



## BOARD MEETING

Monday, January 9<sup>th</sup>, 2023, at 7:00 pm  
Meeting held virtually

### MINUTES

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Michelle Primeau, Ronen Grunberg.

STAFF: No staff were present

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**1. CALLED TO ORDER: 7:00 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-001**

THAT the Agenda be approved. Moved by: Dan McGeown. Seconded by: Alan Lambert.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. CLOSED SESSION**

**MOTION: 2023-AHS-002**

THAT the Board move into closed session to receive a legal update. Moved by: Ronen Grunberg.  
Seconded by: Michelle Primeau.

**CARRIED.**

**MOTION: 2023-AHS-003**

THAT the Board receive for information, the Closed Session confidential update. Moved by: Alan Lambert. Seconded by: Geoffrey Dawe.

**CARRIED.**

**5. ADJOURNMENT – 8:04 p.m.**

**MOTION: 2023-AHS-004**

THAT the meeting be adjourned at 8:04 p.m. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

**CARRIED.**

Next Meeting: Monday, February 13<sup>th</sup>, 2023 7:00pm at Hillary House.

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Michelle Primeau, Ronen Grunberg.

STAFF: Kathleen Vahey – Curator/Manager

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**1. CALLED TO ORDER: 7:05 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-005**

THAT the Agenda be approved. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-006**

THAT the December 12, 2022 and January 9, 2023 Minutes be approved. Moved by: Dan McGeown. Seconded by: Ronen Grunberg.

**CARRIED.**

**5. BUSINESS ARISING FROM PREVIOUS MINUTES – None**

**6. PRESIDENT’S REPORT**

- Appointment of Representative from AHS to Heritage Advisory Committee
  - John Green has expressed interest in continuing in this capacity.

**MOTION: 2023-AHS-007**

THAT John Green be appointed the Aurora Historical Society representative on the Town of Aurora Heritage Advisory Committee. Moved by: Ronen Grunberg. Seconded by: Alan Lambert.

**CARRIED.**

- High School Awards
  - AHS sponsors one \$75 award to each high school in Aurora for the Grade 12 student with the top mark in History. AHS will continue this in 2023.
- Godfrey Collection
  - Shelving unit will fit in Hillary House Basement and other boxes in Gift Shop. Michelle and Al will assist with transferring heavy items to Hillary House on March 27<sup>th</sup>.

**7. TREASURERS REPORT**

- One outstanding question on Balance Sheet regarding HST on an invoice from ERA. Will resolve by next meeting.

Action Item: Geoff will send Board a comparative 2021/2022 financial report.

**MOTION: 2023-AHS-008**

THAT the Treasurer's Report be received. Moved by: Michelle Primeau. Seconded by: Ronen Grunberg.

**CARRIED.**

**8. CURATOR/MANAGER'S REPORT – See Attached Report**

- Membership, Donations, and Gift Shop sales have been going well.
- Volunteer appreciation event was successful.
- Donna Lewis from Garden Aurora is interested in assisting with gardens.
- Parks Canada is still on track for spring installation.
- Kathleen submitted Young Canada Works application. Will hear back between April and July.
- Kathleen extended Salvation Army exhibit until the end of April.
- Programs/events are going well.
- Kathleen informed the Board of the Home Show dates, April 15-16.
- Kathleen informed Board that AHS is no longer eligible for free Mailchimp account. Our email communications are important. Discussion around paying for service vs. changing providers.
- Dan, Kathleen, and Selin will attend Mayor's Luncheon.

**Action items:**

- Kathleen will send Donna past landscape plans and determine in what capacity she'd like to assist.
- Kathleen will send Board survey for Home Show volunteer timing.

**MOTION: 2023-AHS-009**

THAT the AHS purchase Mailchimp Essentials for approximately \$365 a year. Moved by: Geoff Dawe. Seconded by: Dan McGeown.

**CARRIED.**

**9. GROUNDS MAINTENANCE**

- AI has received communications from John Bare regarding lawn maintenance in 2023.

