

BOARD MEETING

Monday, January 13th, 2025 at 7:00 pm
Meeting via Zoom

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.

DIRECTORS: Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

1. CALLED TO ORDER: 7:01 p.m.

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-001

THAT the Agenda be approved. Moved by: John Green. Seconded by: Michelle Primeau. **CARRIED.**

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-002

THAT the December 2024 Minutes be approved. Moved by: Alan Lambert. Seconded by: Michelle Primeau. **CARRIED.**

5. PRESENTATION FROM ONTARIO HERITAGE TRUST REPRESENTATIVE - Graham Forster

- The OHT holds a Conservation Easement Agreement with the AHS/15372 Yonge St. property. This easement is held in perpetuity on the property title, regardless of owner. *See Hillary House easement for detailed map of protected spaces.*
- Alteration requests must be submitted to the OHT prior to any changes to interior or exterior features of Hillary House and the grounds. The OHT determines the ‘heritage impact’ the proposed changes will have and will approve or deny application.
- If a violation of the conservation easement is discovered, a notice is sent to the owner with a timeline for remediation. If appropriate action is not taken by the owner, the OHT has the authority to enter the property with their own contractor to rectify the problem.
- OHT no longer recommends moving multiple heritage properties to one central location as this can cause confusion with heritage interpretation.

6. CHAIR’S REPORT

- Sink in office at Hillary House is leaking and needs to be replaced. Geoff is working on a solution.
- Geoff and Kathleen spoke to Brock at The Auroran about the future of Hillary House and discussions with the Town of Aurora.

7. TREASURERS REPORT

- Geoff and Dan are working on accessing full online banking capabilities.

- Kathleen suggested procuring another credit card for OLG purposes to keep purchases separate from our operating card. Geoff and Dan will look into this.

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

- Donations, admissions, membership and gift shop sales were strong to end out 2024.
- Reduced rental fee for January film shoot by \$500 to enable student group to purchase third-party liability insurance. This insurance coverage is required for all rentals.
- Kathleen reports that from 2017-2024, approximately 30% of visitors were noted as tourists. Tour guides will be more purposefully collecting this data in 2025.
- Security panel is scheduled to be upgraded in 2025.
- SEO grant application submitted for summer 2025.
- Programming going successfully. Thank you to all volunteers who assisted.

9. GROUNDS MAINTENANCE REPORT

- John Bare submitted his 2025 invoice for lawn maintenance.

MOTION: 2025-AHS-003

THAT John Bare’s proposal for lawn maintenance at a cost of \$3,000 be approved. Moved by: Alan Lambert. Seconded by: Michelle Primeau. **CARRIED.**

10. HERITAGE ADVISORY COMMITTEE

- John Green reported on delegations from private residents, presentation on Pet Cemetery, and delegation on use of heritage funds.

11. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-004

THAT Reports from items 6, 7, 8, 9, and 10 be received. Moved by: Michelle Primeau. Seconded by: Dan McGeown. **CARRIED.**

12. NEW BUSINESS

- Discussion regarding recruiting new Board members. Geoff and Al to follow-up.

13. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-005

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

14. ADJOURNMENT – 8:39 p.m.

MOTION: 2025-AHS-006

THAT the meeting be adjourned at 8:39 p.m. Moved by: John Green. Seconded by: Michelle Primeau. **CARRIED.**

Next Meeting: Monday, February 10th, 2025 7:00pm at Hillary House NHS.

BOARD MEETING

**Monday, February 10th, 2025 at 7:00 pm
Meeting at Hillary House National Historic Site**

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Michelle Primeau.

