

## BOARD OF DIRECTORS MINUTES

---

This meeting of the Heritage Toronto Board was held on December 11, 2019, at St. Lawrence Hall, 157 King Street East, 3<sup>rd</sup> floor.

PRESENT:

Richard Moorhouse (Chair)	Peter Berton
Fallon Butler	Liza Chalaidopoulos
Lori Davidson	Juliet French
Martin Green	Peggy Hornell
Peter Ignazi	Gene Jamieson
Jeff Junke	Louis Kan
Sandy Kedey	James Lane
Claire Nelischer	Linda Strachan
Leslie Thompson	Karen Whaley

REGRETS:

Sean Kheraj  
Shirin Mandani  
Aaron Sanderson  
Councillor Mike Colle  
Councillor Paula Fletcher

ALSO PRESENT:

Allison Bain, Executive Director  
Chris Bateman, Manager, Plaques and Public Education  
Emily Berg, Interpretive Planning Specialist  
Mnawaate Gordon-Corbiere, Indigenous Content Coordinator  
Lucy Di Pietro, Manager, Marketing and Communications  
Amanda LeClair, Operations Coordinator  
Natalie Lem, Manager, Community Development  
Candice McCavitt, Manager, Development  
Kaitlin Wainwright, Director of Programming  
Andrew Himel, Programming Committee

### **A. OPENING REMARKS, AGENDA AND MINUTES**

#### **1. Acknowledgement of Traditional Territory**

Mr. Moorhouse made an indigenous land acknowledgement to start the meeting.

#### **2. Call to Order**

Mr. Moorhouse called the meeting to order at 6:15pm.

#### **3. Introductions and Opening Remarks by Chair and Executive Director**

Mr. Moorhouse welcomed the board and staff and thanked the staff for the work they had done in 2019. He welcomed the new board members who had missed the September board meeting and invited them to introduce themselves.

#### **4. Approval of Agenda**

##### **HT 19-22: APPROVAL OF AGENDA**

Moved by Mr. Berton, seconded by Ms. Hornell and approved unanimously.

(Carried)

#### **5. Approval of Minutes of Previous Board Meeting**

**HT 19-23 ADOPTION OF MINUTES** of the meeting of the board of Heritage Toronto held June 12, 2019.  
(Carried)

Moved by Ms. Strachan seconded by Mr. Lane and approved unanimously.

## **6. Declarations of Confidentiality and Conflict of Interest**

Mr. Ignazi stated that Cosette was doing work with the Audience Development project. Ms. Bain clarified that after consultations with the city, it was found that this does not represent a conflict. Mr. Moorhouse confirmed that there were no declarations of Confidentiality or Conflict of Interest.

## **B. CONSENT AGENDA**

**H19-24 APPROVAL OF CONSENT AGENDA** (Carried)

Moved by Ms. Thompson, seconded by Ms. Davison and approved unanimously.

## **C. REPORTS**

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

Mr. Moorhouse thanked Andrew Himel for his multi-year contribution to Heritage Toronto as well as his previous volunteer service. Mr. Moorhouse also invited Mr. Jamieson to let the board know about the change in his position on the board. Mr. Jamieson announced that he will be moving out of the country and that he was working with the board and city appointments to try to aid the search for a replacement for the Indigenous representative on the board.

#### **1.1 Executive Committee Minutes of December 2, 2019.**

Mr. Moorhouse commented that a new Board Manual and updated Human Resources and Financial Policies had been completed. Mr. Moorhouse encouraged the board to forward any questions or comments to Ms. Bain.

### **2. 2019 REPORT ON ACTIVITIES**

Ms. Bain introduced herself and invited each of the staff to help present the 2019 year based on their contributions. A presentation ensued.

### **3. FINANCE AND AUDIT COMMITTEE**

#### **3.1 2019 Financial Statements as of October 31<sup>st</sup>, 2019.**

Mr. Kan reviewed the financial statements and changes since the last quarterly projection. He noted that the organization is predicting a surplus of \$20000. He reminded the board that while reviewing the year end revenue vs. expenses it would show a deficit, but that is because many programs were funded by an operating surplus that was brought forward from several years ago.

Mr. Kan did caution that 2020 was going to be a challenging year for funding, as at this time the city's funding request structure has changed and during a difficult fiscal year, we may not be able to leverage our successes into more funding from this source. Ms. Bain followed to say that her original ask of a 14% increase to the City of Toronto had not been approved. Mr. Jamieson asked if this level of increase was typical and Ms. Bain clarified that in 2018 Heritage Toronto asked for and was approved for a 27% increase.

**H19-25 The Board of Directors approves the 2020 City of Toronto Operating Budget Request which prioritizes enhanced services in the areas of Digital Marketing and Outreach, Audience Development and Revenue Diversification.**

(Carried)

Moved by Mr. Kan, seconded by Mr. Thompson and approved unanimously.

#### **4. DEVELOPMENT COMMITTEE**

##### **4.1 Verbal report on Development activities.**

Ms. Hornell represented Chair of the Development Committee, Mr. Sanderson, by reading a letter created for the board of directors. Mr. Sanderson commented on the 45<sup>th</sup> Annual Awards tremendous success and extended the committees gratitude towards Mr. Himmel and his Family for their 10 year support. Mr. Sanderson's letter went one to say that it is immensely important that all the board members have financially supported the organization, as this can be a requirement for foundation applications.

#### **5. JURIES COMMITTEE**

Ms. Whaley discussed potential future changes to the Awards category in 2020. She notes that the Built Heritage Category does not adequately recognize the crafts people who do the work on the buildings. Discussion ensued regarding past attempts to better recognize the diverse work in the heritage sector. Ms. Whaley then stated that in 2020 the award will be better broken down into three awards, Adaptive Reuse, Heritage Planning and Architecture, and Craftsmanship. She went on to say that the nomination process will be updated to ensure smaller organizations working on large scale projects be better represented and that all built heritage finalists (shortlisted) will require a site visit. Ms. Whaley also stated that honorable mentions will no longer be included. Further to this, the cash prize will be moved from the Community Heritage Category to the Public History category, to widen the scope of projects that are considered. The public history award will now be a member's choice award.

#### **5. MARKETING AND DIGITAL MEDIA COMMITTEE**

Ms. Chalaidopoulos updated the board on the Audience Development project, which is in about halfway complete. She confirmed that in 2020, Cosette will be presenting a list of four recommendations of focus for the organization. She went on to say that Jeff Junke, Lori Davison and Gene Jamieson were new members and their input had been very valuable during the meetings.

#### **D. DISCUSSION ITEMS: Strategic Plan 2020-2022**

Mr. Green prepared a PowerPoint presentation to go over the next steps of the strategic planning process for Heritage Toronto. He outlined the timeline, with an estimated public release date of April 2020 for the strategic plan. Discussion ensued.

#### **E. OTHER BUSINESS**

##### **E1. 2020 BOARD OF DIRECTORS MEETINGS**

Board meetings are held at St. Lawrence Hall, 157 King Street East, 3<sup>rd</sup> floor, from 6 pm - 7:30 pm

- February Strategic Planning Session (time, date and location tbd)
- Wednesday, April 15<sup>th</sup>
- Wednesday, July 15<sup>th</sup>
- Wednesday, September 16<sup>th</sup>
- Wednesday, December 16<sup>th</sup>

There being no other business, the meeting was adjourned at 7:16pm.

---

Richard Moorhouse, Chair