



## HERITAGE TORONTO MINUTES

The meeting of the Heritage Toronto Board was held on Wednesday, February 21, 2018, St. Lawrence Hall, 157 King St. E., 3<sup>rd</sup> floor, East meeting room.

PRESENT:                    Kate Marshall (Chair)                    Councillor Mary Fragedakis                    Peter Berton  
                                  Lisa Brown                                    Fallon Butler                                    Liza Chalaidopoulos  
                                  Tyler Greenleaf                                Andrew Himel                                   Peggy Hornell  
                                  Peter Ignazi                                    Kadi Kaljuste                                   Sean Kheraj  
                                  Donald Loucks                                 Richard Moorhouse                               Louis Kan  
                                  Allan Penning                                 Brent Pearlman                                 Aaron Sanderson  
                                  Linda Strachan                                 Karen Whaley

REGRETS:                    Councillor Sarah Doucette  
                                  Councillor Paula Fletcher  
                                  Councillor Mike Layton  
                                  John Belyea  
                                  Lisette Mallet

ALSO PRESENT:            Allison Bain, Executive Director  
                                  Chris Bateman, Plaques Program & Research Assistant  
                                  Lucy Di Pietro, Manager, Marketing and Outreach  
                                  Candice McCavitt, Community Programs and Special Events Coordinator  
                                  Kaitlin Wainwright, Director of Programming  
                                  Akhaji Zakiya, Senior Manager, Finance

### A. CALL TO ORDER

Ms. Kate Marshall, Chair, called the meeting to order at 6:04 pm.

No conflict of interest was declared.

### HT17-23            ADOPTION OF MINUTES

Ms. Karen Whaley moved, seconded by Richard Moorhouse to adopt the minutes of the meeting of the Board of Heritage Toronto held Wednesday November 29, 2017.

**(Carried)**

### 1. CHAIR'S REPORT

#### 1.1 Chair's Remarks

Ms. Marshall welcomed everyone and invited Board Members and staff to introduce themselves as it was the first meeting with the newly appointed Board. Ms. Marshall noted that, at the April board meeting, the board will elect a Chair, Vice-Chair and Members at Large.

#### 1.2 Board Contact List

Ms. Marshall circulated the Board Contact List, which was received for information.

### **1.3. Board Committees**

Ms. Marshall spoke about the board's role in supporting the organization, including through membership, purchasing or promoting Century House Plaques, and involvement in committees. She noted that the Juries Committee is looking for a board member to oversee the Book Jury and the Public History jury.

### **1.4. Board Survey**

Ms. Marshall spoke about the survey being circulated to previous term board members and that findings would be shared at a future board meeting. She remarked that board survey for the incoming term will be sent out shortly.

## **B. COMMITTEE AND STAFF REPORTS**

### **2. Executive Committee**

#### **2.1 Executive Committee Minutes**

Ms. Marshall presented the minutes from the Executive Committee meetings held November 22, 2017, January 25, 2018, and February 12, 2018. The minutes were received for information.

### **3. Executive Director Report**

#### **3.1 Overview of 2018 Programs**

Ms. Allison Bain provided an overview of 2017 and outlined priorities for 2018. She noted that the City of Toronto approved our proposed budget and that we need to deliver on the services promised. Ms. Bain asked the Board to consider a motion to send a letter of thanks to members of Toronto City Council and senior staff in City Finance for their support in the budget process. Councillor Mary Fragedakis provided advice on how best to do this.

#### **HT17-23 LETTER OF THANKS**

Ms. Kate Marshall moved, second by Mr. Don Loucks, that the Board send a letter of thanks to members of Toronto City Council and senior City Finance staff, expressing Heritage Toronto's gratitude for their support in the city budget process.

**(Carried)**

Ms. Bain turned the floor over to Heritage Toronto Staff for presentations from each of the major programs and business areas.

### **4. Audit and Finance Committee**

#### **4.1 Financial Statements to December 31, 2017 and 2018 Projected Budget**

Mr. Louis Kan presented the 2017 financial statements and 2018 projected budget. Mr. Kan noted that growth was projected but that only recorded revenues are budgeted. Ms. Bain addressed the increase in expenses to fund development, which are matched with a one-time funding increase from the City in that area.