1. CALLED TO ORDER: 7:01 p.m.

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-007

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

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-008

THAT the January 2025 Minutes be approved. Moved by: Alan Lambert. Seconded by:
Dan McGeown. **CARRIED.**

5. CO-CHAIR'S REPORT

- Alan and Geoff met with Robin McDougall and Marco Ramunno from the Town of Aurora in mid-January to continue discussions around future of Hillary House. Geoff and Alan sent a report summarizing the actions to date and recommendations of the AHS.
- Geoff discussed that Microsoft will be ending free support for Windows 10 computers as of October 2025. AHS should evaluate future technology needs.
- Geoff reported that the Town of Aurora presented the draft version of a new funding agreement with regards to the AHS' annual operational funding grant. The agreement will be finalized over the next months.

6. TREASURERS REPORT

- Geoff and Dan presented the draft 2024 P&L and Balance Sheet. Some changes are expected as numbers are finalized.

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

- Bell telephone bill was set to increase; however, Julie negotiated for a lower rate.
- Volunteer hours reported for 2024 were down slightly when compared to 2023.
- Rental bookings have increased – 4 booked for 2025 so far.
- Kathleen presented the 2025 programming plan.

8. GROUNDS MAINTENANCE REPORT

- John Bare split his 2025 invoice between the tennis court and rest of lawn for accounting purposes.

9. HERITAGE ADVISORY COMMITTEE

- John Green reported on delegations regarding: changes needed on OHT plaque at Armoury, plans for War Memorial cenotaph, presentation on future plans for the pet cemetery, and new initiative to have students assist with historical property research.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-009

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

11. NEW BUSINESS

- Geoff presented new policy and procedure documents for Nominating members to the Board.

MOTION: 2025-AHS-010

THAT the Nomination Policy and Board of Directors Skills Set document be approved. Moved by: Dan McGeown. Seconded by: Alan Lambert. **CARRIED.**

12. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-011

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

13. ADJOURNMENT – 8:37 p.m.

MOTION: 2025-AHS-012

THAT the meeting be adjourned at 8:37 p.m. Moved by: Alan Lambert. Seconded by: Dan McGeown. **CARRIED.**

Next Meeting: Monday, March 10th, 2025 7:00pm at Hillary House NHS.

BOARD MEETING

Monday, March 10th, 2025 at 7:00 pm
Meeting via Zoom

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Michelle Primeau.

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

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-013

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

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-014

THAT the February 2025 Minutes be approved. Moved by: Alan Lambert. Seconded by: John Green. **CARRIED.**

5. CO-CHAIR'S REPORT

- Alan and Geoff met with Doug Nadorozny from the Town of Aurora regarding next steps as it relates to discussions on future of Hillary House. Matter will be discussed at Council during a Closed Session near the end of March.
- Geoff reported that the Town of Aurora presented the draft version of a new funding agreement with regards to the AHS' annual operational funding grant. The agreement will be finalized over the next months.

6. TREASURERS REPORT

- Geoff and Dan presented the draft 2023-2024 Comparison P&L.

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

- Bell telephone bill discount was applied.
- Outdoor exhibit panels were replaced under warranty on March 8-9.
- Partnership with Aurora Museum & Archives for two upcoming exhibitions.
- Programming is ongoing.

8. GROUNDS MAINTENANCE REPORT

- Spring Clean-up will be in early May.

9. HERITAGE ADVISORY COMMITTEE

- Nothing new to report. Next meeting is in April.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-015

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

11. NEW BUSINESS

- Kathleen presented Town of Aurora’s Changes to Waste Collection Services and Commencement Water and Wastewater Master Plan.
 - Discussion on options for new waste collection for 2026.

12. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-016

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

13. ADJOURNMENT – 8:21 p.m.

MOTION: 2025-AHS-017

THAT the meeting be adjourned at 8:21 p.m. Moved by: John Green. Seconded by: Alan Lambert. **CARRIED.**

Next Meeting: Monday, April 7th, 2025 7:00pm at Hillary House NHS.



BOARD MEETING

Monday, April 7th, 2025 at 7:00 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

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

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-018

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: 2025-AHS-019

THAT the March 2025 Minutes be approved. Moved by: Alan Lambert. Seconded by: Michelle Primeau.

CARRIED.

