



HERITAGE TORONTO MINUTES

The meeting of the Heritage Toronto Board was held on Wednesday, April 11, 2018, St. Lawrence Hall, 157 King St. E., 3rd floor, East meeting room.

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

REGRETS: Councillor Paula Fletcher
Councillor Mary Fragedakis
Councillor Mike Layton

ALSO PRESENT: Allison Bain, Executive Director
Camille Begin, Manager, Plaques and Public Education
Lucy Di Pietro, Manager, Marketing and Communications
Candice McCavitt, Manager, Community Engagement
Kaitlin Wainwright, Director of Programming

CALL TO ORDER

Ms. Kate Marshall, Chair, called the meeting to order at 6:15 pm.

No conflict of interest was declared.

CONSENT AGENDA

Ms. Marshall explained the Board's transition to a Consent Agenda for the Board meeting.

HT17-27 ADOPTION OF CONSENT AGENDA

Mr. Richard Moorehouse moved, seconded by Ms. Karen Whaley to adopt the Consent Agenda.

(Carried)

B. CHAIR'S REPORT

1.1 Chair's Remarks

Ms. Marshall provided an update on the organization's activities, including the resolution of a complaint filed as previously discussed at the February 21, 2018 Board meeting. Ms. Marshall told the Board that Human Resources policies will be reviewed to ensure they are current and compliant.

Ms. Marshall noted that Heritage Toronto Awards nominations are open until May 6, 2018 and encouraged Board Members to solicit nominations. Ms. Marshall thanks Mr. Aaron Sanderson for agreeing to chair the Awards Committee.

Ms. Marshall updated the Board on an Executive Committee discussion regarding the organization's strategic plan and a future visioning session. This session will be planned for the fall.

Ms. Marshall encouraged Board members to sign up for Tours and Plaques presentations as part of their service on the Heritage Toronto Board. Training for volunteers, including Board Members, is taking place on April 17, 2018. Ms. Marshall offered to speak to any board members who are not able to attend the volunteer/tour training and want to know more about the board member role at these events.

1.2 Board Composition and Satisfaction Surveys

Ms. Marshall noted that the Board survey results were amended to the meeting package.

1.3 Election of Chair, Vice Chair, and Members at Large

HT17-28 ELECTION OF CHAIR

Councillor Sarah Doucette moved, seconded by Mr. Sean Kheraj that Ms. Kate Marshall be re-elected Chair of the Board.

(Carried)

HT17-29 ELECTION OF VICE-CHAIR

Mr. Brent Pearlman moved, seconded by Ms. Linda Strachan that Mr. Richard Moorhouse be re-elected Vice-Chair of the Board.

(Carried)

HT17-30 ELECTION OF AUDIT AND FINANCE COMMITTEE CHAIR

Mr. Peter Berton moved, seconded by Mr. Allan Penning that Mr. Louis Kan be elected Audit and Finance Committee Chair.

(Carried)

HT17-31 ELECTION OF PROGRAMS COMMITTEE CHAIR

Mr. Brent Pearlman moved, seconded by Ms. Linda Strachan that Mr. Andrew Himel be re-elected Programs Committee Chair.

(Carried)

HT17-32 ELECTION OF FUND DEVELOPMENT COMMITTEE CHAIR

Mr. Allan Penning moved, seconded by Ms. Kadi Kaljuste that Mr. Tyler Greenleaf be re-elected Fund Development Committee Chair.**(Carried)**

HT17-33 ELECTION OF MARKETING AND COMMUNICATIONS COMMITTEE CHAIR

Ms. Linda Strachan moved, seconded by Ms. Karen Whaley that Ms. Kadi Kaljuste be re-elected Marketing and Communications Committee Chair.**(Carried)**

HT17-34 ELECTION OF HISTORICAL PLAQUES COMMITTEE CHAIR

Mr. John Belyea moved, seconded by Mr. Sean Kheraj that Mr. Peter Berton be re-elected Historical Plaques Committee Chair.