**10. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-010**

THAT Reports from items 6, 8, 9 be received. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

**CARRIED.**

**11. POLICIES**

- Workplace Harassment Policy
  - Any use of 'Executive Director' to be changed to 'Manager/Supervisor'

**MOTION: 2023-AHS-011**

THAT the Workplace Harassment Policy be approved in principal with changes discussed. Moved by: Geoff Dawe. Seconded by: Michelle Primeau.

**CARRIED.**

- Workplace Violence Policy
  - Any use of 'Executive Director' to be changed to Manager/Supervisor

**MOTION: 2023-AHS-012**

THAT the Workplace Violence Policy be approved in principal with changes discussed. Moved by: Alan Lambert. Seconded by: Dan McGeown. **CARRIED.**

Action item: Geoff will send Incident Form and Template for Risk Assessment to AHS office.  
Geoff will communicate with lawyers to have edits completed on policies for follow-up at next meeting.

- Child Abuse Prevention Policy
  - Paragraph 2: "the Child Abuse Prevention Policy provides best practices with regard to reducing the risk of and responding to allegations of child abuse and/or neglect involving the organization's workers." Change wording underlined to be more inclusive - any allegations of child abuse and/or neglect involving children in the care of the organization.
  - Page 2: Duty to Report - is it mandatory for the witness to report directly to CAS and/or Police, or can the report be made to the AHS Manager/Supervisor who then has to report to CAS/Police?
  - Page 3: Supervision of Children – add AHS volunteer to sentence "For the purposes of this Policy, an "adult supervisor" can be an AHS employee, the child's parent, guardian or family member, a teacher, or an educator."

Action item: Geoff to ask lawyer about questions raised regarding this policy.

**MOTION: 2023-AHS-013**

THAT the Child Abuse Prevention Policy be tabled for further discussion. Moved by: Geoff Dawe. Seconded by: Michelle Primeau. **CARRIED.**

- Interpretation and Education Policy
  - Change made to page 2 – inclusion of words 'strive to' in sentence "All programming will strive to"

**MOTION: 2023-AHS-014**

THAT the Interpretation and Education Policy be approved. Moved by: Ronen Grunberg. Seconded by: Dan McGeown. **CARRIED.**

- Volunteer Policy

**MOTION: 2023-AHS-015**

THAT the Volunteer Policy be approved. Moved by: Michelle Primeau. Seconded by: Alan Lambert. **CARRIED.**

**12. NEW BUSINESS**

- AHS received invitation to MPP Dawn Gallagher Murphy's Non-Profit Sector Appreciation Dinner. Kathleen and Selin will attend.
- Fundraising
  - Board agreed to host Golf Tournament in June and Scotch Tasting in September.

Action items: Geoff will contact Mike at Westview Golf Club about the Golf Tournament and Keith and Vern at Aurora Whiskey Society about Scotch Tasting.

- By-laws Update
  - Kathleen outlined and Board discussed necessary changes to AHS By-laws to come into compliance with 2021 Ontario Non-profit Corporations Act.

Action item: Kathleen will draft changes to AHS By-laws for next meeting.

**13. BOARD CONDUCTED A CLOSED SESSION.**

**14. ADJOURNMENT – 9:10 p.m.**

**MOTION: 2023-AHS-016**

THAT the meeting be adjourned at 9:10 p.m. Moved by: Geoff Dawe. Seconded by: Al Lambert.

**CARRIED.**

Next Meeting: Monday, March 20<sup>th</sup>, 2023 7:00pm at Hillary House.

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Michelle Primeau, Ronen Grunberg.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:06 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-017**

THAT the Agenda be approved. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-018**

THAT the February 13, 2023 Minutes be approved. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

**CARRIED.**

**5. BUSINESS ARISING FROM PREVIOUS MINUTES – None**

**6. PRESIDENT'S REPORT**

- Update on Golf Tournament
  - Scheduled for June 23<sup>rd</sup> at Westview Golf Club.
- Update on Scotch Tasting
  - Scheduled for October 3<sup>rd</sup> and will be held virtually.
- Annual Meeting with Robin McDougall
  - Scheduled for March 30<sup>th</sup>. Geoff, Al, and Kathleen will attend.

**7. TREASURERS REPORT**

- Balance sheet and P&L is looking positive.
- \$2,750 in Godfrey Collection reserves which can be used for intern wages.