5. CO-CHAIR'S REPORT

- Alan and Geoff met with Doug Nadorozny from the Town of Aurora regarding next steps as it relates to discussions on the future of Hillary House.
- There have been four applications for the Board of Directors. Geoff will arrange for next steps and report back to the Board.

6. TREASURERS REPORT

- Geoff and Dan presented the February 2025 P&L.

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

- CMOG is due at the end of June. A Digital Strategy due this year as well. Next year's requirement is an updated Strategic Plan.
- Proposed APL partnership offering free admission passes for loan.

8. GROUNDS MAINTENANCE REPORT

- Met with Donna, John, and Marjorie to discuss landscaping plans.

9. HERITAGE ADVISORY COMMITTEE

- Nothing new to report. Next meeting is later in April.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-020

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

11. NEW BUSINESS

- Geoff and Kathleen responded to a letter to the editor about Hillary House.
- Kathleen updated Board on Godfrey Collection. Archives of Ontario has agreed to take part of the collection.

MOTION: 2025-AHS-021

THAT the Board of Directors authorizes Kathleen Vahey, Curator/Manager to sign the Donation Agreement for the transfer of the Godfrey Collection to the Archives of Ontario on behalf of the Aurora Historical Society. Moved by: Michelle Primeau. Seconded by: Dan McGeown.

CARRIED.

12. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-022

THAT the meeting move into a Closed Session. Moved by: Dan McGeown. Seconded by: Al Lambert.

CARRIED.

13. ADJOURNMENT – 8:21 p.m.

MOTION: 2025-AHS-023

THAT the meeting be adjourned at 8:21 p.m. Moved by: John Green. Seconded by: Alan Lambert.

CARRIED.

Next Meeting: Monday, May 12th, 2025 7:00pm at Hillary House NHS.

BOARD MEETING

Monday, May 12th, 2025 at 7:00 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green, Michelle Primeau.

STAFF: Kathleen Vahey – Curator/Manager.

1. CALLED TO ORDER: 7:02 p.m.

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-024

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: 2025-AHS-025

THAT the April 2025 Minutes be approved. Moved by: Alan Lambert. Seconded by: John Green.

CARRIED.

5. CO-CHAIR'S REPORT

- AHS represented at Aurora Home Show. Discussion around future participation.
- Special Members' Meeting scheduled for June 9th at 7pm.

6. TREASURERS REPORT

- Audit will begin on May 20th with draft statements available before next meeting.

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

- Summer staff starting next week – grants covering the majority of salaries.
- Mother's Day Tea was successful. Will report formally next month.
- Electronics Recycling Association quoted approx. \$1,000 to replace computers that aren't Windows 11 compatible.

8. GROUNDS MAINTENANCE REPORT

- Spring Clean-up on May 4 was successful. 17 volunteers. Great work done.
- Kathleen to submit OHT Alteration Request for landscaping plan.
- Back of property requires further remediation. Al and Donna to organize for 2025-2026.

9. HERITAGE ADVISORY COMMITTEE

- Delegation – inquiry into providing heritage homes with a Town of Aurora plaque and requirements to display.
- Alteration request for a private residence.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-026

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

11. MEMBERSHIP

- John Green suggested a discount for renewing members who recruit new members.

MOTION: 2025-AHS-027

THAT the AHS will offer renewing AHS members a discount on their membership renewal fee if they recruit new members. Moved by: John Green. Seconded by: Dan McGeown. **CARRIED.**

12. BOARD OF DIRECTORS RECRUITMENT

- Advertised in the Attic, socials, and in the Auroran.
- Received 6 expressions of interest. Nominating Committee has begun interviews.

13. NEW BUSINESS

- Inquire if AHS would be eligible for new HAC remediation grant.

14. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-028

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

15. ADJOURNMENT – 8:50 p.m.

MOTION: 2025-AHS-029

THAT the meeting be adjourned at 8:50 p.m. Moved by: John Green. Seconded by: Dan McGeown. **CARRIED.**

Next Meeting – Special Members’ Meeting: Monday, June 9th, 2025 7:00pm at Hillary House NHS.



