

## BOARD MEETING

Monday, September 14, 2020 at 6:30 pm  
Meeting conducted in-person at Hillary House, 15327 Yonge St., Aurora

### MINUTES

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Present: EXECUTIVE: Patricia Wallace, Geoff Dawe, Anna Kroepin.  
DIRECTORS: Peter Styrmo, Ronen Grunberg, Alan Lambert, Jeff Thom.  
COMMITTEES: James Hoyes - Facility Maintenance Committee Chair  
GUEST: Guest: Phil Rose-Donahoe, Town of Aurora  
STAFF: Kathleen Vahey- Curator  
REGRETS: John Green- Vice-President, John Bare- Landscape Committee Chair

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1. **CALLED TO ORDER: 6:45 p.m.**

President, Patricia Wallace, welcomed everyone to the in-person Board meeting and called it to order. Due to time constraints, Agenda item "6. Guest Speaker" was moved to #4.

2. **DECLARATION OF ANY CONFLICT OF INTEREST:** None.

3. **APPROVAL OF AGENDA**

**MOTION: 2020-AHS-039**

Moved by Jeff, second by Geoff: THAT the agenda be approved with the revision to move the Guest Speaker to Item #2.

**CARRIED.**

4. **GUEST SPEAKER – Phil Rose-Donahoe, Town of Aurora Library Square Project Manager**

At the invitation of the President, Phil Rose-Donahoe presented a review of the project, and, specifically, the plans for exhibit/storage space allocation for AHS. Also, potential for collaborative opportunities with the Aurora Museum and Archives and the Cultural Centre were discussed. Construction will commence in the Fall 2020 and end Fall 2022. The grand opening will be late 2022.

Mr. Rose-Donahoe offered to present at a future date to the AHS Board to report on the progress of Library Square. Patricia thanked him for his presentation on behalf of the Board.

5. **APPROVAL OF PREVIOUS MINUTES: July 10, 2020**

**MOTION: 2020-AHS-040**

Moved by Al, second by Peter: THAT the September 14, 2020 Minutes be approved with minor revisions.

**CARRIED.**

6. **AURORA FACTOID (Ronen)**

Ronan presented a profile on Michael Shulman, a local builder who contributed greatly to the heritage character of the southeast area of town. Ronan was unsure if Michael Shulman was related to Dr. Morton Shulman, so challenged the Board to verify.

Alan Lambert was nominated to present at the October meeting. Jeff Thom will present at the November meeting.

## 7. **PRESIDENT’S REPORT – Patricia Wallace:**

a. **Aurora Cultural Round Table** - Patricia reported that she has been continuing to attend the Aurora Cultural Roundtable on behalf of AHS which has been a valuable networking experience for AHS.

b. **Bylaw Review** – Jeff and John have submitted a draft of the new Bylaw document for review. This will be shared with Board members shortly. Note: the November Board meeting will be dedicated to discussion of the draft document for further amendments as needed. The goal is to have a Board-approved document to present to the membership in February for ratification.

c. **Board Resignation** - Stan Neal has submitted his resignation effective immediately due to other commitments.

### **MOTION: 2020-AHS-041**

Moved by Geoff, second by Al: THAT Stan Neal’s resignation be accepted.

**CARRIED.**

d. **Director Recruitment** - Discussion on future recruitment of Board members. It was agreed that currently vacant positions would be replaced at the AGM in February 2021. Patricia asked members to start recruiting in November so that interviews can be held in December, then recommendations for Board approval can be received at the January Board meeting.

Geoff and John were on the Nomination Committee last year which entailed advertising, recruitment and interviewing potential candidates with skills and knowledge that would contribute to the AHS Board. Clear expectations that AHS is a working Board were suitability communicated.

### e. **AHS Board Workshop – Sat., Sept.26, 2020**

Plans are in place for the workshop. Anna will email the original and revised Strategic Plan documents to the Board before the workshop, with historical background, survey results and an agenda.

## 8. **TREASURER’S REPORT – Geoff Dawe**

Geoff reported that AHS is in a good financial position as compared to this time last year.

We are working towards implementing online payments, including staff cheques, bill payments, etc. Also, we are working towards getting a “corporate” credit card. Further details of his report will be sent to the AHS Secretary and be included in the next Board package.

Patricia asked for clarification on “unreceipted” in the budget’s Donation line. Geoff will look into where the online auction funds were accounted under.

### a) **CEBA Loan – Research Report**

Geoff will present his findings at the October Board Meeting.

