



## HERITAGE TORONTO MINUTES

The meeting of the Heritage Toronto Board was held on Wednesday, May 10, 2017, St. Lawrence Hall, 157 King St. E., 3<sup>rd</sup> floor, East meeting room

PRESENT:	Kate Marshall (Chair)	John Belyea	Lisa Brown
	Abena Buahene	Jeffrey Clayman	Ross Fair
	Councillor Mary Fragedakis	Tyler Greenleaf	Andrew Himel
	Kadi Kaljuste	Louis Kan	Sean Kheraj
	Donald Loucks	Richard Moorhouse	Brent Pearlman
	Allan Penning	Jennifer Roy	Ellen Scheinberg
	Linda Strachan	Karen Whaley	

REGRETS:	Peter Berton	Councillor Sarah Doucette
	Councillor Mike Layton	Lena Recollet

ABSENT:	Councillor Paula Fletcher	Paul Litt
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ALSO PRESENT:

- Allison Bain, Executive Director
- Kaitlin Wainwright, Director of Programming
- Lucy Di Pietro, Manager, Marketing and Outreach
- Candice McCavitt, Community Programs and Special Events Coordinator
- Camille Bégin, Historical Plaques Program Coordinator
- Michael Kushnir, Development Coordinator
- Chris Bateman, Historical Plaques Assistant

Kate Marshall, called the meeting to order at 7:05 pm.

### CONFLICT OF INTEREST

No conflict of interest was declared.

### CONFIRMATION OF MINUTES

HT17-09

#### ADOPTION OF MINUTES

Lisa Brown **moved, seconded by** Richard Moorhouse that the minutes of the meeting of the Board of Heritage Toronto on February 22, 2017 be adopted as circulated.

(Carried)

### COMMITTEE AND STAFF REPORTS

#### 1 Executive Committee

Ms. Kate Marshall thanked the Board for their participation in the retirement gathering for Karen Czaniecki. Ms. Marshall updated the Board on the Executive Committee's work, including discussions with the City regarding its senior compensation policy, discussions at City Council about a heritage inventory feasibility study, and the development of goals for the Executive Director.

Ms. Marshall requested the Board's assistance with the distribution of Tours brochures in their neighbourhood, noting that TD Bank is not distributing brochures this year. Ms. Marshall also explained changes to operationalizing the Board Role at Tours, including Donor and Member recognition.

Ms. Marshall also graciously thanked Linda Strachan for her significant donation to Heritage Toronto's Heritage Innovation fund, directed to the redevelopment of the organization's website.

### 1.1 **Executive Committee Meeting Minutes, February 16 and April 11, 2017**

Ms. Marshall presented the meeting minutes from the Executive Committee meetings on February 16 and April 11, 2017.

The minutes were received for information.

## 2 **Executive Director**

Allison Bain reported that, year-to-date, membership increased by 30% and that the first Tour of 2017 saw a 100% donation rate from participants.

Ms. Bain thanked Councillor Fragedakis for her role in moving forward the City Relationship Framework at the April City Council meeting. Councillor Fragedakis spoke to the value of the new framework in its opportunities for Heritage Toronto.

Ms. Bain commented on the City Council Member Motions regarding a heritage inventory feasibility study, noting that operational goals had not yet been identified, but that the motions had resulted in increased interest in Heritage Toronto.

### 2.1 **Executive Report**

Ms. Bain presented the Executive Report to the Board. It was received for information.

## 3 **Audit and Finance Committee**

### 3.1 **Approval of 2016 Audit, Welch LLP**

Mr. John Belyea presented the 2016 Audit, prepared by Welch LLP. Mr. Belyea informed the board that the account made a change, based on a 2013 error that was found. Mr. Belyea informed the board that this change did not have any impact on the 2016 financials. Board members did not express any concerns.

### HT17-10 **APPROVAL OF 2016 AUDITED FINANCIAL STATEMENTS, PREPARED BY WELCH LLP**

Brent Pearlman **moved, seconded by** Andrew Himel that the Heritage Toronto Board approve the 2016 Audited Financial Statements, prepared by Welch LLP

**(Carried)**

### 3.2 **Audit Letter**

Mr. Belyea presented the Audit Letter from Welch LLP, which accompanied the Audited Financial Statement. This was received for information.

### 3.3 **Financial Statements: March 2017 Financials**

Mr. Belyea presented the March 2017 financial statements for information and discussion.