**MOTION: 2023-AHS-019**

THAT the Treasurer's Report be received. Moved by: Alan Lambert. Seconded by: Ronen Grunberg.

**CARRIED.**

**8. CURATOR/MANAGER'S REPORT – See Attached Report**

- AHS is hosting a co-op student this semester, Samona.
- Received Alteration approval from OHT for fence. Parks Canada estimates May start date.
- Electrician replaced exterior light timer and is replacing the emergency lights in stairwells.

- Received YCW grant for intern to inventory Godfrey Collection.
- CanadaHelps has a new Donor Management System – it would be beneficial but would cost approx. \$2,500/year plus \$1,000 for onboarding and data migration. Too expensive for now.
- Staff is completing training modules – WHIMIS, 4 Step Awareness, AODA, Violence and Harassment Awareness.

## 9. GROUNDS MAINTENANCE

- Al to discuss with John Bare to confirm date for Spring clean-up.
- Al to look into landscaping company to quote for outstanding landscaping work at front of House.
- John Bare has submitted an invoice regarding lawn maintenance in 2023.

### **MOTION: 2023-AHS-020**

THAT the John Bare be contracted for general lawn maintenance, grass cutting, and tennis court maintenance for the 2023 season at the rate of \$2,500. Moved by: Alan Lambert. Seconded by: Dan McGeown. **CARRIED.**

## 10. MOTION TO RECEIVE REPORTS

### **MOTION: 2023-AHS-021**

THAT Reports from items 6, 8, 9 be received. Moved by: Ronen Grunberg. Seconded by: Alan Lambert. **CARRIED.**

## 11. POLICIES

- Workplace Harassment Policy

### **MOTION: 2023-AHS-022**

THAT the Workplace Harassment Policy be approved. Moved by: Dan McGeown. Seconded by: Ronen Grunberg. **CARRIED.**

- Workplace Violence Policy

### **MOTION: 2023-AHS-023**

THAT the Workplace Violence Policy be approved. Moved by: Dan McGeown. Seconded by: Ronen Grunberg. **CARRIED.**

- Child Abuse Prevention Policy

Action item: Kathleen will bring to Board when complete.

## 12. NEW BUSINESS

- AGM will be held in June. Further discussion needed to determine date and if it's to be held in-person or virtually.
- Geoff and Al will schedule introduction meetings with people who've expressed interest in joining the Board.

## 13. ADJOURNMENT – 8:08 p.m.

### **MOTION: 2023-AHS-024**

THAT the meeting be adjourned at 8:08 p.m. Moved by: Geoff Dawe. Seconded by: Michelle Primeau. **CARRIED.**

Next Meeting: Monday, April 17<sup>th</sup>, 2023 7:00pm at Hillary House.

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Michelle Primeau, Ronen Grunberg.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:08 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-025**

THAT the Agenda be approved as amended. Moved by: Michelle Primeau. Seconded by: Dan McGeown. **CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-026**

THAT the March 2023 Minutes be approved. Moved by: Ronen Grunberg. Seconded by: Dan McGeown. **CARRIED.**

**5. BUSINESS ARISING FROM PREVIOUS MINUTES – None**

**6. PRESIDENT’S REPORT**

- Godfrey Collection Funding Update
  - Council approved additional funding of \$5,990 for YCW intern.
- Canada Summer Jobs Funding Update
  - CSJ will completely fund 9 weeks, AHS will fund additional 5 weeks.
- Set Date for AGM
  - Scheduled for September 18<sup>th</sup> at 7:00pm.

**7. TREASURERS REPORT**

- No report.

**8. CURATOR/MANAGER’S REPORT – See Attached Report**

- Selin accepted 12-month contract extension. Salary to \$40,000/year.
- OHT approved fence project and Parks Canada has started.
- Programming is going successfully.
- NAS stopped working – discussion on replacing

**Action Item: Ronen to research replacing NAS and bring back for discussion in June.**

**9. GROUNDS MAINTENANCE**

- Town of Aurora leant a bin for yard waste. Thank you.

- Had to cancel Spring Clean-up due to weather. Other volunteers have completed tasks.
- Condo next door is dumping old garden waste on our property. May need to speak to Board there to ask them to stop.
- Donna’s plan for gardens has been approved. Will work with her and other volunteers to see it through.

