

BOARD MEETING
Monday, April 13, 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 - Property Committee, John Bare - Landscape Committee Chair
STAFF: Peter McKenzie, Executive Director & Curator

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-009

Moved by Stan, second by Alan: THAT the agenda be approved as presented.

CARRIED.

4. **Approval of Previous Minutes: Mar.9, 2020**

John noted that John Bare is Chair of the Landscaping Committee, not Property.

MOTION: 2020-AHS-010

Moved by Geoff, second by John G.: THAT the March 9, 2020 Minutes be approved as amended. **CARRIED.**

As the March Reports were not motioned at the last meeting, the following was put forward:

MOTION: 2020-AHS-011

Moved by John G., second by Stan.: THAT the March 9, 2020 Reports be received.

CARRIED.

5. **PRESIDENT'S REPORT – Patricia Wallace:** Deferred to end of meeting.

6. **TREASURER'S REPORT – Geoff Dawe**

The year-end financial report will be available by the next Board meeting. Geoff noted that due to the COVID-19 pandemic, the bookkeeper will not be coming into the office.

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

7. **EXECUTIVE DIRECTOR/CURATOR REPORT** – see written report. Peter M. highlighted the following:

a) **Battery back-up**

Units still giving audible alert. Also, lights in the office periodically dimming.

ACTION ITEM: James will contact an electrician to investigate.

b) **Hiring of Programs & Community Outreach Coordinator**

Peter recommended that the posting period for this position be extended.

8. FACILITY MAINTENANCE COMMITTEE REPORT – James Hoyes

- James has temporarily secured an access point to the crawl space under the porch to prevent intruders. It will require a more secure repair. This area is on a priority list for restoration this summer.
- James will work on weather-stripping doors and windows.
- James has committed one day per week to ongoing repairs, in addition to urgent items that arise.

ACTION ITEM: James secure access point with combination lock and advise the office of combo.

9. LANDSCAPING COMMITTEE REPORT - John Bare

- John B. asked for a bin to dispose of natural debris. He has reached out to Miller Waste. Patricia suggested other options for discounted fees for this service.
- He is assessing if split-seeding on the tennis court is necessary this season, as it was done 3 years ago.

10. FUNDRAISING REPORT – deferred to President’s Report

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

Due to time constraints, the Strategic Plan has not been drafted yet. The President requested that it be a priority as it is used for presentations to the Town and as a supporting document for grants. The committee will provide the 1st draft before the end of April.

Bylaw Review - Jeff T. and John G. are gathering background/resources for the review process.

ACTION ITEMS: Anna, James & Paul to draft the Strategic Plan by the end of April.
Jeff T. and John G. to begin work on the Bylaw review.

12. 15356 YONGE ST. DEVELOPMENT

No update from last month. The amended MOU was sent to TPP but no response to date. It was noted that the Provincial pandemic response may have an effect on the project progression.

13. TOWN OF AURORA HERITAGE ADVISORY COMMITTEE (HAC)

John Green reported that he has been advised that all HAC meetings are on hold due to the pandemic.

MOTION: 2020-AHS-012

Moved by John G., second by Geoff.: THAT the April 13, 2020 Reports be received.

CARRIED.

14. PRESIDENT’S REPORT – Patricia Wallace

Due to the COVID-19 pandemic, Municipal, Provincial and Federal emergency orders are in place to close public spaces, close non-essential businesses and restrict employee work spaces.

On March 13, 2020, Hillary House was closed to visitors and all programs cancelled. This closure remains in place until the government advises it is safe to re-open. Staff work locations have been altered so only one person is in the office at a time. Peter M. is working from home.

Members of the Board joined tele-townhall meetings hosted by Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture, as well as a tele-conference with the National Trust for Canada regarding government plans for support during the emergency measures phase and recovery of the heritage tourism sector. The Minister reassured that grant funds will still flow, as well as additional funding supports and marketing plans for when things open up again. It is important that our losses are tracked. Planning and looking at different ways of doing business is recommended. The Ontario.ca website will have ongoing updates of initiative and financial assistance information. The Executive Director was asked to keep apprised of additional grant opportunities and to provide a comprehensive list of open and due dates.

Government forecasting suggests the potential for long-term closures of non-essential spaces and the possibly of a virus second wave in the fall.

Fundraising:

Hillary House Ball

Discussion regarding the impact of the pandemic on ticket sales, sponsorships and planning capabilities, as well as social responsibility of gathering. Alternatives were discussed, including online auction, donation in lieu of ticket purchase campaign, personal invitation to past attendees to donate.

Discussion on mass email to distribution list to solicit donations due to closure losses. Patricia to follow up. The Board was asked to come up with fundraising ideas to raise higher amounts and suggest them at the next Board meeting.

ACTION ITEMS: Patricia to create a mass email encouraging donations.
All Board members to bring new fundraising ideas to next Board meeting.

MOTION: 2020-AHS-013

Moved by Patricia, second by Peter S.: THAT the 2020 Hillary House Ball be deferred to 2021 due to the COVID-19 pandemic.

CARRIED.

Speakers Series:

Discussion regarding moving the Speaker Series to an online platform, either live (like Zoom) or recorded for future use on website, YouTube, etc.

ACTION ITEMS: **Peter M.** to contact speakers re: presentation online.
Alan to assist Peter M. to set up best platform for Speaker Series.
Ronen to post Speakers Series videos and/or links on AHS website.

Outreach During Closure:

Discussion regarding ways to engage audience virtually. Suggestions included:

- Narrated short videos inside the House and on the grounds
- YouTube and Instagram
- Several hosts, including Board members to increase audience
- Include at start of Speaker Series video

Programs & Community Outreach Position:

It was agreed that we will postpone hiring and recruiting future staff and volunteers due to the uncertainty of business-as-usual related to the pandemic's State of Emergency status.

15. NEW BUSINESS

a) Board Volunteer Hours:

Patricia asked Board to submit volunteer hours to Executive director at the end of each month.

b) E-commerce:

Ronen has tested the PayPal option for AHS's website, but has not implemented it yet. Discussion ensued on other e-pay platforms available and their transaction fees. Patricia noted that AHS receives donations through Canada Helps, so other options are not urgent at this time.

ACTION ITEM: Ronen to continue research on additional e-commerce options.

16. ADJOURNMENT - 8:35 p.m.

MOTION: 2020-AHS-014

Moved by John, second by Anna: THAT the AHS Board meeting be adjourned at 8:35 p.m. **CARRIED.**

17. NEXT MEETING DATE: May 11, 2020