

**ARCHITECTURAL CONSERVANCY ONTARIO
PORT HOPE BRANCH
MINUTES OF MEETING**

Place: Caretaker's Cottage
Time: Thursday, March 7, 2019 at 7:05 p.m.
Present: Julie Mavis, Hugh Parker, Matt Desbarbieaux, Bruce Bowden, Anna Gray, Ian Mackay, Moya McPhail, Ted Holmes, Marielle Lambert, Susan Layard, Susan Carmichael

Regrets: Ed Pamentier

Guests: Derek Hurlburt, Patsy Beeson, Joan Tooke

CALL TO ORDER: 7:05 p.m.

WELCOME NEW BOARD MEMBERS: Julie Mavis
Welcome to New Board Members – Marielle Lambert and Susan Layard

DECLARATION OF CONFLICT OF INTEREST: None

AGENDA:

MOTION: to Approve Agenda
(Moya/Ted) **CARRIED**

MINUTES:

MOTION: to Approve Minutes of February 7, 2019
(Ian/Bruce) **CARRIED**

BUSINESS ARISING FROM THE MINUTES: None

CORRESPONDENCE:

- Email from Virginia McLaughlin re: AGM -will be dealt with under Governance
- Email from Scott Weir- Guest Speaker for AGM expressing his enjoyment of the event

CHAIR'S REPORT: Julie Mavis

- We received Heritage Achievement Award from Heritage Port Hope for our work on the Little Station.
- 54th AGM held on Feb 21, 2019 so we start our 55th year with 2 new team members, Marielle Lambert and Susan Layard.
- Last year I stated my goals for my term as Chair and they remain:
 - Keep advocacy at the forefront
 - Complete arm's length structure of ACO Port Hope and PHHF
 - Strengthen our succession planning
 - Create and build a Next Gen
 - Create an additional fundraiser – Architectural Trip to Europe

Building on these goals, I would like to add a review of our internal structure and consider:

1. Create an administrative /management role(may or may not be a paid position)
2. Move the ACO to the heritage district – form a committee to review led by Ian Mackay

Attended ACO Central Board Meeting Feb. 23 via teleconference: Highlights include:

- Internal Audit for 2015-17 complete, 2018 started
- CRA Audit- will have results in mid- April
- Self –Assessment survey will be ready in March
- ACO searching for info on economic impact of Heritage Conservation

- New Membership Co-ordinator
- Next Gen- 50 new members across Ontario
- Want to do more with Outreach Program

TREASURER'S REPORT: Hugh Parker

- Provided a statement of financial status – Net Assets - \$40,000.
- Cautioned; we need to be careful with spending
- ACO Central has recommended banking should move to BMO – ACO Port Hope very happy with current arrangements at TD Canada Trust
- ACO Central sending out membership notices which have caused concern/confusion

COMMITTEE REPORTS

- **ANTIQUES & ARTIFACTS: Joan Tooke**
 - Provided an update re: Auction Preparations: donations from 60 households but hoping for more. Art appraisals will be conducted by David Simmons at Caretaker's Cottage the week before auction
 - Help required to move boxes Thursday (April 25) before Auction
 - Request for a display at the auction on ACO Port Hope
- **ADVOCACY: Bruce Bowden**
 - 65 Ward St. – Awaiting report from the Conservation Review Board (CRB)
 - Flier –Almost complete - Positive message with a suggestion of re-utilizing the building – eg: Casey House in Toronto
 - Committee members continue investigation of Southbridge and will provide findings to Councillors
- **COMMUNICATIONS:**
 - No report
- **EVENTS: via Anna Gray**
 - AGM – Feb 21, 2019 – Going forward we could reduce costs by serving less food.
- **FUND RAISING: Anna Gray/Moya McPhail**
 - Tour to France – 17 signed up -
 - Still looking for ideas to use the Joynt barn
 - Little Station –Moya will do a mock-up of the Interpretive sign
- **GOVERNANCE: Ian MacKay**
 - Email from Virginia McLaughlin – Ian will respond addressing all of her concerns re: AGM procedures.
 - Members will be advised in advance of AGM to check website for relevant information
- **INVESTMENT – Hugh Parker**
 - Recommends that the Finance Committee replace Investment Committee– This committee will consist of the Treasurer, Vice-Chair and a volunteer (Ed Pamenter).
 - Reporting will come under Treasurer
- **MEMBERSHIP: Anna Gray**
 - Considerable amount of time spent on cleaning-up database
 - ACO Central has instituted a new system for membership renewals which is causing a number of issues for ACO Port Hope

- **NEWSLETTER/BUS TOUR/DISCOVERY: Patsy Beeson**
 - Newsletter – deadline – May 10th
 - Bus Tour- Fully booked
 - Discovery Series – Details worked out for Arthur Williams tour in May.
- **NEXT GEN: Derek Hurlburt**
 - 6 members
 - Developing a plan to spread awareness with an event – Architecture and Ales

- **NOMINATIONS: Bruce Bowden**

MOTION: To appoint Marielle Lambert as Events- Coordinator and Susan Layard as Co-Chair of Advocacy (Bruce/Ted) **CARRIED**

We have a gaping hole in Communications/Social Media – Marielle asked to help out with social media.

Ted Holmes will join the Auction Committee as a liaison for the Board.

- **OPERA HOUSE PROJECT – Phil Goldsmith/Dennis Hogarth via Julie Mavis**
 - No Report
- **PROJECTS: Phil Carter via Matt Desbarbieux**
 - No Report
- **PROPERTY: Ed Pamentor**
 - No Report
- **SCHOLARSHIPS: Matt Desbarbieux**
 - Going to Algonquin College, Perth – next week
- **OTHER BUSINESS**
 - No Report

MEETING CONCLUDED: 8:45 pm

NEXT MEETING: Thursday April 4, 2019 at 7:00pm

Minutes recorded by Susan Carmichael