### 3.4 **Minutes from Finance Committee meeting, February 7, 2017**

Mr. Belyea presented the Minutes from the meeting of the Finance Committee, February 7, 2017. These were received for information

## 4 **Fund Development Committee**

Tyler Greenleaf, Chair, Fund Development Committee provided an update on the Tours campaign. Mr. Greenleaf reported that the target for the campaign was \$72,000 and the goal was exceeded with an actual recording of \$73,265. Mr. Greenleaf also reported that the committee is looking at building infrastructure for individual giving, including recognition opportunities. Mr. Greenleaf asked Michael Kushnir to provide an Awards prospect update. Mr. Kushnir circulated materials for feedback.

## 5 Marketing/Communications Committee (MarComm)

### 5.1 Verbal report

Kadi Kaljuste, Chair of the MarComm Committee, asked the Board for their participation in sharing information about Heritage Toronto Tours on social media. Ms. Kaljuste noted that Heritage Toronto is looking to fully subscribe all of its ticketed tours this year in order to meet budget targets.

### 5.2 Minutes for MarComm Committee meetings, February 28, and May 2, 2017

Ms. Kaljuste presented the minutes from two MarComm Committee meetings, February 28 and May 2, 2017. The minutes were received for information.

## 6 Programming Committee

### 6.1 Heritage Toronto "MomenTO: Toronto's Heritage of Innovation" Lecture Series

Andrew Himel, Chair of the Programming Committee informed the Board of a lecture program on Toronto's heritage of innovation, produced in partnership with City of Toronto, through their Canada 150 funding. The six-part series involves several partnerships, many of whom are bringing speakers and their audiences. Mr. Himel noted that the revenue generated from this series will contribute positively to the gap created by the cancellation of Parks Past.

Mr. Himel noted that staff and the committee are currently studying the future of lecture programming, including the Kilbourn Lecture, and its feasibility for the organization.

The verbal report was received for information and discussion.

### 6.2 Minutes for Program Committee meeting, January 24, 2017

Mr. Himel presented the minutes for the Program Committee meeting on January 24, 2017.

The minutes were received for information.

## 7 Historical Plaques Program Committee

### 7.1 Three Commemorative Plaque Projects

Ross Fair, on behalf of Chair Peter Berton, presented the report recommending three new commemorative plaque and detailed staff reports for each project for discussion and approval.

#### HT17-11 APPROVAL OF THREE COMMEMORATIVE PLAQUES SUBJECTS

Kadi Kaljuste **moved, seconded by** Sean Kheraj that the Board of Heritage Toronto approves the following three commemorative plaque projects:

- Guild of All Arts
- Public Transportation in Yorkville
- Vincent and Raymond Massey (Toronto Legacy Plaque)

(Carried)

### 7.2 Plaque Events

Dr. Fair presented the schedule of plaque presentation events in 2017 and invited board members to register to represent Heritage Toronto. The schedule was circulated by Camille Bégin. This report was received for information.

### 7.3 Minutes for Historical Plaque Program Committee meeting, May 2, 2017

Dr. Fair presented the minutes from the Historical Plaque Program Committee meeting on May 2, 2017. The minutes were received for information.

## 8 Awards Committee

### 8.1 Verbal Update

Lisa Brown, Chair of the Awards Committee, informed the Board that the date of the 43<sup>rd</sup> Annual Heritage Toronto Awards is October 23 and the event will be held at The Carlu. The Awards Committee has met twice

and includes non-Board volunteer members. Ms. Brown thanked Tyler Greenleaf and the Fund Development Committee for their assistance in developing fundraising prospects. The report was received for information.

#### **8.2. Minutes of the Awards Committee meeting, March 22, 2017**

Lisa Brown presented the minutes of the Awards Committee meeting of March 22, 2017. These were received for information.

### **9 Juries Committee**

#### **9.1 Verbal Update, Nominations**

Karen Whaley, Chair of the Juries Committee, informed the Board that nominations for the Awards closed on May 6. Ms. Whaley spoke to the number of award nominations, which staff are finalizing. Between 57 and 60 projects have been nominated, similar to the 2016 total, with a significant increase in Public History (formerly Media) nominations and a slight increase in Community Heritage nominations.

Ms. Whaley advised the Board that jury deliberations would take place in June and that recommendations to the Board would be made in July. Ms. Whaley also asked the Board to contact her or Candice McCavitt regarding nominations for the Special Achievement Award and the Volunteer Service Award, which are given at the pleasure of the Board.

#### **OTHER BUSINESS**

No other business was tabled.

#### **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.



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Catherine (Kate) Marshall, Chair  
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