketing Chair: Ken Steinberg – Elected. Nominated (Durham); Seconded (Jones). AIF
Interim Treasurer: Bob Willson – Elected. Nominated (Willson); Seconded (Jones). AIF

5. EXECUTIVE SESSION

5.1.1 Pertaining to Organizational Update:

MOTION - to enter In-Camera Session.

Moved (Jones); Seconded (Durham), AIF

Motion Carried

EXECUTIVE SESSION (continued)

5.1.2 Pertaining to Organizational Update:

MOTION - to leave In-Camera Session.

Moved (Jones); Seconded (Burke), AIF

Motion Carried

5.2 Pertaining to ownership and care for House and its contents:

- Carroll advises that property contents of House belong to the **Heintzman House** (Board)
- Questions raised about need for contents insurance
- Shields advises that undertaking divestment of contents to City will require a full inventory and that the process is tied to the development of the Organizational Model
- The Auxiliary is independent of the Board (although it is noted that its function is parallel to that of the Art Show Committee)
- The Auxiliary has contributed contents to the House.
- Durham will act as liaison with the Auxiliary moving forward; in part she will confirm with them that they have donated their contributions and inquire as to who they believe to be the owner
- Carroll advises that floors in dining room need to be refinished and the City will find a time to do the work so that there is no interference with bookings
- Rob Hartnett will be consulted to establish times/timeframes for other maintenance work
- Carroll reports that the apartment has been vacated and that the City (Real Property Dept.) has done a walk-through. It will require flooring and paint. A broker will be used to lease the apartment
- Durham suggested that the lease specify: non-smoker and no-pets

6. TREASURER'S REPORT

Delivered by Willson

6.1 Pertaining to monthly financial transactions

- Board is operating with a negative balance
- Board needs to coordinate another loan request from the City
- Carroll reminds Board that any revenue generated by the apartment will first be used to repay the zero-interest loan advanced by the City
- Carroll advises that, moving forward, bills to be paid directly through City

6.2.1 Pertaining to Human Resources:

MOTION - to enter In-Camera Session.

Moved (Steinberg); Seconded (Jones), AIF

Motion Carried

6.2.2 Pertaining to Human Resources:

MOTION - to leave In-Camera Session.

Moved (Steinberg); Seconded (Jones), AIF

Motion Carried

TREASURER'S REPORT (continued)

6.3 MOTION - to accept Treasurer's report.

Moved (Willson); Seconded (Jones), AIF

Motion Carried

7. COMMITTEE REPORTS

7.1.1 Marketing Committee:

Delivered by Steinberg

- Carolynn Thompson has set the groundwork for a promotional evening to be hosted by Yelp! (an online rating). All details will be managed by Yelp! the only cost to the House is potential loss of two weeknight bookings. The Committee advises that as a promotional opportunity the benefits outweigh the risk.
- Carroll reports that Thompson has coordinated with David Langer who wishes to host a special event (Weddings Through The Ages). Efforts are in place to secure photos of event.
- EventSource continues to direct inquiries by email to the House. Lori Caruk reports that EventSource is the primary source of local inquiries. EventSource requires \$1800 annual subscription. The Board can not afford the service at this time; will reassess in coming months.
- Old website content was lost when renewal lapsed. The updated website, reviewed by Board members in September, will put online by this weekend. Photo permissions were requested and granted.

7.1.2 MOTION - to accept Marketing Committee's report.

Moved (Willson); Seconded (Durham), AIF

Motion Carried

7.2 House Committee:

No report.

7.3 Art Show Committee

Delivered by Willson

- Everything progressing except for sponsors (in wake of Bob Henderson's departure).
- Steinberg and Willson to connect with last year's sponsors

8. OTHER COMMITTEE REPORTS

8.1 Transition Committee

Delivered by Shields

- Transition Team continues to meet on a bi-weekly basis.

OTHER COMMITTEE REPORTS (continued)

8.2 Business Planning Committee

Delivered by Shields

8.2.1 Pertaining to recommendation for Business Model, the Committee:

- has undertaken to research, compare and contrast the Direct (City-Operated) and a Fee For Service (3rd party) models;
- constructed a PMI as an evaluation tool;
- was looking for cost as primary indicator but was unable to find any businesses offering the services required;
- recommends moving forward with the Direct Operational Model followed by an analysis to determine the best umbrella department (Culture or Recreation);
- will continue with structural and procedural components as next steps.

8.2.2 MOTION – *to approve the recommendation made by the Committee, that we adopt the Direct Model of operation (operation by the City of Markham).*

Moved (Shields); Seconded (Jones), AIF

Motion Carried

9. OLD BUSINESS

None.

10. NEW BUSINESS

- 10.1** Carroll requests all 2015 financial records for upcoming audits by Feb. 11 at the latest; as City Auditors require. Willson will reach out to Pat Chamandy to seek assistance with preparing the documents.

11. ADJOURNMENT

MOTION - *to adjourn.*

Moved (Shields); Seconded (Durham), AIF

Carried @ 8:00pm

Next meeting scheduled for last Thursday in **February: February, 25 @ 6:30 p.m.**
Location: **Heintzman House**

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

January, 2016 Minutes

Chair

Minutes recorded by Steinberg