## 9. **CURATOR’S REPORT**

Kathleen reviewed her report that was previously distributed to the Board and highlighted the following:

- Sydney, the intern from Fleming College started work today (Sept.14, 2020).
- Kathleen thanked the Board for their support of the summer employees. Both enjoyed working at Hillary House.
- Fire extinguishers in Hillary House were inspected and front door one needs to be replaced in 2021.
- Moneris fees have been re-negotiated, saving the AHS approximately \$331 a year.
- Kathleen thanked John Green & John Bare for representing the AHS during the tour with MP Van Bynen.
- Kathleen has resumed in-person Speakers Series events with COVID-19 restrictions in place.
- AHS is participating in Culture Days with the Victorian Harvest Tea event on Sept. 27 and Behind the Scenes tours on Tuesday in October.
- AHS received a \$400 grant from the Town of Aurora to help cover costs for the Victorian Tea event on Sept.27, 2020. The event is sold out for the 2 seatings. Board members were asked to volunteer on the day of the event. In the event of rain, it was recommended that the policy that dictates room capacity be changed.

**MOTION: 2020-AHS-042**

Moved by Patricia, second by Peter: THAT room capacity be increased to 30, in consideration of Provincial laws related to COVID-19 restrictions. **CARRIED.**

**10. FACILITY MAINTENANCE COMMITTEE REPORT:** (James Hoyes.)

- The plaster work is done in the Gift Shop and painting will be completed to allow the room to be set up and operational by the Victorian Tea event on Sept.26, 2020. (Volunteers are needed to help.)
- Patricia noted that the plaster labour and materials were donated by the Wood Brothers Drywall.

**11. LANDSCAPING COMMITTEE REPORT** – No report.

**12. RESTORATION WORKING GROUP:** (Alan Lambert)

Alan thanked Peter and John who helped him by providing the history and a tour of Hillary House to assess the needs of the National Historic house. Alan had reviewed the ERA report and consulted with the AHS President and the Curator to recommend the following priority areas of focus:

- a. Repairs to the stone foundation including the masonry gaps;
- b. Shoring up external verandah flooring with expert advice;
- c. Animal and pest control remediation as required.

Alan contacted ERA Architects to re-establish connections with them and asked for their opinion of the recommended areas of disrepair. ERA agreed with the recommendations and for a fee, can prepare a proposal of assessment and assist with scoping, bids, specs and tenders, a preferred bidder list, and advice on evaluation. Once documents are approved and contractors hired, the work can start in the Spring 2021. The Board discussed ERA's fee and all agreed that it was reasonable.

It was noted once the Scope of Work is received from ERA, the Board will need to advise the Ontario Heritage Trust and the Town of Aurora of the proposed work, in the event permits are required.

Discussion ensued on the neighboring Spragg development that may start in the Spring 2021.

**MOTION: 2020-AHS-043**

Moved by Alan, second by Peter: THAT ERA Architects be retained for the Scope of Work for the Hillary House repairs. **CARRIED.**

**MOTION: 2020-AHS-044**

Moved by Jeff, second by Peter: THAT all of the reports (#7-#12) be approved.

**CARRIED.**

**13. SPECIAL PROJECTS**

**a. Fence Repairs – Status**

Patricia reported that the Town of Aurora has agreed to power wash and paint the fence, however this interim measure would only last approximately 2 years as the fence requires full replacement. It is estimated total replacement would cost \$100,000. Patricia continues to pursue Parks Canada to fulfill their original commitment to be responsible for the fence upkeep. In the interim, an appeal to the Town of Aurora for assistance is being considered.

**b. Banner Replacement**

Jeff will follow up to find out when the new banners will be installed. It would be preferred to have them up before September 26, 2020, (Victoria Tea event).

**c. Exterior Lighting: No Update**

**14. HERITAGE ADVISORY COMMITTEE REPORT – Deferred.**

**15. FUNDRAISING REPORT**

Anna suggested that AHS organize an “antiques road show” as a fundraiser and to bring awareness of AHS to the community. The Curator knows an Appraiser and recommended to pair this event with “how to care for your antique” program.

Jeff suggested a Mother’s Day Tea and a Summer Harvest event. As well, he suggested a tennis court launch during Wimbledon.

**16. NEW BUSINESS: None.**

**17. ADJOURNMENT – 9:15 p.m.**

**MOTION: 2020-AHS-045**

Moved by Geoff, second by Alan: THAT the AHS Board meeting be adjourned at 9:15 p.m.

**CARRIED.**

**18. NEXT BOARD MEETING DATE: - Tuesday, October 13, 2020**