



ARCHITECTURAL
CONSERVANCY
ONTARIO

**Architectural Conservancy Ontario
Minutes – Board of Directors Meeting
Saturday October 29 2022 @ 10:00 am
By teleconference**

Present: Diane Chin (President), David Emberly, Tammy Dewhirst, Colin Johnston, Bernice Norton, Cathy Nasmith, Don Macintosh, Ian Mackay, Marc Seguin, Ted Cobean, Bill Greaves, Eben Rawluk, Karen Lang, Marlee Robinson, Diane Dent, Doug Evans, Mary Walton, Marg Rowell, and Sarah Shepherd

Staff: Will Coukell (COO), Ali Talpur (Development Coordinator) and Tai So (Membership Coordinator)

0. Greetings, Introduction

- The Chair called the meeting to order at 10:02 am.
- The Chair read a Land acknowledgement and reviewed the Rules of conduct
- No conflicts of interest.

1. Approval of Agenda

Moved by David Emberly, **seconded** by Ted Cobean **that** the agenda be approved as amended. **CARRIED.**

- GCRC Board Report moved from Consent Agenda to Committee reports
- The Social Media and PreservationsWorks! Policy will be added to the next board meeting agenda

2. Consent Agenda

- Compliance checklist
- Committee Reports
- HR – not submitted
- Education
- Policy Committee – not submitted
- Awards Complaint Procedure
- NextGen

3. Adoption of Minutes July 23, 2022, Board Meeting

Moved by Tammy Dewhirst, **seconded** by Eben Rawluk **that** the **Adoption of Minutes July 23, 2022, Board Meeting** be approved. **CARRIED.**

- Since there was an in-camera session the COO said the meeting adjournment time was omitted in the minutes and needed to be approved. David Emberly said he adjourned the meeting and Will will estimate the time of termination.

4. Business Arising from the Minutes

- none

5. Chair's Report

- Chair said to look at the More Homes Built Faster Act, 2022 that she shared with branch representatives and asked them to share with the branches, she will continue to email information to the branch representatives
- The Ontario Heritage Conference is scheduled for the second weekend of June 2023 in London

6. COO's Report

Fundraising Committee

- COO asked for volunteers with fundraising expertise to join the Fundraising Committee
- Ali Talpur provided a Quarterly Fundraising Report
- The next Acorn will be sent out soon, there was a delay in ordering bins for distribution from Canada Post.
- Ali Talpur encouraged companies to commit to advertising in both issues
- COO said advertising covers one sixth of the cost of the magazine
- Chair asked how many Acorns are sent out, COO said roughly 1000
- Giving Tuesday letters will be inserted into issues when sent out this fall
- Eben Rawluk asked for quarterly reports, COO said that he would check with Marie May
- Chair asked Eben to share the past report with her
- Marie May is paid for 1 day per week but works more than 3, it was suggested that a succession plan be discussed at the Finance Committee
- COO said that she is not a volunteer and when she retires, she will not be replaceable
- Bill Greaves asked for timesheets or data that shows when she works

6. COO's Report

ACO Heritage Awards event

- COO said in 2018 the sponsorship process changed so people can make a general donation for this reason the amount of money that was raised for the Awards from online sponsorship is difficult to determine. However, some companies do sponsor the Awards directly and COO will check with Ali.
- Chair asked if a 4th quarter report will be available, COO confirmed that there will be a 4th quarter report
- Bill Greaves asked for a comprehensive report showing cost vs income to put on the Awards event, he said that there are other benefits aside from revenue but asked if it is worth it to put this on in the future?
- COO responded that Marie May (ACO bookkeeper) is working on it, it will be included in this report for the next Executive meeting