**10. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-027**

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THAT Reports from items 6, 7, 8, 9 be received. Moved by: Dan McGeown. Seconded by: Ronen Grunberg.

**CARRIED.**

**11. POLICIES**

- o No report.

**12. BOARD CONDUCTED A CLOSED SESSION.**

**13. ADJOURNMENT – 9:00 p.m.**

**MOTION: 2023-AHS-028**

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THAT the meeting be adjourned at 9:00 p.m. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

**CARRIED.**

Next Meeting: Monday, June 12<sup>th</sup>, 2023 7:00pm at Hillary House.

**BOARD MEETING**

**Monday, June 12<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at Hillary House National Historic Site**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Ronen Grunberg.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Michelle Primeau

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**1. CALLED TO ORDER: 7:04 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-029**

THAT the Agenda be approved as amended. Moved by: Ronen Grunberg. Seconded by: Dan McGeown.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-030**

THAT the May 2023 Minutes be approved. Moved by: Dan McGeown. Seconded by: Ronen Grunberg.

**CARRIED.**

**5. PRESIDENT’S REPORT**

- No report.

**6. TREASURERS REPORT**

- Review of 2022 Year End Audit documents as supplied by Bateman Graham & Fitzpatrick Chartered Professional Accountants.
- AHS in good position. Most of the changes are a result of wage increases, restoration, and professional fees.

**MOTION: 2023-AHS-031**

THAT the 2022 Audited Financials (Draft) of the Aurora Historical Society be approved by the Board of Directors, and the Treasurer be authorized to communicate this to the Auditors for the purpose of filing our 2022 Corporate Tax Return. Moved by: Geoffrey Dawe. Seconded by: Alan Lambert.

**CARRIED.**

**7. CURATOR/MANAGER’S REPORT – See Attached Report**

- Kathleen met with Health & Safety representative who provided resources for updating plans and policies.
- Summer staff Leena and Sarah started on May 30<sup>th</sup>.
- Selin away July 21 – August 8. Kathleen away August 5 – 11.

- Parks Canada finished the fence. Advised it should get another coat of paint. They are fabricating the gate for installation later this summer.
- Programming is going well – Mother’s Day Tea profit was up from last year, Paint Night was successful – hosting a second one, planning new programs with Library, successful Street Sale.
- AHS contributing to The Auroran column, Time Travellers Diary in May, July, September, November.
- Discussion around replacing NAS, maybe asking Town for assistance.

## 8. GROUNDS MAINTENANCE

- Thank you to all garden volunteers for continuing to keep Hillary House looking great.
- Need cardboard and help to mulch around Sugar Maple tree and along fence line.
- Had to cancel Spring Clean-up due to weather. Other volunteers have completed tasks.
- Condo next door is dumping old garden waste on our property. May need to speak to Board there to ask them to stop.
- Donna’s plan for gardens has been approved. Will work with her and other volunteers to see it through.

## 9. MOTION TO RECEIVE REPORTS

### **MOTION: 2023-AHS-032**

THAT Reports from items 5, 6, 7, 8, 9 be received. Moved by: Dan McGeown. Seconded by: Ronen Grunberg. **CARRIED.**

## 10. NEW BUSINESS

- Golf Tournament
  - Need 36 people registered by Sunday, June 18 for event to go ahead.
  - Need prizes.

## 11. BOARD CONDUCTED A CLOSED SESSION.

## 12. ADJOURNMENT – 8:48 p.m.

### **MOTION: 2023-AHS-033**

THAT the meeting be adjourned at 8:48 p.m. Moved by: Dan McGeown. Seconded by: Geoffrey Dawe. **CARRIED.**

Next Meeting: Monday, July 17<sup>th</sup>, 2023 7:00pm virtually.

**BOARD MEETING**

**Monday, July 17<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at virtually over Zoom**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, Ronen Grunberg, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:05 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

- Add Closed Session after New Business.

**MOTION: 2023-AHS-034**

THAT the Agenda be approved as amended. Moved by: Dan McGeown. Seconded by: Alan Lambert.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-035**

THAT the June 2023 Minutes be approved. Moved by: Alan Lambert. Seconded by: Dan McGeown.

