

BOARD MEETING
Monday, March 9, 2020 at 7 pm
15372 Yonge St., Aurora, ON.

MINUTES

Present: EXECUTIVE: Patricia Wallace, John Green, Geoff Dawe, Anna Kroeplin
DIRECTORS: Peter Styrmo, Ronen Grunberg, Stan Neal, Alan Lambert, Jeff Thom, Paul Martin
COMMITTEE CHAIR: James Hoyes, Landscape Committee
STAFF: Peter McKenzie, Executive Director & Curator
REGRETS: John Bare, Landscape Committee Chair

1. Call to Order: 7:10 p.m.

President, Patricia Wallace called the AHS Board meeting to order and reviewed the respectful manner in which AHS Board meetings are run.

2. Declaration of any Conflict of Interest: None.

3. Approval of Agenda

MOTION: 2020-AHS-001

Moved by Geoff, second by John: THAT the agenda be approved as presented.

CARRIED.

4. Approval of Previous Minutes: Jan.20, 2020

John noted that in point #7, Quick Copy was renamed to "Allegra".

MOTION: 2020-AHS-002

Moved by Geoff, second by Anna: THAT the January 20, 2020 Minutes be approved as amended. **CARRIED.**

MOTION: 2020-AHS-003

THAT AHS's February 10, 2020 Minutes be approved as presented. Moved by Jeff, second by Paul. **CARRIED**

5. Aurora Fun Factoid – Anna presented a list of interesting facts related to early Aurora. Paul was nominated to present next.

ACTION ITEM: Paul to prepare and present a short fun factoid about Aurora for April Board meeting.

6. President's Report – Patricia Wallace

- a. President's Remarks** – During her term as President, Patricia hopes to build on the strong foundation set by previous Boards. She noted that a review of the Bylaws, Policies, Strategic Plan and other governing documents is required to move forward efficiently and support the efforts of the Board and staff. She recommended striking a committee immediately to review the AHS Bylaws. A draft report to be submitted to Board by Sept., 2020, to be ratified by the membership at the Feb. 2021 AGM. John Green and Jeff Thom offered to form that committee.

ACTION ITEM: John Green and Jeff Thom to review and amend the AHS Bylaws as required. Draft to be submitted to Board by Sept 2020 for review. To be ratified by the membership at Feb. 2021 AGM.

b. **Commemorative Integrity Statement** (2002) regarding Hillary House National Historic Site was distributed for review by Board members.

c. **Annual Report – 2019** – John Green and Peter McKenzie are working on the Annual Report.

ACTION ITEM: Peter McKenzie to produce a draft of the Annual Report before the next meeting.

d. **Insurance** – The insurance company has been notified of current Board composition.

e. **Business Cards** – Business cards with the new logo are available for use by the Board.

f. **Town of Aurora Cultural Master Plan** – Collaborative Leadership Team (CLT) Meeting
As an identified cultural partner, AHS was invited to participate in creating this new plan. Patricia and John will be attending ongoing work group meetings. AHS will host the April meeting in the Ballroom.

g. **Partnership Opportunities**

- Niagara College at the Armoury is interested in collaboration. To be explored.
- Jewel Radio is interested in promoting Hillary House through a sponsorship and on-air spots. Patricia will follow up.
- The new Holiday Inn Express (opens June 2020) has included Hillary House on their website in the “What To Do” section and will include it on their printed materials for their guests.

7. **Treasurer’s Report – Geoff Dawe**

The transition of the new Board Treasurer is complete. AHS has retained the services of a new bookkeeper, Birgit Damstra. Terms of her 1-year contract were discussed. The year-end financial report will be available by the next Board meeting. The Bank of Montreal has been notified of the new signing Officers. Online banking is being explored. Geoff is looking into an AHS credit card. It was noted that Julie, Admin. Assistant has been instrumental in tracking revenue.

ACTION ITEM: Geoff to finalize Year-End Report to present at April meeting.

8. **Executive Director/Curator Report** – see written report. Peter M. highlighted the following:

a) **Grants**

- Aurora Mayors Charity Golf Classic Grant – specific tasks/projects must be listed in application. Seeking input from Board for suitable projects. Exterior signs suggested.
- A volunteer attended “100 Men Who Give a Damn” resulting in a \$500 donation. Patricia will contact the volunteer to express thanks and clarify the process for funding request presentations.

b) **Ontario Museum Association Conference** – October 28-30, 2020

Peter suggested that a staff or Board member may consider attending. Deferred to next meeting.

c) **Job Posting** - Community Outreach Coordinator, part-time.

The posting has closed. Candidate pool noted as sparse. Discussion on the scope of work and part-time vs full-time hours to attract quality applicants.

MOTION: 2020-AHS-004

Moved by Geoff, second by John G.: THAT the hours for the Community Outreach Coordinator be increased to 35 hours per week. **CARRIED.**

d) **Rental Rates** - Peter proposed new rental rates based on comparable local rental spaces.