BOARD MEETING

Monday, June 9th, 2025 at 8:30 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.

DIRECTORS: Angela Trevivian, Michelle Primeau, Tim McCutcheon.

STAFF: Kathleen Vahey – Curator/Manager.

1. CALLED TO ORDER: 8:35 p.m.

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-030

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: 2025-AHS-031

THAT the May 2025 Minutes be approved. Moved by: Michelle Primeau. Seconded by: Alan Lambert.

CARRIED.

5. CO-CHAIR'S REPORT

- No report.

6. TREASURERS REPORT

MOTION: 2025-AHS-032

THAT the 2024 Audited Financials (Draft) of the Aurora Historical Society, as prepared by Bateman, Graham & Fitzpatrick, be revised to remove the Hillary House Ball expenditures line. Moved by: Daniel McGeown. Seconded by: Michelle Primeau.

CARRIED.

MOTION: 2025-AHS-033

THAT the revised 2024 Audited Financials (Draft) of the Aurora Historical Society, as prepared by Bateman, Graham & Fitzpatrick, be approved by the Board of Directors, and the Treasurer and/or Co-Chair be authorized to sign and return them to the Auditors for the purpose of filing our 2024 Corporate Tax Return. Moved by: Daniel McGeown. Seconded by: Geoffrey Dawe.

CARRIED.

MOTION: 2025-AHS-034

THAT AHS Treasurer, Dan McGeown, be authorized to sign and return to Bateman, Graham & Fitzpatrick, the Representation Letter. Moved by: Geoff Dawe. Seconded by: Alan Lambert.

CARRIED.

MOTION: 2025-AHS-035

THAT the Bateman, Graham & Fitzpatrick Communication Letter be received for information.

Moved by: Geoff Dawe. Seconded by: Tim McCutcheon.

CARRIED.

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

- Bequest from Estate of Claire Granie D'Aurore - \$10,000.
- Summer staff started at the end of May – JJ and Elyse.
- Physical transfer of Godfrey Collection – May 29th.
- Three new exhibitions planned for July.

8. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-036

THAT Reports from items 5, 6, and 7 be received. Moved by: Angela Trevivian. Seconded by: John Green.

CARRIED.

9. NEW BUSINESS

- Geoff has registered the www.savehillaryhouse.ca domain.
- Board to review fundraising plans.
- Kathleen raised concerns over limited number of signing authorities. Requested signing authority.

MOTION: 2025-AHS-037

THAT the Board of Directors hereby authorizes and empowers Kathleen Vahey, Curator/Manager as a financial signing authority with the Aurora Historical Society. Moved by: Dan McGeown.

Seconded by: Alan Lambert.

CARRIED.

10. ADJOURNMENT – 9:09 p.m.

MOTION: 2025-AHS-038

THAT the meeting be adjourned at 8:50 p.m. Moved by: Dan McGeown. Seconded by: Michelle Primeau.

CARRIED.

Next Meeting: Monday, July 21th, 2025 7:00pm at Hillary House NHS.

BOARD MEETING

**Monday, July 21, 2025 at 7:00 pm
Meeting held at
Hillary House National Historic Site**

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Dan McGeown, John Green.

DIRECTORS: Angela Trevivian, Jai Nargas, Michelle Primeau, Tim McCutcheon, Wendy Browne.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Alan Lambert

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

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-039

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

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Geoffrey declared a conflict of interest with Agenda item 10a and will be excused from discussion and any subsequent motion(s).

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-040

THAT the June 2025 Minutes be approved. Moved by: John Green. Seconded by: Tim McCutcheon.

CARRIED.

5. CO-CHAIR'S REPORT

- Board recruitment was successful with 6 applications and 4 new members added to the Board. New Board members introduced themselves and their reasoning for joining the Board.
- Registered www.savehillaryhouse.ca domain for future fundraising campaign.

