

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

Date: July 4th, 2024

Place: Caretakers' Cottage

Time: 7:00 p.m.

Present: Laura Antonik, Patsy Beeson, Lydia Bell-Gradon, Brian Buttery, Susan Layard, Katherine McHarg, Marina Smirnova, Brenda Willows

Regrets: Tom Cruikshank, Ian MacKay, Jenny Wadds

Call to Order: 7:00 pm

Land Acknowledgement

Declaration of Conflict of Interest: None

Approval of Agenda: **Motion** to approve Agenda - (Propose Brian; Second Laura) **Carried**

Adoption of Minutes of Meeting of May 2, 2024: **Motion** to adopt Minutes - (Propose: Lydia, Second: Laura) **Carried**

Adoption of Minutes of Meeting of June 6, 2024: **Motion** to adopt Minutes - (Propose: Laura, Second: Katherine) **Carried**

Business Arising from the Minutes: None

Correspondence:

- Letter re possible ACO assistance with Heritage Church Tour for Youth Hub
- Note re the need to establish a new arrangement for Caretaker's Cottage cleaning payment

Chair's Report: Katherine McHarg and Susan Layard

- **ACO Annual General Meeting June 22, 2024** - Diane Chin finished her term as Chair and is now Past Chair. Deb Crawford from the Innisfil area is now Chair. A routine review of the ACO 2021 and 2022 Audits will be made by the CRA this year. The new Board does seem committed to reducing the deficit of income over expenses.
- **HPH** - HPH has started up again with their first meeting on June 24th. They approved an application to replace a window on the side of the building at 143 Walton Street with a door. The change will not be visible from the street.
- **Summer BBQ** - Katherine and Susan have been offering assistance with the Summer BBQ which is coming along well due to the hard work of Marie and Marina.

Treasurer's Report: Brenda Willows

- Brenda presented the Second Quarterly Financial Statements which had been sent out in advance of the meeting: Income - \$122,549; Expenses - \$73,613; Net Income - \$48,936; Bank Balance - \$115,898; Investments - \$202,007.

Committee Reports:

- **Advocacy:** Susan Layard - In view of the facts that the 1985 designation report for the File Factory is very brief and not up to today's standards and that the industrial zoning of the File Factory could mean that a new factory could be built on the site, the ACO Advocacy Committee recommended that Susan make the following motion with regard to a Cultural Heritage Evaluation Report which should normally cost between \$20,000 and \$30,000: **Motion** that on behalf of ACO Port Hope, the Advocacy Committee requests proposals from qualified heritage consultants to prepare a Cultural Heritage Evaluation Report for the heritage designated property at 121 Cavan Street, Port Hope, ON in order to be provided with more detailed evidence of the property's physical, historical and contextual value than is found in the site's 1985 designation report. (Propose: Susan, Second: Lydia) **Carried**
- **Bus Tour/Newsletter:** Patsy Beeson - The Bus Tour will go to Prince Edward County this year, probably on April 30th, 2025. ACO Matters will come out mid-September, 2024 in time to promote the House Tour. The deadline for submissions is August 23rd.
- **Communications/Marketing:** Laura Antonik - There were 300 visitors to the website with 7000 page views. This is down 5% from our past 3-month average.
- **Education:** Katherine McHarg - The possible reasons for the increased enrolment in the Walking Tours was discussed. The Committee also considered how we might assist with the promotion of the PHHF scholarship, future talks for the Fall, activities for our TCS student volunteer, sales of the Colouring Book and a possible Bus Tour to support Tom Cruickshank's Talk on his book Settler's Dream in Picton on November 2nd, 2024.
- **Membership:** Lydia Bell-Gradon - Our membership total is now 479.
- **Summer BBQ:** Marina Smirnova - Plans for the BBQ are going well. Registration is now closed and a Waiting List has been started.

Other Business:

- Phil Goldsmith announced that the PHHF A.K. Sculthorpe for \$3000.00 has been awarded to Spencer Watson.
- Brian Buttery noted that the heritage Fountain in the Town Park is looking very rundown. The water source has been non-existent for many years. It was suggested that perhaps the Little Station could be hooked up with water, which would be much appreciated by Critical Mass and could also provide water for the Fountain.

Meeting Conclusion: The meeting adjourned at 8:10 p.m.