#### **HT17-24 FINANCIAL STATEMENTS TO DECEMBER 31, 2017 AND 2018 PROJECTED BUDGET**

Ms. Kadi Kaljuste moved, seconded by Mr. Peter Berton, to approve the Financial Statements to December 31, 2017 and the 2018 Projected Budget, as presented.

**(Carried)**

#### **4.2 Pre-audit Year-end Financial Transfer, 2017**

Mr. Kan presented the year-end transfer for 2017. The Board discussed the transfer prior to the motion.

#### **HT17-25 2017 PRE-AUDIT YEAR-END FINANCIAL TRANSFER**

Mr. Allan Penning moved, seconded by Mr. Brent Pearlman, that the Board of Heritage Toronto authorize the transfer of \$69,422 from the Operating Account (Profit and Loss) to the Balance Sheet (Heritage Innovation). As a result of the transfer, the pre-audit 2017 year-end operating surplus will be \$0, subject to any possible adjustments resulting from the annual audit.

**(Carried)**

#### **4.3 Audit Approach Letter from Welch LLP**

Mr. Kan presented the audit approach letter. It was received for information.

#### **4.4 Verbal Update from Finance Committee**

Mr. Kan gave the floor to Ms. Bain, who provided an update on the Finance Committee and financial planning for the agency. Mr. Kan noted that an external consultant is looking at Heritage Toronto's financial and accounting practices.

### **5. Fund Development Committee**

#### **5.1 Verbal Update from Fund Development Committee**

Mr. Tyler Greenleaf provided a verbal update on the Fund Development Committee and its activities. This was received for information.

### **6. Marketing/Communications Committee (MarComm)**

#### **6.1 Verbal Update from Marketing and Communications Committee**

Ms. Kadi Kaljuste provided a verbal update from the MarComm Committee and noted that the Annual Report and Tours Brochure are in progress and that a Marketing Plan is under development. Ms. Kaljuste turned the floor over to Ms. Lucy Di Pietro, to provide an update on Heritage Toronto's participation in Celebrate Toronto. Ms. Di Pietro told the Board that Heritage Toronto will have a booth with information and an exhibit at the Celebrate Toronto festival at Nathan Phillips Square, March 3-6, 2018. This was received for information.

### **7. Programs Committee**

Mr. Andrew Himel provided an update on the 2018 Programs Plan, including the Emerging Historians program and Tours offering. He invited new Board Members to consider joining the committee.

#### **7.1 Minutes of the Programming Committee, January 30, 2018**

Minutes for the Programs Committee meeting held January 30, 2018 were presented. The minutes were received for information.

### **8. Historical Plaques Program Committee**

#### **8.1 Report on Selection of Plaques**

Mr. Berton presented a report on the selection of new commemorative plaque subjects.

#### **HT17-26 APPROVAL OF HERITAGE TORONTO PLAQUE SUBJECTS**

Mr. Don Loucks moved, seconded by Mr. Tyler Greenleaf that the following plaque subjects be approved:

Commemorative Plaque Subjects:

- A. George Corsan
- B. Historic Red Oak at 76 Coral Gable Drive
- C. Home for Unwed Mothers
- D. Brickmaking in Leslieville
- E. Wm. Wrigley Jr. Company
- F. Holy Blossom/Pape Avenue Cemetery
- G. Jimmie Simpson

(Carried)

### **8.2 Plaque Unveiling Update**

Mr. Berton presented an update on the plaques that have been recently unveiled, and unveilings planned for the near future. This was received for information.

### **8.3 Historical Plaque Committee Minutes, November 8, 2017**

Mr. Berton presented the minutes from the Historical Plaque Committee meeting held November 8, 2017. The minutes were received for information.

### **8.4 Historical Plaque Committee Minutes, February 2, 2018**

Mr. Berton presented the minutes from the Historical Plaque Committee meeting held February 2, 2018. The minutes were received for information.

## **C. OTHER BUSINESS**

### **9.1 Other Item**

The Board moved to go *in camera* at 7:25 p.m. Staff left at this time and did not return.

The Board returned to a public session at 8:01 p.m.

## **D. ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.



*Catherine (Kate) Marshall, Chair*