6. TREASURERS REPORT

- Dan presented the:
 - Year-to-Date Balance Sheet
 - Year-to-Date P&L Compared to 2024
 - Year-to-Date P&L Compared to Budget
 - June P&L
- Overall financial position is good, with revenues up and expenses down.
- Preparation for Budget Request Presentation to Town of Aurora underway.

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

- Kathleen and Julie renewed First Aid training.
- Two new local MPs have been invited to Hillary House.

- CMOG application was submitted on June 28th. Included Digital Plan (see attached). Next year an updated Strategic Plan is required.
- Three exhibitions opened in July: *Pills, Poisons, and Painkillers: History of Pharmaceuticals, I-and-Place*, and *A Glimpse of Aurora's Historic Places*.
- Programming and events have slowed over the summer, with three planned. June events were successful and showed a small profit.
- Board discussed Shadowpath Theatre's proposal for immersive theatre performance at Hillary House in 2026.

8. GROUNDS MAINTENANCE

- OHT approved landscaping alteration request. Work to commence in the Fall and into 2026.

9. HERITAGE ADVISORY COMMITTEE

- Discussions around removing a heritage designation from a house.
- Town of Aurora officially announced the Petch House as a wedding venue.

10. MAINTENANCE/RESTORATION

MOTION: 2025-AHS-041

THAT the Chair move from Geoffrey to Dan. Moved by: Geoffrey Dawe. Seconded by: Dan McGeown.

CARRIED.

- The walls of the hatch that leads under the Hillary House verandah on the south side have shifted and need remediation.
- StruXure Corp supplied a quote of \$500+HST to do a temporary fix to stabilize walls.

MOTION: 2025-AHS-042

THAT the Board approve the quote provided by StruXure Corp and remediation work commence as soon as possible. Moved by: Tim McCutcheon. Seconded by: Michelle Primeau.

CARRIED.

MOTION: 2025-AHS-043

THAT the Chair move from Dan to Geoff. Moved by: Dan McGeown. Seconded by: Geoffrey Dawe.

CARRIED.

11. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-044

THAT Reports from items 5, 6, 7, 8, 9, and 10 be received. Moved by: Angela Trevivian. Seconded by: Jai Nargas.

CARRIED.

12. NEW BUSINESS

- Geoff suggested that fundraising roundtable be added to future Board meetings.

13. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-045

THAT the meeting move into a Closed Session. Moved by: John Green. Seconded by: Angela Trevivian.

CARRIED.

14. ADJOURNMENT – 8:50 p.m.

MOTION: 2025-AHS-046

THAT the meeting be adjourned at 8:50 p.m. Moved by: Tim McCutcheon. Seconded by: Angela Trevivian.

CARRIED.

Next Meeting: Monday, August 18th, 2025 7:00pm at Hillary House NHS.



BOARD MEETING

Monday, August 18, 2025 at 7:00 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.

DIRECTORS: Angela Trevivian, Tim McCutcheon, Wendy Browne.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Jai Nargas, Michelle Primeau.

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

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-047

THAT the Agenda be approved with amendment to add Item 8: Future Ideas for Hillary House and AHS. Moved by: John Green. Seconded by: Tim McCutcheon. **CARRIED.**

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-048

THAT the July 2025 Minutes be approved. Moved by: Dan McGeown. Seconded by: Tim McCutcheon. **CARRIED.**

5. CO-CHAIR'S REPORT

- MP Cobena visited Hillary House on July 31st and MP Menegakis is scheduled to visit on August 20th.
- Kathleen has been added as a signatory on the AHS financial accounts.
- Bingo at Market Brewing is going well and they are looking to extend it into the Fall. Next session is on September 14.

6. TREASURERS REPORT

- The AHS GIC was renewed for 1 year at 3.25%.

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

- Admissions in July were similar to pre-pandemic numbers.
- Victorian Garden Party was cancelled due to low registration.
- Doors Open is returning on September 21st. Hillary House will be featured as a location.