**CARRIED.**

**5. PRESIDENT'S REPORT**

- Charitable tax return was submitted to CRA on time.
- 2022 Annual Report was submitted by Kathleen.

**6. TREASURERS REPORT**

- January-May profit and loss shows a \$24,000 deficit. This is typical of pre-COVID trends. But Board and staff will continue to closely monitor and look into ways to mitigate further downward trend.

**7. CURATOR/MANAGER'S REPORT – See Attached Report**

- 2022 Annual Report and updated Accessibility Plan were submitted with CMOG grant at end of June.
- Grant Advance – foundation fundraising resource. Keep information for future investigation.
- Hillary House received treatment for carpenter ants. \$1,250 – comes with 1-year guarantee.
- Parks Canada installed the gate. Board agreed to keeping it closed when Hillary House is closed.
- Communications with artist for the sugar maple tree. Board decided to focus thematically on doctors of Hillary House as well as the House itself. Kathleen will work with artist on process.
- Kathleen proposed hosting a Children's Tea in September.

**8. GROUNDS MAINTENANCE**

- Mulching is continuing to happen as it comes in. Grounds are looking great.

**9. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-036**

THAT Reports from items 5, 6, 7, 8 be received. Moved by: Ronen Grunberg. Seconded by: Alan Lambert.

**CARRIED.**

**10. NEW BUSINESS**

- No new business.

**11. BOARD CONDUCTED A CLOSED SESSION.**

**MOTION: 2023-AHS-037**

THAT the meeting move into a Closed Session. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

**CARRIED.**

**12. ADJOURNMENT – 8:54 p.m.**

**MOTION: 2023-AHS-038**

THAT the meeting be adjourned at 8:54 p.m. Moved by: Michelle Primeau. Seconded by: Ronen Grunberg.

**CARRIED.**

Next Meeting: Monday, August 14<sup>th</sup>, 2023 7:00pm virtually.

**BOARD MEETING**

**Monday, August 14<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at virtually over Zoom**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Ronen Grunberg.

REGRETS: Dan McGeown, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:16 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-039**

THAT the Agenda be approved as amended. Moved by: Ronen Grunberg. Seconded by: Alan Lambert.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-040**

THAT the July 2023 Minutes be approved. Moved by: Alan Lambert. Seconded by: Ronen Grunberg.

**CARRIED.**

**5. PRESIDENT'S REPORT**

- No report.

**6. TREASURERS REPORT**

- Finances are trending similar to pre-pandemic levels.

**7. CURATOR/MANAGER'S REPORT – See Attached Report**

- New retirement residence on Yonge is interested in sponsorship opportunities. Kathleen to put together a proposal document.
- Julie negotiated lower Bell landline telephone contract.
- Claire, Godfrey Collection Intern started Aug 21. Contract ends March 2024.
- Fire extinguishers inspected. 2 new extinguishers purchased.
- Unsuccessful with Magna Community Fund application.
- Travelling exhibition from King is confirmed – Oct to Dec.
- Summer camp programming is going well, events are being well attended.

**8. GROUNDS MAINTENANCE**

- Grounds look great. Donna has been mulching, John taking care of the grass, volunteers tending gardens. Thanks!

- Organizing two volunteer days to help with spreading mulch.

#### **9. MOTION TO RECEIVE REPORTS**

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**MOTION: 2023-AHS-041**

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THAT Reports from items 5, 6, 7, 8 be received. Moved by: Ronen Grunberg. Seconded by: Alan Lambert. **CARRIED.**

#### **10. NEW BUSINESS**

- Scotch Tasting is going ahead. Need to sell tickets. Aiming for 25 people.
- Need new director(s).
- Ronen is not standing for re-election. Will plan for succession in technology and website.

#### **11. BOARD CONDUCTED A CLOSED SESSION.**

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**MOTION: 2023-AHS-042**

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THAT the meeting move into a Closed Session. Moved by: Ronen Grunberg. Seconded by: Geoffrey Dawe. **CARRIED.**

#### **12. ADJOURNMENT – 8:11 p.m.**

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**MOTION: 2023-AHS-043**

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THAT the meeting be adjourned at 8:11 p.m. Moved by: Alan Lambert. Seconded by: Ronen Grunberg. **CARRIED.**

Next Meeting: Monday, September 11<sup>th</sup>, 2023 7:00pm at Hillary House.

