



## HERITAGE TORONTO BOARD OF DIRECTORS' MINUTES

The meeting of the Heritage Toronto Board was held on Wednesday, December 12, 2018, at St. Lawrence Hall, 157 King Street East, 3<sup>rd</sup> floor.

PRESENT:                    Kate Marshall (Chair)                    Peter Berton  
                                   John Belyea                                    Fallon Butler  
                                   Liza Chalaidopoulos                    Tyler Greenleaf  
                                   Andrew Himel                                Peggy Hornell  
                                   Gene Jamison                                Kadi Kaljuste  
                                   Louis Kan                                     Sean Kheraj  
                                   Donald Loucks                                Lisette Mallet  
                                   Richard Moorhouse                        Allan Penning  
                                   Linda Strachan                                Karen Whaley

REGRETS:                    Peter Ignazi                                    Councillor Paula Fletcher  
                                   Brent Pearlman                                Councillor Mike Layton  
                                   Aaron Sanderson

ALSO PRESENT:            Allison Bain, Executive Director  
                                   Chris Bateman, Plaques Coordinator  
                                   Emily Berg, Interpretive Planner VMC  
                                   Bridget Collings, Web Project Developer  
                                   Lucy Di Pietro, Manager, Marketing and Communications  
                                   Amanda LeClair, Operations Coordinator  
                                   Candice McCavitt, Manager, Fund Development  
                                   Laura Carlson, Interim Project Manager  
                                   Camille Bégin, Manager Plaques and Public Education

### CALL TO ORDER

Ms. Kate Marshall, Chair, called the meeting to order at 6:14 pm. No conflict of interest was declared. Ms. Marshall welcomed Gene Jamison to his first meeting as part of the Heritage Toronto Board of Directors.

### A. CONSENT AGENDA

1. Kate Marshall presented the Motion to approve consent agenda.

#### H18-22 APPROVAL OF CONSENT AGENDA (Carried)

Moved by Ms. Chalaidopoulos, seconded by Mr. Moorhouse, and approved unanimously.

#### Consent Agenda Motions Passed

H18-23 ADOPTION OF MINUTES of the Board of Directors Meeting of September 12, 2018.

#### HT18-24 PLAQUES APPROVALS

- 3.21 Commemorative Plaque Applications: Toronto Cricket Club
- 3.22 Commemorative Plaque Applications: Sam Richardson
- 3.23 Commemorative Plaque Applications: Lancaster Bomber

## **B. REPORTS**

### **1. CHAIR'S REPORT**

Ms. Marshall thanked the board and staff for their work during her time as Chair of the Board and moved to approve a new Chair of the Board.

### **H18-25 MOTION TO APPROVE NEW CHAIR OF THE BOARD**

**(Carried)**

The board moves to appoint Mr. Moorhouse as new Chair of the Board of Directors effective February 1<sup>st</sup>, 2019. Moved by Mr. Loucks, seconded by Ms. Mallett, and approved unanimously.

The Chair raised the possibility of changes to Committee structures. Ms. Butler asked if there any City of Toronto bylaws stipulating that Heritage Toronto must have a specific structure. Ms. Bain stated she had previously checked with the City Manager's office and found there was no such stipulation. Mr. Penning asked if the change would limit the Board from having non-Board members on committees and Ms. Marshall responded it would not. It was agreed the Board manual will need updating with refreshed mandates for each Committee once the Board has approved the new structure. Ms. Marshall agreed to circulate a document with more information regarding which committees required members for 2019, by email, in the new year.

Ms. Marshall presented the dates for the board meetings for 2019. Board meetings are to take place on a quarterly basis. The 2019 dates are; March 13<sup>th</sup>, June 12<sup>th</sup>, September 11<sup>th</sup>, and December 11<sup>th</sup>. Ms. Marshall noted a reduced number of Board meetings, in comparison to previous years, to allow for more Committee work. Ms. Marshall reminded members that, according to Board policy, members cannot miss more than three of the previous six meetings a year. Minimum attendance will be reviewed in the new year. Ms. Bain affirmed that work on a renewed Board manual will begin in the new year and a draft will be brought to the Board for their consideration.

### **2. 2018 YEAR END REPORT**

The Heritage Toronto staff presented their end of year report.

### **3. FINANCE COMMITTEE**

Mr. Kan reported that Heritage Toronto is in good shape financially and is projecting a surplus in 2018. Mr. Kan stated that Heritage Toronto has been lucky to build up a good surplus over the last two years but that will be much harder to do in 2019. Financial plans for the accumulated surplus will focus on delivering on project commitments and building sustainability. Mr. Kan confirmed for Mr. Kheraj that deferred funds from the 2018 financial reports are being applied to ongoing projects continuing or concluding in 2019.

Ms. Bain commented that the organization has 51% financial growth over the past two years. She attributed that growth to the Board and staff who have leveraged partnerships to support the mission.

## **C. OTHER BUSINESS**

There being no other business, the meeting was adjourned at 7:33pm