8. FUTURE IDEAS FOR HILLARY HOUSE AND AHS

- Wendy suggested the AHS explore option of creating a Hillary House foundation to fundraise. Wendy to investigate and report back.

9. GROUNDS MAINTENANCE

- John Bare is maintaining the lawn and tennis court. More water has been needed this year but is being limited.
- Garden volunteers are doing an excellent job cleaning up garden beds. Thank you.

10. HERITAGE ADVISORY COMMITTEE

- HAC is planning for Heritage Week 2026 – February 16-20, 2026
 - AHS will have a booth at Town Square on Monday, Feb. 16
 - Local historians to present
 - Suggestion that AHS offer free admission to Hillary House

MOTION: 2025-AHS-049

THAT the Hillary House admission fee be waived for guests who visit during Heritage Week, February 16-20, 2026. Moved by: John Green. Seconded by: Tim McCutcheon. **CARRIED.**

11. MAINTENANCE/RESTORATION

- StruXure Corp provided a temporary remediation of the verandah hatch stairs. Bracing was left in place to assist with shifting that may occur over the winter. Geoff looking into re-routing water access to outside verandah.

12. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-050

THAT Reports from items 5, 6, 7, 8, 9, and 10 be received. Moved by: Angela Trevivian. Seconded by: Wendy Browne. **CARRIED.**

13. STRATEGIC PLANNING PROCESS

- A new updated AHS Strategic Plan is required in 2026.
- Board discussion around timeline and consultations.
- Kathleen and Al to investigate potential facilitators and report back to Board.

14. ANNUAL GENERAL MEETING

- Board selected Monday, October 27th to host the AHS AGM.

15. FUNDRAISING ROUNDTABLE

- AHS Current fundraising is through Charitable Gaming and Market Brewing Bingo.
- Board discussed potential ideas.

16. NEW BUSINESS

- No new business.

17. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-051

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

18. ADJOURNMENT – 8:23 p.m.

MOTION: 2025-AHS-052

THAT the meeting be adjourned at 8:23 p.m. Moved by: Tim McCutcheon. Seconded by: Angela Trevivian.

CARRIED.

Next Meeting: Monday, September 15th, 2025 7:00pm at Hillary House NHS.



BOARD MEETING

Monday, September 15, 2025 at 7:00 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Alan Lambert, Dan McGeown, John Green.

DIRECTORS: Angela Trevivian, Jai Nargas, Michelle Primeau, Wendy Browne.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Geoffrey Dawe, Tim McCutcheon.

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

Co-Chair Alan Lambert welcomed everyone to the Board meeting and called it to order.

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-053

THAT the Agenda be approved. Moved by: Angela Trevivian. Seconded by: Michelle Primeau.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-054

THAT the August 2025 Minutes be approved. Moved by: Dan McGeown. Seconded by: Angela Trevivian.

CARRIED.

5. CO-CHAIR'S REPORT

- Al and Kathleen meeting this week with Caitlin Andrews, Regional Development Advisor with the Ministry of Tourism, Culture, and Gaming to discuss facilitating the strategic planning process.

6. TREASURERS REPORT

- Dan and Geoff confirmed the operating budget request with the Town of Aurora. Dan met with Mayor Tom Mrakas to inquire about a capital request.
- Received email from Doug Nadorozny, CAO at Town of Aurora informing the AHS of possible reduction in operating budget grant due to council request to implement a 0% tax increase.

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

- Summer tours were up to and in August over, pre-pandemic numbers.
- Summer staff finished contracts at the end of August. Thank you.
- Insurance renewals are coming due. D&O has lowered, Collections has remained consistent. Property/Liability quote has increased significantly. Kathleen will investigate other options.

8. GROUNDS MAINTENANCE

- Donna has been remediating invasive plants and brush from back part of lawn.
- Fall clean-up is scheduled for October 25th.