(Carried)

HT17-35 ELECTION OF AWARDS COMMITTEE CHAIR

Mr. Peter Berton moved, seconded by Mr. Don Loucks that Mr. Aaron Sanderson be elected Awards Committee Chair.

(Carried)

C. COMMITTEES – VERBAL UPDATES

1. Audit and Finance

Mr. John Belyea provided an update on activities of the Audit and Finance Committee. Mr. Belyea noted the early successes that have been confirmed of over \$400,000 in special project grants. Many of these commitments carry on into 2019.

Mr. Belyea updated the Board on the Heather Young & Associates report on how finances are administered by the organization. Heather Young & Associates has provided recommendations for processes moving forward, and Heritage Toronto has signed on to work with the company on the renewal of those processes and, in the immediate future, for ongoing financial management.

Mr. Belyea updated the Board on the Auditor's Report with 2017 Audited Statements due to be delivered the week of April 23. Board approval will be facilitated electronically in order to meet the deadlines from the City of Toronto.

2. Fund Development Committee

Mr. Tyler Greenleaf updated the Board on Tours sponsorship which exceeded revenue budgets. He noted that the Committee is preparing cases of support for creative funding solutions of operational and strategic deliverables. Mr. Greenleaf thanked Mr. Aaron Sanderson for taking the lead on the Awards Committee. Mr. Greenleaf noted that finding a new Plaques Sponsor is a priority for the committee this year.

3. Marketing/Communications Committee

Ms. Kadi Kaljuste updated the Board on the Committee's activities, particularly the Tours Program and the 2017 Annual Report and encouraged the Board to assist in distributing these materials within their networks.

4. Programs Committee

Mr. Andrew Himel commended the Heritage Toronto staff on the successful Tours Program brochure. Mr. Himel encouraged the Board to attend the April 17 kick-off and orientation for all volunteers. There are also training sessions on April 20 and 21 for the Tours program that Board Members are welcome to attend. He re-iterated the Chair's remarks that Board Members should be signing up for at least three tours or plaque unveilings.

5. Awards Committee

Mr. Aaron Sanderson updated the Board on his meeting with staff regarding the Awards. He noted that the plan is to incrementally increase revenues in the program and to grow on the 2017 Awards Program's success. Mr. Sanderson asked the Board for guidance in identifying Committee members who can provide contacts and assist in securing table sales and sponsorships.

Mr. Sanderson told the Board that the Awards Committee will be looking at different revenue generating activities for the event itself. Mr. Sanderson encouraged the Board to promote the Awards nominations as they are critical to the success of the program. The event will be held on Monday, October 29, 2018 at The Carlu. Ticket sales will begin in early August.

6. Juries Committee

Ms. Karen Whaley provided an update on the Juries Committee and nomination process. Ms. Whaley welcomed Ms. Fallon Butler as the Public History Chair and Mr. Brent Pearlman as the Book Chair. Ms. Whaley, Mr. Sean Kheraj, and Mr. Peter Berton will be returning as the Community Heritage, Short Publication, and Architecture Chairs respectively.

Ms. Whaley noted that the juries will be refreshed this year with new jurors.

D. STRATEGIC DISCUSSION

1. State of Heritage Report

Mr. Richard Moorhouse provided an overview of the State of Heritage Report and Taskforce. Mr. Moorhouse acknowledged the other members of the Taskforce from the Board – Mr. Don Loucks, Ms. Lisette Mallett, and Ms. Linda Strachan.

Mr. Moorhouse summarized the document provided and circulated examples of similarly minded reports that the Taskforce felt were exemplary of what the State of Heritage Report could achieve.

Mr. Moorhouse reviewed the questions for which the Taskforce is seeking Board feedback. The Board provided extensive comments. Mr. Moorhouse expressed his gratitude to the Board for their enthusiasm and informative remarks.

E. OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

A handwritten signature in black ink, appearing to read 'C Marshall', written in a cursive style.

Catherine (Kate) Marshall, Chair