



Architectural Conservancy Ontario
Minutes – Executive Committee Meeting
Wednesday September 14, 2022 @ 5:30 pm
By teleconference

**ARCHITECTURAL
 CONSERVANCY
 ONTARIO**

Present: Diane Chin (Chair), Kae Elgie (Past Chair), Bill Greaves (Member-at-Large), Marlee Robinson (Member-at-Large), Alex Sostar (Member-at-Large/NextGen Rep), Sarah Shepherd (Member-at-Large) and Doug Evans (Policy Committee Liaison)

Staff Present: Will Coukell (COO) and Tai So (Membership Coordinator)

1. Greetings, Introduction

- The Chair called the meeting to order at 5.34 pm, read a Land Acknowledgement and The Rules of Engagement were reviewed. No conflicts of interest

2. 1 Approval of Agenda

- Chair moved HR report from Consent Agenda to Committee Reports

Moved by Kae Elgie, **seconded** by Marlee Robinson **that** the agenda be approved as amended. **Carried.**

2.2 Consent Agenda

- NextGen Committee Report can be found in the September 14, 2022, Executive Meeting Dropbox
- HR Report was moved to Committee Reports

Moved by Marlee Robinson, **seconded** by Kae Elgie **that** the consent agenda be approved. **Carried.**

3. Adoption of Executive Committee Meeting June 8, 2022, Meeting Minutes.

- Bill Greaves said there was a second person that was opposed to the Social Media Policy but they were not mentioned, COO responded that only Bill Greaves asked to be named in the minutes.
- Bill Greaves asked if social media is a guidelines or is it a policy
- item 6.2
- Could the minutes please say which clause was is being referred to, in the second bullet. Perhaps writing out the clause, or summarizing it, would be helpful.
- Also, in the last bullet, could there please be a reference (link or title) of the workshop or workshops delivered by Heather Badenoch which the COO recommended the Executive attend. The minutes said "it will be added to the minutes"
- And it certainly sounded like good educational material for the Board Executive.
- Kae Elgie would like to see the updated changes to the March 9, 2022, minutes,
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Moved by Marlee Robinson, **seconded** by Kae Elgie **that** the Adoption of the June 8, 2022, Executive Committee Meeting Minutes be approved as amended. **Carried.**

4. Business Arising from Minutes

- COO will continue to look for /work on the draft complaint procedure policy for Awards, the COO computer died and it's on the hard drive which is in for recovery.

5. Chair's Report – Diane Chin

- Chair's Report can be found in the September 14, 2022, Executive Meeting Dropbox
- The Chair plans on sending out a branch newsletter after each meeting, it will be sent directly to board members instead of the Branch Chair to ensure that information is passed on

6. COO's Report – Will Coukell

- COO's Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Kae Elgie and the Chair would like the COO's report to be a summary of his accomplishments since the last meeting

6.1 Awards

- The COO said that ticket sales are a concern, people are still hesitant to attend in-person events and asked the Executive Committee to push ticket sales
- Bill Greaves asked if the Awards will be live streamed and suggested that people may purchase a ticket and watch online, the COO will investigate it
- Awards tickets are \$75 if purchased a head of time and \$85 at the door

6.2 Fundraising

- The Chair said there needs to be a Fundraising Committee that consists of Board Members and Branch Chairs, Diane Chin and Kae Elgie will join the committee
- This is to be discussed at the next Board meeting
- Kae Elgie asked what are the expectations of the Board? - the COO responded that they could make phone calls, send emails, and reach out to people that they have a personal connection to, personal connections make a difference in the amount donated
- Kae Elgie and the Chair suggested that Ali Talpur (Development Coordinator) reach out and to get this committee started and provide some guidance
- The Chair suggested that a letter be prepared to ask for money from the Board
- Bill Greaves would be more comfortable to donate if he knew what the money was spent on, the Chair responded that once the Finance Committee appoints a new Chair this can be addressed
- The Chair added that the Federated Model that ACO uses is costly, the Audits are expensive
- The Development Coordinator has applied for Trillium Grants but was unsuccessful, grants are being given to businesses affected by Covid, he will continue to look for outside streams for grants
- The COO said that the Fall 'ask letter' sent out to the members received a good response but half of the donations were ear marked for specific branches and not to the Provincial Branch
- The COO added that some branches apply for the same grants as the Provincial Branch, they want to use the funds for issues in their area
- The COO said the Development Coordinator works only part-time so he should focus on grants from big corporations, foundations and banks instead of from individual members
- Kae Elgie asked why thank-you letters were not sent out to donors who gave more than \$1000, the Chair explained that if someone donates online using Canada Helps and they do not click the button that notifies ACO, ACO has no idea who made the donation
- The COO said the Development Coordinator has drafted a Thank-you letter that he sends out to the donors of \$1000, and handwritten letters will be sent out for larger donations

7. Committee Reports

7.1 Education Committee Report

- The Education Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Diane Chin is currently the liaison for the Education Committee but would like for someone else to take on this role, and the new Chair is Mayesha Alam

- Alex Mackinnon (Program Coordinator) in support of MPP initiatives and has set up DropBox folders, will provide training, will send out surveys to members and provide links to webinars

7.2 Ontario Place Ad Hoc Committee

- Report can be found in the September 14, 2022, Executive Meeting Dropbox
- The Chair commented that the link in the report did not work

7.3 Governance and Nominating Committee

- Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Kae Elgie announced that Sarah Shepherd is the new liaison for the HR committee and the Acorn and Editorial Committee still need people
- Kae Elgie asked if anything jumped out from the findings of the Board Survey and suggested that basic training in Financial Management and Fundraising would be beneficial
- The COO said that the training could include how to read financial statements, how to budget, and how to do asks in person, the COO will discuss this with the Development Coordinator and report back at the next Executive meeting
- Kae Elgie thanked Alex Sostar for the NextGen help in social media

7.4 Government and Community Relations

- Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Marlee Robinson said that someone should follow up with the 29 MPPs
- The Chair will look through the letters

7.5 Policy Committee

- Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Doug Evans is the new liaison for this committee

7.6 HR Committee

- No report was submitted
- Sarah Shepherd is the new liaison for this committee
- The Chair said the COO's performance review has been emailed out, not many branches have responded and only some staff have responded

8. Other Business

- Moving forward Kae Elgie, Bill Greaves and the Chair would like Fundraising reports at every meeting, the Chair said it could be just an update on what happened since the last meeting
- Report can be found in the September 14, 2022, Executive Meeting Dropbox
- Kae Elgie asked if ACO should participate in the Ontario Heritage Conference 2023?
- The Chair asked who should represent ACO and how many representatives can be sent, Kae Elgie suggested someone from the Education Committee and said that one representative would be acceptable
- The COO asked who will be the JCC representative, the Chair will go with Kae Elgie
- The COO suggested that Kae Elgie debriefs the representative before the first meeting, Kae agreed
- The Chair noted that the next Board meeting has been changed to October 29, 2022
- The Chair will be on vacation but will still be able to attend meetings virtually

Moved by Kae Elgie, **seconded** by Marlee Robinson **that** ACO Inc. participate as a funding partner in the 2023 Ontario Heritage Conference be approved. **Carried.**

9. Meeting Evaluation

- No feedback

10. In Camera Session

- None

11. Adjournment

- Meeting adjourned moved by Diane Chin at 7:22 pm

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