**BOARD MEETING**

**Monday, September 11<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at Hillary House NHS**

**MINUTES**

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Present:

EXECUTIVE: Geoffrey Dawe.

DIRECTORS: Ronen Grunberg, Dan McGeown, Michelle Primeau.

REGRETS: Alan Lambert.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:15 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-044**

THAT the Agenda be approved as amended. Moved by: Michelle Primeau. Seconded by: Dan McGeown. **CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-045**

THAT the August 2023 Minutes be approved. Moved by: Michelle Primeau. Seconded by: Ronen Grunberg. **CARRIED.**

**5. PRESIDENT'S REPORT**

- Submitted Budget Request for 2024-2026 to the Town of Aurora. Number is slightly lower than in previous years as the Godfrey Collection storage is no longer needed. Budget meeting is November 20.
- Geoff attended the Sr. Active Living Fair at the Senior's Centre. Very successful and worthwhile to attend – talked to over 50 people.
- Past Board members Peter Styermo and John Green were in an accident at the airport. Geoff and Kathleen both passed along "Get well" wishes from the AHS.

**6. TREASURERS REPORT**

- Scotch Tasting – aiming to sell 25 tickets. Secured \$2500 in sponsorships from 4 sponsors.
- Geoff and Dan noted an inconsistency on the July YTD P&L under Professional Services – Other.

**Action Item: Geoff will investigate P&L inconsistency with Agnes and Louise and report back.**

**7. CURATOR/MANAGER'S REPORT – See Attached Report**

- Bell overcharged on most recent bill in regards to changes in contract/plan. Issue has been remediated through credits; however, we will need to pay the September bill and then be credited on future bills.
- Insurance renewals are happening. Kathleen completing as necessary.

- Summer staff contracts have ended. We thank them for their time and assistance on projects. Godfrey Collection Intern Claire has started – here until March 2024.
- Admissions were up in August. 83 people through 38 tours.
- CYFS conducted pre-incident inspection.
- Programming is continuing to go well. Partnering with other organizations to host campers is better use of time and resources than hosting our own camps.
- Upcoming events: Harvest Tea, AGM, Culture Days/Multi-cultural Festival, Scotch Tasting, Carpet Weaving Workshop, Halloween events.
- Received tech donations from Electronics Recycling Association – 2 PCs, 2 Laptops, 1 Monitor.

#### **8. GROUNDS MAINTENANCE**

- Volunteer mulching days Aug 26 and 27 were successful. Thank you to Donna and all the other volunteers! 24 volunteers over the two days.
- Back lawn needs attention – remediation of invasive species. Donna to advise for next year.
- Will ask Town for a bin for the Fall clean-up.

#### **9. MOTION TO RECEIVE REPORTS**

##### **MOTION: 2023-AHS-046**

THAT Reports from items 5, 6, 7, 8 be received. Moved by: Dan McGeown. Seconded by: Michelle Primeau. **CARRIED.**

#### **10. NEW BUSINESS**

- AGM is next Monday. Geoff, Al, and Kathleen are preparing.

#### **11. BOARD CONDUCTED A CLOSED SESSION.**

##### **MOTION: 2023-AHS-047**

THAT the meeting move into a Closed Session. Moved by: Ronen Grunberg. Seconded by: Michelle Primeau. **CARRIED.**

#### **12. ADJOURNMENT – 8:22 p.m.**

##### **MOTION: 2023-AHS-048**

THAT the meeting be adjourned at 8:22 p.m. Moved by: Dan McGeown. Seconded by: Ronen Grunberg. **CARRIED.**

AGM: Monday, September 18, 2023 at 7:00pm virtually on Zoom.  
Next Meeting: Monday, October 16<sup>th</sup>, 2023 7:00pm at Hillary House.

**BOARD MEETING**

**Monday, October 16<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at Hillary House NHS**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, John Green, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:04 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-049**

THAT the Agenda be approved as amended. Moved by: John Green. Seconded by: Dan McGeown.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-050**

THAT the September 2023 Minutes be approved. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

**CARRIED.**

**5. PRESIDENT'S REPORT**

- No report.

