



BOARD MEETING
Monday, May 11, 2020 at 7 pm
Meeting conducted via Virtual ZOOM Conferencing

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 CHAIRS: James Hoyes-Facility Maintenance Committee Chair
GUEST: Erika Baird, King Museum
REGRETS: John Bare-Landscape Committee Chair

1. CALL TO ORDER: 7:00 p.m.

President, Patricia Wallace called the AHS Board meeting to order and thanked attendees for their participation in the virtual meeting.

2. DECLARATION OF ANY CONFLICT OF INTEREST: None.

3. APPROVAL OF AGENDA

MOTION: 2020-AHS-015

Moved by Stan, second by Jeff: THAT the agenda be approved as presented. **CARRIED.**

4. GUEST SPEAKER: Erika Baird, King Heritage Site

Ms. Baird spoke on emerging trends in small museums management. As a former AHS employee, she also gave the Board an overview of past staffing structures at AHS.

5. Approval of Previous Minutes: Apr.6, 2020

MOTION: 2020-AHS-016

Moved by Peter, second by Stan: THAT the April 6, 2020 Minutes be approved. **CARRIED.**

6. PRESIDENT’S REPORT – Patricia Wallace: (see written report)

Patricia invited discussion on restructuring of the staff composition in light of the current vacancy and the financial impact of the pandemic.

MOTION: 2020-AHS-017

Moved by Patricia, second by Geoff.: THAT a job description and qualifications list be developed for a Curator/Programmer position with a starting rate of \$42k. **CARRIED.**

<p>ACTION ITEMS: Prepare job description & qualification list for Curator/Programmer. (Alan) Review staffing structure, positions and salaries. (Patricia) Board members and volunteers to help with the office during the gap period. (All)</p>

Patricia referenced the President’s Report that was emailed to the Board prior to the meeting and highlighted the following:

- AHS will receive the Canada Summer Jobs grant for 2 summer students to start July 15, 2020.

- AHS received correspondence from the Town of Aurora asking what impact Covid-19 has had on our operations; what mitigating measures AHS has taken in response; if AHS may be in a position to offer financial relief to the Town. The Library and the Cultural Centre received the same request. Geoff will respond.
- Patricia referred to Appendix B of the President’s Report, “Special Projects Leadership Needed”. She asked for Board members to advise her of which one they can help with:
 - 1) Enhanced Safety Protocols for Re-opening
 - 2) Recovery Funding- (Geoff will continue working on this one.)
 - 3) Trillium Grant - (Jeff T. volunteered to look into it.)
 - 4) Mayor’s Charity Golf Classic Grant
 - 5) Foundation Grant Research
 - 6) Fence Repaint/Repair – (post-meeting, Stan offered to assist)
 - 7) Signage – (Jeff T. will take this on.)
 - 8) 2019 Proposed Interior Changes

7. TREASURER’S REPORT – Geoff Dawe

Revenue is down due to the COVID-19 pandemic restrictions for businesses, so AHS is in a holding pattern until June or when the restrictions are lifted.

Geoff has been working on a 12-month forecast and a line-by-line budget to be presented before the Fall.

Discussion ensued on the finances required to run and maintain Hillary House.

ACTION ITEM: Geoff to finalize Year-End Report, 12-moth Forecast and a line-by-line budget.

8. EXECUTIVE DIRECTOR/CURATOR REPORT – Written report emailed in Board package.

9. FACILITY MAINTENANCE COMMITTEE REPORT – James Hoyes – Written report emailed in Board package.

10. LANDSCAPING COMMITTEE REPORT - John Bare – No report.

11. FUNDRAISING REPORT – No report.

12. STRATEGIC PLAN REPORT (includes Policies, Bylaws, Procedures)

Anna referred to her written report and Survey Results that were distributed to the Board in the meeting package email. She made the following recommendation:

Recommendation to the Board, May 11, 2020:

It is recommended that the AHS Strategic Plan be reviewed and revised by the end of 2020 due to the impact of the COVID-19 pandemic crisis. Along with other community groups, the Aurora Historical Society’s regular business operations and financial losses have been highly impacted.

She further informed the Board that the draft Strategic Plan review is done and will be distributed once approved by the Executive.

MOTION: 2020-AHS-018

Moved by Anna, second by Geoff.: THAT the recommendation to review the AHS Strategic Plan as it relates to the COVID-19 crisis be completed by the end of December 2020. **CARRIED.**

Bylaws:

John G. and Jeff T. have collaborated on the current AHS bylaws and have identified minor revisions. Jeff has researched the general regulations for non-profit organizations to repeal and/or replace the Constitution and Bylaws. He was asked to present the minor revisions and recommendations to the Executive.

13. 15356 YONGE ST. DEVELOPMENT – No report.

14. TOWN OF AURORA’S HERITAGE ADVISORY COMMITTEE (HAC) – No report as they are not meeting.

MOTION: 2020-AHS-019

Moved by Jeff T., second by John G.: THAT all reports be received and approved.

CARRIED.

15. NEW BUSINESS

- a) Geoff is looking into a fundraising opportunity through a program called Trureal. He will forward more information.
- b) John G. inquired if a Graphic Designer has been found to replace our former one. Patricia confirmed the current one will continue doing the AHS newsletter.
- c) Ronen asked if the Speakers Series has been cancelled, and Patricia said that they are looking into if any of the guest speakers would consider an online version.

16. ADJOURNMENT - 8:35 p.m.

MOTION: 2020-AHS-020

Moved by John, second by Anna: THAT the AHS Board meeting be adjourned at 8:50 p.m.

CARRIED.

17. NEXT BOARD MEETING DATE: June 8, 2020