9. HERITAGE ADVISORY COMMITTEE

- HAC is planning activities for Heritage Week 2026.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-055

THAT Reports from items 5, 6, 7, 8, and 9 be received. Moved by: John Green. Seconded by: Jai Nargas.

CARRIED.

11. STRATEGIC PLANNING PROCESS

- Kathleen will send out a poll for first meeting date.
- Initial meeting will be to reconfirm mission and vision, then narrow scope to 6-9 top priorities. Then stakeholder input will be sought. Follow-up meeting(s) with Board to finalize the plan.

12. FUNDRAISING ROUNDTABLE

- Board discussed programming and event ideas to bring in new audiences to Hillary House.

13. NEW BUSINESS

- Olde Aurora Ratepayers Association interested in using Hillary House as meeting space and potentially including a representative from the AHS in the association.

MOTION: 2025-AHS-056

THAT the Board endorses Kathleen to continue dialogue with Bob McRoberts relative to the Olde Aurora Ratepayers Association and supporting them with meeting space at a reduced fee based on scheduling and to be negotiated by Kathleen. Moved by: Alan Lambert. Seconded by: Dan McGeown.

CARRIED.

14. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-057

THAT the meeting move into a Closed Session. Moved by: Michelle Primeau. Seconded by: Wendy Browne.

CARRIED.

15. ADJOURNMENT – 8:24 p.m.

MOTION: 2025-AHS-058

THAT the meeting be adjourned at 8:24 p.m. Moved by: Wendy Browne. Seconded by: Angela Trevivian.

CARRIED.

Next Meeting: Monday, October 20th, 2025 7:00pm at Hillary House NHS.
AGM: Monday, October 27th, 2025 hybrid via Zoom and at Hillary House NHS.



BOARD MEETING

Monday, October 20, 2025 at 7:00 pm
Meeting held
virtually via Zoom

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Alan Lambert, Dan McGeown, John Green.
DIRECTORS: Angela Trevivian, Michelle Primeau, Tim McCutcheon.
STAFF: Kathleen Vahey – Curator/Manager.
REGRETS: Jai Nargas, Wendy Browne.

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

Co-Chair Alan Lambert welcomed everyone to the Board meeting and called it to order.

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-059

THAT the Agenda be approved. Moved by: Angela Trevivian. Seconded by: John Green. **CARRIED.**

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-060

THAT the September 2025 Minutes be approved. Moved by: Michelle Primeau. Seconded by: John Green. **CARRIED.**

5. CO-CHAIR'S REPORT

- Thank you to Market Brewing for partnering with AHS for Sunday bingo sessions.
- Thank you to Kathleen for negotiating new property insurance at a reduced rate.

6. TREASURERS REPORT

- Dan presented the P&L and Balance Sheet for August and September.
- Dan reported that an error in the GIC renewal in August resulted in \$2,000 being missed. This was reinvested in a new GIC in September.

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

- Property insurance was moved to Marsh Brokers – now all insurance is through them with various underwriters.
- Doors Open was a great success – welcomed 205 visitors and made \$446 in Gift Shop sales.
- Partnered with Village Media for sponsorship package deal.

8. GROUNDS MAINTENANCE

- Donna continues to remediate invasive species in back lawn.
- Fall clean-up is scheduled for October 25th.
 - Action Item: Kathleen to investigate upgrading security camera system.

9. HERITAGE ADVISORY COMMITTEE

- Received four applications to de-list properties.
- Planning continues for Heritage Week 2026.

10. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-061

THAT Reports from items 5, 6, 7, 8, and 9 be received. Moved by: Tim McCutcheon. Seconded by: Geoff Dawe. **CARRIED.**

11. STRATEGIC PLANNING PROCESS

- First planning session: November 15th at Delmanor Aurora
- Kathleen will send out agenda and homework beforehand.
- Facilitator Caitlin requests a virtual pre-meeting with Board.

