

# MINUTES

## HEINTZMAN HOUSE BOARD OF DIRECTORS MEETING FEB, 2016

Minutes of the meeting of the Board of Directors held on **February 25, 2016** at the **Heintzman House**.

### PRESENT

Councillor Burke, Heather Durham, Roger Jones, Craig Shields, Barb Somers, Ken Steinberg, Carolynn Thompson (for Janice Carroll), Bob Willson

### IN ATTENDANCE

### REGRETS

Janice Carroll

### 1. CALL TO ORDER

6:35pm

### 2. ACCEPTANCE OF MINUTES

**MOTION - to accept November and January Minutes.**

Moved (Jones);      Seconded (Durham),      AIF

***Motion Carried***

### 3. EXECUTIVE SESSION

**3.1** Pertaining to Organizational Update:

**MOTION - to enter In-Camera Session.**

Moved (Steinberg);      Seconded (Somers),      AIF

***Motion Carried***

**3.2** Pertaining to Organizational Update:

**MOTION - to leave In-Camera Session.**

Moved (Willson);      Seconded (Jones),      AIF

***Motion Carried***

#### **4. TREASURER'S REPORT**

*Delivered by Willson*

##### **4.1** Pertaining to Board's financial matters:

- Board continues to operate with a negative balance
- Willson has contacted the Mary Creighton at the City to request a supplementary loan and is awaiting a response
- Financial records have been forwarded to the City as per Carroll's prior request
- Bill payments have been transferred to the City; going forward, the City will pay all bills and invoice the Board

##### **4.2 MOTION - to accept Treasurer's report.**

Moved (Willson);    Seconded (Burke),                    AIF

***Motion Carried***

#### **5. COMMITTEE REPORTS**

##### **5.1.1 Marketing Committee:**

*Delivered by Steinberg*

- The new website is operational. It is getting an average of 41 visitors/day; 82% of which are first-time visitors
- EventSource (primary source of web-based inquiries) is no longer hosting an ad for the House on their website for the House and inquiries through EventSource have ceased
- Both Varley Gallery and the Markham Museum have ads posted on EventSource; the City of Markham is the account holder
- The Marketing Committee asks that the City include an ad for the House by combining it with its existing package
- Doors Open Markham has confirmed participation of the House in this year's event; in response to an earlier request by the Committee, Lori Caruk has held the date
- While Doors Open provides an additional marketing opportunity, the presentation should be focused on history/heritage
- Jones will undertake to invite members of the Heritage Committee to participate; the Empire Loyalists and Auxiliary may also be called on to assist as interpretive guides
- The Dietrich Bonhoffer Lutheran Church on Royal Orchard confirmed their willingness to allow us to use their parking lot as overflow for large events. The Church shall be contacted, in writing, in advance of scheduled events. The House will extend the same courtesy to the Church.

##### **5.1.2 MOTION - to accept Marketing Committee's report.**

Moved (Steinberg);    Seconded (Jones),                    AIF

***Motion Carried***

##### **5.2 House Committee:**

No report.

## 6 OTHER COMMITTEE REPORTS

### 6.1 Art Show Committee

*Delivered by Willson*

- Everything progressing except for sponsors (in wake of Bob Henderson’s departure).
- Connecting with sponsors: Somers - TD; Steinberg - Zammit, Rivera and Raywal

### 6.2 Transition Committee

*Delivered by Shields*

- Transition Team continues to meet but on a less frequent basis
- Finances have been consolidated and bills to be paid by the City; the City will then invoice the Board

### 6.3 Business Planning Committee

*Delivered by Shields*

- The Committee is in the process of evaluating which department (Culture or Recreation) is best fit to oversee the House
- A proposal to the Board will follow
- Shields and Durham have completed an inventory of the House’s furnishings

## 7. OLD BUSINESS

None.

## 8. NEW BUSINESS

### 8.1.1 Pertaining to the planter garden box in front of the House

- The planter box is in a state of disrepair
- Councillor Burke reports on Asset Management’s proposal to remove the planter garden in front of the House
- Board members and the City, both, recognize the potential benefit of reclaiming the space for outdoor events
- As per Councillor Burke’s concern that floral display/garden space will be permanently lost, the Board will ask that ‘floral density’ or garden space be retained if the box is removed
- The Board will ask the City, through Asset Management, for its landscape architects and heritage planners to come up with a few plans
- Suggestions made for the planners include: replacing the garden box with additional flagstone; a smaller planter box adjacent to the wall at the foot of the pillars; and/or garden boxes surrounding the patio; and/or an additional garden bed on the property

### 8.1.2 **MOTION - to accept the recommendation by Asset Management to remove the garden/planter box in front of the House; and, request alternative design plans that retain the property's floral density and/or garden space**

Moved (Jones);      Seconded (Durham),      AIF

**Motion Carried**

## 8 NEW BUSINESS (Continued)

- 8.2** Pertaining to the damage caused by the leak which originating in the vacant apartment:
- Damage to the House included the Groom’s Room and Lounge
  - The City disposed of the carpet (purchased by the Auxiliary) from the Groom’s Room
  - In that the damage originated from the City’s apartment during a severe cold period (possibly b/c the unit was not heated), the Board hopes that the City will take on the repairs, and associated costs, including replacement of the area rug in the Groom’s Room
- 8.3** In order to promote a positive relationship with the Heintzman House Auxiliary, Councillor Burke proposes that Willson, Durham and Carroll meet with Christine Schmoll
- 8.4** Willson notes that there is no longer a functioning standing House Committee. Support exists for the creation of a standing committee that will oversee (and report on) the House and its property. Going forward, “Property Committee” will appear on Meeting Agendas in place of “House Committee” (as a place holder) until the operations committee formalizes this.
- 8.5** Shields proposed that a report from the City be added (as a permanent item) to our Agenda As part of this report the Board would like to see an income statement from the City and gather more information about projected and incoming revenue
- 8.6** In the interest of saving cost associated with having a City employee open the House to the Board and its members, Jones inquired about making a key available to the Board, as with past practice

## 9. ADJOURNMENT

### **MOTION - to adjourn.**

Moved (Durham); Seconded (Somers), AIF

**Carried @ 8:25pm**

Next meeting scheduled for last Thursday in **March: March, 31 @ 6:30 p.m.**

Location: **Heintzman House**

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

**February, 2016 Minutes**

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Chair

Minutes recorded by Steinberg