

**ARCHITECTURAL CONSERVANCY ONTARIO PORT HOPE BRANCH
MINUTES OF MEETING OF THE BOARD OF DIRECTORS**

Date: Thursday, April 4th, 2024

Place: Caretakers' Cottage

Time: 7:00 p.m.

Present: Lydia Bell-Gradon, Brian Buttery (phone), Tom Cruikshank, Susan Layard, Katherine McHarg, Ian McKay, Jenny Wadds, Brenda Willows

Regrets: Laura Antonik, Patsy Beeson, Marina Smirnova

Call to Order: 7:00 pm

Land Acknowledgement

Declaration of Conflict of Interest: None

Approval of Agenda: Motion to approve Agenda - (Lydia/Brenda) **Carried**

Adoption of Minutes of Meeting of March 7, 2024: Motion to adopt Minutes - (Brenda/Tom) **Carried**

Business Arising from the Minutes: None

Correspondence:

- Small amount of correspondence regarding the file factory reflecting a variety of opinions

Chair's Report: Katherine McHarg and Susan Layard

- **File factory:** Special Council Meeting on March 19 regarding demolition order for Block 2 of the File factory due to a structural integrity issue. ACO, advocating for a more limited approach to the demolition while still meeting public safety concerns, was well represented
 - Decision: Municipality will employ their own engineer to be present during the demolition process to ensure as little as possible is removed while maintaining Public safety.
- **April is Auction Month:** Virtual Auction opening April 9th, pick up April 20th. Live Auction taking place on April 20th; preview at 11pm, auction at 1pm.
 - 60th anniversary launch, membership table, cake, donation for architectural terms, booklets, cards, colouring book and other separate activities also included
- **Colouring Book:** Printed. To be donated to schools, library; otherwise offered for suggested donation of \$10. Some pages will also be available on the website.
- **Education Committee:** Walking Tours ready to go; next need to work on a marketing strategy.
- **ACO fundraising trip:** Currently ongoing in Italy. Thanks to Anna Gray for facilitating this trip.
- **Summer BBQ:** Planning has begun for this event. Location, date and committee to be finalized.

Treasurer's Report: Brenda Willows

- Caretaker's Cottage maintenance: windows need to have the putty replaced – 75 individual panes; John Appleman quoted \$1875.

Motion: That John Appleman be authorized to replace the putty in the storm windows of the Caretaker's Cottage at a cost of not more than \$1,875. - (Brenda, Lydia) **Carried**

- Repainting the Caretakers' Cottage: John Appleman will repaint for the cost of at most \$3500.

Motion: That John Appleman be authorized to repaint the Caretaker's Cottage at an estimated cost up to \$3,500. - (Brenda/Ian) **Carried**

- Revision of the 50th anniversary book for the 60th anniversary: Design \$1800; Printing \$4000

Motion: That Susan Carmichael and Phil Carter are authorized to proceed with preparing the 60th Anniversary book for publication and are authorized to spend up to \$7,000 for the design/layout and for printing 250 copies. - (Brenda/Jenny) **Carried**

Note: Both the colouring book and this book will be sold to further offset costs.

- Brian proposed for future discussion that in future we get at least 2 bids for future jobs.
- Financial results to March 31st were reported. Sufficient funds are in the bank to cover the outstanding grants

Committee Reports:

- **Advocacy:** Susan Layard - At the Advocacy meeting on March 28th, possible follow up regarding the Council decision on File factory was discussed as was the new draft Property Standards By-Law. The File Factory follow-up is still under review. Susan is preparing a letter for the Municipality recommending a few changes to the new by-law.
- **April Auction:** Brian Buttery - 150 items and expecting some more by auction day. Auction poster designed by Laura has been received with excitement.
- **60th Anniversary:** Jenny Wadds - All committees are contributing to this initiative. Critical Mass collaboration led by Michael Penney is organizing a kids walking sketching tour. Will have a booth at the summer art in the park event organized by Lydia. Possibility of parade will continue to be explored.
- **Bus Tour/Newsletter:** Patsy Beeson - Bus Tour is organized by Cobourg this year; Newsletter deadline is May 15th.
- **Communications/Marketing:** Katherine McHarg - Laura has been working very hard to keep website, social media up to date and has produced phenomenal design work for all. Lydia has done an excellent job ensuring eBlasts go out effectively. We are managing without a marketing committee chair at the moment but hope to staff this spot in the future.
- **Education:** Katherine McHarg - Meeting tomorrow with the goal of focusing on marketing the walking tours. Colouring book will be for sale at auction. Library will launch the Colouring book for us.
- **Grants:** Susan Carmichael (by email) - We have one project underway; a new application has been submitted.

Other Business: **Motion** that Marina Smirnova join the Board effective immediately - (Ian/ Lydia) **Carried**

Meeting Conclusion: 8:15 pm