12. FUNDRAISING ROUNDTABLE

- Wendy reported on logistics of starting a foundation. Discussion on pros and cons.
 - Action Item: Tim to work with Wendy on creating a business case.
- Board discussed programming and event ideas to bring in new audiences to Hillary House.

13. AGM & BUDGET COMMITTEE MEETING

- AGM is on Monday, October 27th.
- Budget Committee Meeting is on Monday, November 10th.

14. POLICY UPDATE

MOTION: 2025-AHS-062

THAT the Safety, Protection, and Abuse Prevention Policy be approved Moved by: Tim McCutcheon. Seconded by: Michelle Primeau. **CARRIED.**

15. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-063

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

16. ADJOURNMENT – 8:09 p.m.

MOTION: 2025-AHS-064

THAT the meeting be adjourned at 8:09 p.m. Moved by: Tim McCutcheon. Seconded by: Michelle Primeau. **CARRIED.**

Next Meeting: Monday, November 17th, 2025 7:00pm at Hillary House NHS.



BOARD MEETING

Monday, December 15, 2025, at 7:00 pm
Meeting held at
Hillary House National Historic Site

MINUTES

Present

EXECUTIVE: Geoffrey Dawe, Dan McGeown, John Green.

DIRECTORS: Angela Trevivian, Jai Nargas, Michelle Primeau, Tim McCutcheon, Wendy Browne.

STAFF: Kathleen Vahey – Curator/Manager.

REGRETS: Alan Lambert.

1. CALLED TO ORDER: 7:13 p.m.

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

2. APPROVAL OF AGENDA

MOTION: 2025-AHS-065

THAT the Agenda be approved. Moved by: Dan McGeown. Seconded by: Angela Trevivian.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST – None.

4. APPROVAL OF PREVIOUS MINUTES

MOTION: 2025-AHS-066

THAT the October 2025 Minutes be approved. Moved by: John Green. Seconded by: Jai Nargas.

CARRIED.

5. CO-CHAIR'S REPORT

- Geoff met with David Heard regarding a potential display/event at Hillary House during Heritage Week 2026. Geoff asked him to submit a written proposal to Kathleen.
- Geoff met with MPP Dawn Gallagher-Murphy to discuss the capital needs of Hillary House and inquire into potential funding.
- Geoff is in communication with the Town of Aurora regarding the \$150,000 promised for capital repairs/ foundation work. The Town offered to assist with an RFP.

6. TREASURERS' REPORT

- Discussions with Bookkeeper Agnes and Accountant Louise on how to best report the Charitable Gaming revenue and expenditures.

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

- Tour admissions were typical in October and November.
- Snow Plowing service contract renewed at 2024 price.
- Programming has been busy and successful – renewed interest from schools and Girl Guide and Scout groups.
- Charitable Gaming, Canada Summer Jobs, and Annual Appeal were all due in early December.

8. HERITAGE ADVISORY COMMITTEE

- A community member had an inquiry into houses that don't have heritage plaques.
- Two applications for Heritage Fund – to assist with repairs/restoration on designated properties.
- Planning continues for Heritage Week 2026.

9. MOTION TO RECEIVE REPORTS

MOTION: 2025-AHS-067

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

10. FUNDRAISING ROUNDTABLE

- Idea to do programming around the FIFA World Cup since some games are being played in Toronto/Canada.
- Discussion around the formation of a Foundation.
- Ideas for fundraising events.
- Discussion around increasing advertising revenue - John and Jai to think of a few businesses to approach.

11. BOARD CONDUCTED A CLOSED SESSION.

MOTION: 2025-AHS-068

THAT the meeting move into a Closed Session. Moved by: Tim McCutcheon. Seconded by: Angela Trevivian. **CARRIED.**

12. ADJOURNMENT – 8:44 p.m.

MOTION: 2025-AHS-069

THAT the meeting be adjourned at 8:44 p.m. Moved by: Wendy Browne. Seconded by: John Green. **CARRIED.**

Next Meeting: Monday, January 19th, 2026 7:00pm at Hillary House NHS.