**6. TREASURERS REPORT**

- Scotch Tasting was successful.
- Town of Aurora Budget Meeting may be rescheduled, will keep the Board updated when date is confirmed.
- Working on a month over month comparison spreadsheet to present next month.

**7. CURATOR/MANAGER'S REPORT – See Attached Report**

- Bell has credited account from previous errors made; however, recent bill is also incorrect. Will be credited as well.
- Kathleen, Selin, and Claire attending professional development workshop with the York-Durham Archives and Museum Association.
- Kathleen presented a 2018-2023 Hillary House tours comparison chart.
- Kettleby Contracting has been secured for snow plow services in 2023-2024 at same price as last year.
- Liability/Property Insurance renewal increased by 20% to \$12,591. Kathleen negotiated savings down to \$11,537. Suggests shopping around in new year.
- Exhibition planning is going well for end of 2023 and 2024.

- IT challenges with sending emails to Town of Aurora emails. Town IT department is investigating.
- Office computer hosting Shared Drive has unexpectedly shut down which caused loss of access. Electronics Recycling Association has agreed to provide two more computers.

**8. GROUNDS MAINTENANCE**

- Fall Clean-up scheduled for October 28<sup>th</sup>.
- Thanks to Town of Aurora for the bin.

**9. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-051**

THAT Reports from items 5, 6, 7, 8 be received. Moved by: Dan McGeown. Seconded by: John Green. **CARRIED.**

**10. ELECTION OF OFFICERS**

**MOTION: 2023-AHS-052**

THAT Geoffrey Dawe and Alan Lambert be nominated as Co-Presidents of the Aurora Historical Society for the 2023 term. Moved by: Michelle Primeau. Seconded by: Dan McGeown. **CARRIED.**

**MOTION: 2023-AHS-053**

THAT Geoffrey Dawe and Daniel McGeown be nominated as Co-Treasurers of the Aurora Historical Society for the 2023 term. Moved by: Michelle Primeau. Seconded by: John Green. **CARRIED.**

**MOTION: 2023-AHS-054**

THAT John Green be nominated as Secretary of the Aurora Historical Society for the 2023 term. Moved by: Michelle Primeau. Seconded by: Alan Lambert. **CARRIED.**

**11. NEW BUSINESS**

- No new business.

**12. BOARD CONDUCTED A CLOSED SESSION.**

**MOTION: 2023-AHS-055**

THAT the meeting move into a Closed Session. Moved by: John Green. Seconded by: Dan McGeown. **CARRIED.**

**13. ADJOURNMENT – 8:25 p.m.**

**MOTION: 2023-AHS-056**

THAT the meeting be adjourned at 8:25 p.m. Moved by: Dan McGeown. Seconded by: Alan Lambert. **CARRIED.**

Next Meeting: Monday, November 13<sup>th</sup>, 2023 7:00pm at Hillary House.

**BOARD MEETING**

**Monday, November 13<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at Hillary House NHS**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, John Green, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

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**1. CALLED TO ORDER: 7:03 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-057**

THAT the Agenda be approved as amended. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-058**

THAT the October 2023 Minutes be approved. Moved by: John Green. Seconded by: Alan Lambert.

**CARRIED.**

**5. PRESIDENT’S REPORT**

- No report.

**6. TREASURERS REPORT**

- Geoff and Kathleen have been working together to complete the presentation for the Town’s Budget Meeting.
- Geoff is working with Agnes on up to date comparison financial reports.

**7. CURATOR/MANAGER’S REPORT – See Attached Report**

- Bell has corrected billing and credited account from previous errors.
- Kathleen and Julie handling repairs on office basement furnace.
- Travelling exhibition is on display until December 22<sup>nd</sup>.
- Programming and events doing well. Heritage workshop and Halloween events were profitable. October speaker series event saw a loss, but the total for the series shows a profit.

**8. GROUNDS MAINTENANCE**

- Fall Clean-up happened on October 28<sup>th</sup>. Limited number of volunteers despite efforts. Need to re-think volunteer recruitment for this.
- Alan informed the Board of an issue with trees on the property.