MOTION: 2020-AHS-005

Moved by Peter S., second by Geoff: THAT the proposed new rental rates be approved as amended. **CARRIED.**

e) **Strategic Plan** - Peter requested an estimated completion date. Required for grant applications.

ACTION ITEM: Anna, James, and Paul will work on the Strategic Plan to be reviewed by Apr.

f) **Office Equipment Replacement** - The back-up drives continuously provide an audio warning. Discussion on possible causes and remedies.

ACTION ITEM: Ronan will research the cost of replacement units.

g) **Student Awards** - Correspondence received from two secondary schools requesting the annual student graduation awards.

MOTION: 2020-AHS-006

Moved by Alan, second by Paul: THAT AHS offer a \$50 sponsorship and an AHS Family Pass to each of the five identified high schools in Aurora, with students to be selected by the schools. **CARRIED.**

9. Facility Maintenance Committee Report – James Hoyes

- Replacement banners for Sign Pole – Discussed under Item 7 – Grants.
- Clean-up Day – Apr. 25 – Interior and grounds clean-up day is scheduled. Volunteers needed. Task list will be created.
- Recommended the installation of exterior electrical outlets instead of using extension cords for seasonal lighting. Discussion ongoing regarding permanent lighting solutions.

ACTION ITEMS: James to research exterior electrical outlet installation.

Recruit any Trades people to help on Clean-up Day.

Board members were asked to volunteer on Clean-up Day.

10. Landscaping Committee Report - John Bare

Request for a budget of \$1,000 for maintenance and upkeep of the grounds. Geoff will check if this is already in the budget. Deferred.

11. Fundraising Report

The President recommended that every Board member be actively supporting fundraising efforts, using their network base to acquire new donors, sponsors and members. Jeff offered to contact an associate with extensive fundraising experience.

Hillary House Ball: Oct.31, 2020

Patricia is researching companies to run the silent auction. The graphic artist who worked on Ball materials since inception is no longer available. Looking for someone who has those skills. Alan offered to help on committee.

ACTION ITEM: Jeff to contact his associate to advise AHS on fundraising efforts.

Patricia to advise date of first Ball Committee meeting.

12. Strategic Plan Report (includes Policies, Bylaws, Procedures)

James and Anna reported that approximately 55 survey responses have been received. Discussion re extending the survey period. Agreed to extend for 1 additional week. James suggested the Chamber be approached to assist in reaching a greater number of potential respondents. Paul offered to consult with James and Anna on the next steps to complete the Strategic Plan.

ACTION ITEM: Paul, James & Anna to work on the Strategic Plan.

13. 15356 Yonge St. Development

Discussion re the proposed Memorandum of Understanding (MOU) as amended by AHS legal counsel. No further amendments recommended.

MOTION: 2020-AHS-007

Moved by Geoff, second by Jeff: THAT AHS agree to the proposed Memorandum of Understanding as amended. **CARRIED UNANIMOUSLY.**

Recorded vote - In favour: Patricia, John, Geoff, Anna, Peter S., Ronan, Stan, Alan, Jeff and Paul. None opposed.

Congratulations and great thanks to John, Patricia, Len and Brian for their excellent work and dedication over the last 5 years to bring this agreement to this stage.

14. Town of Aurora Heritage Advisory Committee (HAC)

John Green reported on recent matters before the HAC; nuclear bunker at 220 Old Yonge St, The Chalet, and homes on Berczy Street.

[Process note – a motion was not made to approve all reports. To be addressed at next meeting.]

15. New Business

a) Northern 6 Municipalities Partnerships:

Geoff reported on ongoing meetings with Ian Proudfoot, Board member of The Sharon Temple NHS to discuss the feasibility of partnerships between the N6 Historical Societies to partner in various endeavours and shared services.

ACTION ITEM: Geoff to contact N6 Historical Society's to gauge interest in partnerships.

b) Tracking Volunteer Hours

Geoff asked that Board members track their individual volunteer hours dedicated to AHS for future data statistics. Ronan requested a form to fill out.

ACTION ITEM: Board members to submit volunteer hours to the Executive Director monthly.

c) Town of Aurora Community Recognition Awards

Patricia noted the nomination process is open. Some awards may apply to our volunteers. Board members encouraged to review categories for nomination of our volunteers

d) Website

Ronan has been working on an online payment system through the AHS website. He hopes to activate PayPal in April.

e) In Memoriam

Peter S. shared that in a recent obituary in the Globe & Mail for Dr. Albert Peter Van Nostrand asked that donations be made to the Hillary House in lieu of flowers. Past President, John McIntyre will write an article for The Attic newsletter on Peter's contributions to AHS.

16. Adjournment - 9:40 p.m.

MOTION: 2020-AHS-008

Moved by John, second by Stan: THAT the AHS Board meeting be adjourned at 9:40 p.m. **CARRIED.**

17. Next Meeting Date: April 13, 2020