- David Emberly pointed out that the Heritage Toronto Award was held around the same time as the ACO Heritage awards and this may have affected attendance, COO said that Heritage Toronto Awards changed the date after they had checked with them
- COO said that attendance was half of what it was pre-covid, but it was still a good event
- It was suggested that ACO partner with Heritage Toronto, COO said that they are different events and David Emberly agreed that they are not interested, and they are not a charitable organization, it is city funded, the city appoints the directors, and it is run by city staff
- COO asked that branches support the Awards event by assisting with nominations
- David Emberly said that there are too many categories, and found it overwhelming
- Doug Evans agreed with David Emberly and asked why there are 15 categories, the COO said that over time they were added and pointed out that he gets many calls to add awards
- Sarah Shepherd said that before next year's planning there needs to be a discussion
- Bill Greaves agreed with Sarah Shepherd and suggested an Ad Hoc committee be struck or the Fundraising committee should discuss this, the COO said that the Awards is not a fundraising event, so it is better to have an Ad Hoc committee and suggested that Cathy Nasmith be invited to join committee since she was the one who started the Awards
- Bill Greaves requested that the COO 's reports made at the Board meetings are to be the same format as the Chair's Reports.

7. Committee Reports

7.a Ontario Place Ad Hoc

- Bill Greaves said he does not have time and asked for help
- The Chair said that the public meeting last night was not a helpful meeting, Bill Greaves agreed and asked for people to go online and respond on their website

7.b Governance and Nominating Committee

MOTION: To ensure effective working relationships between the ACO Board of Directors and ACO Committees and Branches, prompt communication of Board decisions is essential.

Therefore, it is MOVED

- that draft unofficial Board and Executive Committee minutes be circulated by the ACO Membership Coordinator to all Board members and Committee Chairs within 10 days of the meeting
- that brief reports on Committee activities be sent to the ACO Membership Coordinator at least 10 days before each Board and Executive Committee meeting
- that brief reports on Branch activities be sent to the ACO Membership Coordinator at least 10 days before each Board meeting.

Moved by Sarah Shepherd. Seconded by Ted Cobean. Carried.

7.c Finance

- Eben Rawluk said In the September Year to Date Financial Report the meeting expense line included some of the Award's expenses and will be adjusted out and the payroll expenses will also be adjusted
- David Emberly said the daily costs are too high and it is not sustainable
- Eben Rawluk said that we entered the year with a known deficit and this will be addressed
- The Chair said the Fundraising Committee is essential and the board must become more aware how funding occurs on other boards and how it needs to happen
- The Chair and COO will work on the Strategic Plan, volunteers are needed from the board, and Eben volunteered
- Eben said we need to look at this long term over the next 5 years

7.d Government and Communication Relations

- Marlee Robinson asked if Deb Crawford could be considered for member-at-large, the COO said that in the past she was too busy, and the Chair will follow up and ask her again

8. Branch Reports and Discussion

- Mary Walton (Stratford Branch) said that Heritage in Stratford is in dire trouble, the Chair suggested request meetings with councillors, contact the local paper and try to make a lot of noise pointing out the positive things their board is doing
- Tammy Dewhirst (Windsor Branch) said over 6000 people attended Doors Open Windsor and there were 38 or 39 Heritage Platforms
- Bill Greaves shared that the Chair was on the cover of the Picton Gazette

9. Other business

- None

10. Meeting Evaluation

- Cathy Nasmith said that Stephanie Mah (Toronto Branch) was on TVO last week on Housing vs Heritage and the Chair said she did an amazing job, and it is available on YouTube

11. In Camera session

- None requested.

12. Adjournment

- Meeting adjourned moved by Diane Chin at 11:43 am.

Action List

Action item	Person responsible	Date due
The Social Media and PreservationsWorks! Policy will be added to the next board meeting agenda	Diane	Next Board meeting
Eben Rawluk asked for Fundraising quarterly reports, COO said that he would check with Marie May about semi-annual	Will	Next Board meeting
Chair asked Eben to share the past fundraising report with her	Eben	ASAP
Bill Greaves requested that the COO 's reports made at the Board meetings are to be the same as the Executive meetings	Will	Next meeting
Deb Crawford to be considered for an Executive Position	Governance and Nomination Committee	Next Meeting
Cost versus Income Report for Awards	Will	Executive
Ad Hoc Committee for Awards	Diane	Early 2023