



ARCHITECTURAL
CONSERVANCY
ONTARIO

**Architectural Conservancy Ontario
Minutes – Board of Directors Meeting
Saturday October 21, 2023 @ 10:00 am
By teleconference**

Present: Diane Chin (Chair), Leslie Thompson, Dan Schneider, Marlee Robinson, Bernice Norton, Tammy Dewhirst, Deb Crawford, Don MacIntosh, Alex Sostar, Karen Lang, Ted Cobean, Marg Rowell, Shannon Kyles, Ian Worte, David Emberly, Liz Driver and Colin Johnston

Staff: Will Coukell and Tai So

0. Greetings, Introduction

- The Chair called the meeting to order at 10:05 am.
- Land acknowledgement and review of Rules of Engagement
- No conflicts of interest.

1. Approval of Agenda

Moved by Marg Rowell, **seconded** by Ian Worte **that** the agenda be approved as amended. **CARRIED.**

- Marlee Robinson added Ontario Ad hoc Committee Report to Committee Reports
- Chair added Governance and Nominating Report and Acorn Report to Committee Reports

2. Consent Agenda

- Compliance Checklist

3. Adoption of Minutes July 22, 2023 Board Meeting

Moved by Tammy Dewhirst, **seconded** by Shannon Kyles **that** the adoption of minutes of the July 22, 2023 Board Meeting be approved. **CARRIED.**

4. Business Arising from the Minutes

- none

5. Chair's Report

- report in meeting dropbox

6. COO's Report

- report in meeting dropbox
- COO encouraged the board to think about nominates for the next Heritage Awards

- COO clarified that the Heritage Awards is not a fundraising event and is reflected in the ticket price but it does create opportunities for sponsorships
- Liz Driver suggested reviewing the event to see how to proceed next year, Deb Crawford agreed and thought this is a great idea and create a focus group
- Chair and COO will reach out to the volunteers who created the focus group, including Liz Driver, Marlee Robinson, Deb Crawford and Tammy Dewhirst
- COO said that a candidate has been found to fill the Development Coordinator position, Deb Crawford asked if there will be tangible results at the end of the 6 month contract
- COO said that a plan will be developed in the next couple of weeks, Development Coordinator will start work the week of November 12, 2023 and COO said the position has been vacant for some time and the goal get back on track
- COO added that the 2023 Fundraising Plan exists and the main focus of the new Development Coordinator is to not lose long term funders
- Chair suggested getting the new Development Coordinator started and at 6 months have another conversation about a Fundraising Committee, COO added that the new Coordinator is willing to take on a committee
- Chair said that Tammy Dewhirst and Marlee Robinson had volunteered in the past and COO said he has a list of people who are also interested

8. Committee Reports

8a. Finance Committee (Eben Rawluk not present)

- report in meeting dropbox
- COO said quarterly reports are submitted to the Finance Committee and they bring it to the board
- Chair will bring this back to the Finance Committee and both she and COO will speak with the Finance Chair and it will be reported at the next Executive meeting
- Liz Driver asked if the Financial Statements can be shared with the Board, COO said it can be shared once he hears back from the Finance Committee Chair and Chair will follow up

8b. Governance and Nominating Committee

- report in meeting dropbox
- the new policy handbook will be available on the ACO website

8c. Ontario Place Ad hoc Committee

- report in meeting dropbox

Motion:

Move that ACO, through its Board of Directors, officially endorse Ontario Place for ALL's proposal A Better Idea for Ontario Place and the Ontario Science Centre

Moved by Marlee Robinson, **seconded** by Tammy Dewhirst. **CARRIED.**

8d. Government and Community Report

- report in meeting dropbox
- Chair will ask branches to contact their local MPPs when she makes her calls

8e. HR Report

- report in meeting dropbox
- Chair said that they are on track with the COO's performance review

8f. Policy Committee Report

- report in meeting dropbox
- When asked if information will be shared with the branches, Dan Schneider responded that the group mostly works to deadlines set by the government and knows information should be shared to branches
- Chair will contact them to inquire as to why the information was not shared with ACO and will express concern about lack of communication

8g. Social Media Crisis Plan

- report in meeting dropbox

Motion:

Move that the Social Media Crisis Plan as amended be added to the Social Media Policy (already approved) as an appendix.

Moved by Diane Chin, **seconded** by Alex Sostar. **CARRIED.**

8h. Education Committee

- report in meeting dropbox
- Chair reported that they are working on an education piece and the Education Committee, and the Policy Committee need to communicate

8i. Acorn Committee

- report in meeting dropbox

11. Branch Reports and Discussion

- Toronto Branch did not submit a written report instead Leslie Thompson reported at the meeting
- Leslie Thompson said that the branch had a symposium at the Ontario Science Centre and it was a success, broke even, had a good turnout and received positive feedback
- St. Catharine's Branch did not submit a written report instead Colin Johnston reported at the meeting
- Colin Johnston said they are having difficulty finding a placement for the streetcar shelter and there are issues with the city regarding insurance and maintenance
- They are working with St. John's Church is kept operational by adding speakers and entertainment and are working on the 2024 Port Dalhousie Celebration

- Chair said she will try to visit Port Dalhousie and suggested to Colin Johnston to write an article for Village Media
- Chair and COO congratulated Windsor Chair Tammy Dewhirst on Windsors multiple awards
- Chair thanked Bernice Norton, Clarington Chair for speaking about Camp 30 in Cobourg on November 28, 2023
- Chair will write Infrastructure Ontario and ask for an update

12. Other Business

- Leslie Thomson asked about the Strategic Plan and when the next meeting will be, COO will send out doodle poll
- Deb Crawford was not able to complete survey before it timed out, asked it was possible to reactivate the link, COO will reactive it

13. Meeting Evaluation

- Leslie Thompson was impressed with the quality of questions from the new board members

14. In Camera session

- Requested by Deb Crawford
- Staff left meeting

15. Adjournment

- Meeting was adjourned at 1:00 p.m.

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Actions:

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- Liz Driver asked if the Financial Statements can be shared with the Board, COO said it can be shared once he hears back from the Finance Committee Chair and Chair will follow up
- Chair will ask branches to contact their local MPPs when she makes her calls
- Chair will inquire as to why the information was not shared with ACO and will express concern about lack of communication
- Chair will write Infrastructure Ontario and ask for an update
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