**9. Town of Aurora**

- Town of Aurora Budget Meeting scheduled for Monday, November 20 at 6:00pm at Aurora Town Hall. Will present alongside the other Community Partners.

**10. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-059**

THAT Reports from items 5, 6, 7, 8 be received. Moved by: John Green. Seconded by: Alan Lambert.

**CARRIED.**

**11. NEW BUSINESS**

- No new business.

**12. BOARD CONDUCTED A CLOSED SESSION.**

**MOTION: 2023-AHS-060**

THAT the meeting move into a Closed Session. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

**CARRIED.**

**13. ADJOURNMENT – 8:51 p.m.**

**MOTION: 2023-AHS-061**

THAT the meeting be adjourned at 8:25 p.m. Moved by: Michelle Primeau. Seconded by: Alan Lambert.

**CARRIED.**

Next Meeting: Monday, December 11<sup>th</sup>, 2023 7:00pm at Hillary House.

**BOARD MEETING**

**Monday, December 11<sup>th</sup>, 2023 at 7:00 pm**  
**Meeting held at Hillary House NHS**

**MINUTES**

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Present:

EXECUTIVE: Alan Lambert, Geoffrey Dawe.

DIRECTORS: Dan McGeown, John Green.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Michelle Primeau

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**1. CALLED TO ORDER: 7:04 p.m.**

Co-President Geoffrey Dawe welcomed everyone to the Board meeting and called it to order.

**2. APPROVAL OF AGENDA**

**MOTION: 2023-AHS-061**

THAT the Agenda be approved as amended. Moved by: Alan Lambert. Seconded by: John Green.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST – None.**

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION: 2023-AHS-062**

THAT the November 2023 Minutes be approved. Moved by: John Green. Seconded by: Dan McGeown.

**CARRIED.**

**5. PRESIDENT'S REPORT**

- No report.

**6. TREASURERS REPORT**

- See P&L 2023 Month by Month Comparison report.

**7. CURATOR/MANAGER'S REPORT – See Attached Report**

- Julie negotiated reduced credit card transaction fees with provider.
- Hillary House closed over holidays. Schedule for inspections in place.
- Intern from Centennial College starting in new year.
- Furnace in Office Basement was repaired. Kathleen suggests researching other furnace insurance opportunities.
- Travelling exhibit from King is on display until Holiday break. Exhibition planning for 2024 is going well.
- Volunteers being organized to assist with Godfrey Collection inventory to maintain timeline.
- Programs are successful – well attended with profits.
- Hillary House was highlighted on 105.9 The Region radio station.
- Printer needs to be replaced. Kathleen will look into options.

**8. GROUNDS MAINTENANCE**

- No report.

**9. POLICIES**

- Kathleen reported on edits made to Workplace Violence, Harassment, and Child Abuse policies to comply with Liability Insurance requests.

**MOTION: 2023-AHS-063**

THAT the revised Workplace Harassment Policy be approved. Moved by: Dan McGeown. Seconded by: Alan Lambert. **CARRIED.**

**MOTION: 2023-AHS-064**

THAT the revised Workplace Violence Policy be approved. Moved by: Alan Lambert. Seconded by: John Green. **CARRIED.**

**MOTION: 2023-AHS-065**

THAT the revised Child Abuse Prevention policy be approved. Moved by: John Green. Seconded by: Geoff Dawe. **CARRIED.**

**10. MOTION TO RECEIVE REPORTS**

**MOTION: 2023-AHS-066**

THAT Reports from items 5, 6, 7, 8 be received. Moved by: Dan McGeown. Seconded by: John Green. **CARRIED.**

**11. NEW BUSINESS**

- No new business.

**12. BOARD CONDUCTED A CLOSED SESSION.**

**MOTION: 2023-AHS-067**

THAT the meeting move into a Closed Session. Moved by: John Green. Seconded by: Alan Lambert. **CARRIED.**

**13. ADJOURNMENT – 8:19 p.m.**

**MOTION: 2023-AHS-068**

THAT the meeting be adjourned at 8:19 p.m. Moved by: John Green. Seconded by: Dan McGeown. **CARRIED.**

Next Meeting: Monday, January 15<sup>th</sup>, 2023 7:00pm at Hillary House.