

*Willistead Manor Inc.*



*Annual Report*

2010



# 2010 Annual Report



*The Corporation of the City of Windsor  
and the  
Board of Directors  
Willistead Manor Inc.*

[www.willistead.ca](http://www.willistead.ca)  
[www.citywindsor.ca](http://www.citywindsor.ca)

Produced by The Council Services Department April, 2011



*To His Worship the Mayor and Members of Council*

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2010.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of the Community Development and Health Commissioner. A full report of the activities in the facility may be obtained from that Service Area.

*Introduction and Background*

The City of Windsor Act, 1981 established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objects, the Corporation, Willistead Manor Inc. has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

1. The operation of Willistead Manor Inc.;
2. The development and maintenance of the grounds of "Willistead Park";
3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;
4. The promotion of meetings, receptions and displays in Willistead Manor;
5. The promotion of educational or cultural activities in Willistead Manor;
6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

Directorate

<u>Term Expiring August 17, 2011</u>	<u>Term Expiring August 17, 2012</u>
Mary Jane Dettinger Stephen Marshall Colleen Gaudette Louise Brown Robin Easterbrook David Langstone Thea Tjepkema	Art Jahns James C. Evans William T. Wilkinson Elizabeth Craig Robert Gauthier Walt McCall
<b>Councillor Fulvio Valentinis</b>	
<b>Betty Clinansmith, President, (Friends of Willistead)</b>	

Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council's appointment of Directors, elected the following Officers:

2010/2011

Chairperson— Stephen Marshall  
Vice-Chair—  
Treasurer—Louise Brown  
Secretary—Art Jahns  
Past Chairperson—James C. Evans

Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that reports through the Board:

- Acquisitions Committee
- Fundraising Committee
- Community Relations & Promotions Committee
- Classic Car Show Committee
- Education Committee
- Historical Committee

*Manor Club*

The Manor Club Fundraising program was approved by City Council during 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2010 the Manor Club received donations totalling over \$ 4,700.00

The following classifications of membership were established:

<b>Charter Life Members:</b>	original members whose donations exceeded \$1,000.00 prior to December 31, 1982
<b>Charter Corporate Members:</b>	original corporations whose donations exceeded \$1,000.00 prior to December 31, 1982
<b>Life Members:</b>	donors who have completed their \$1,000.00 since December 31, 1982
<b>Corporate Members:</b>	corporations who have completed their \$1,000.00 since December 31, 1982
<b>Sustaining Members:</b>	donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them life members
<b>Sustaining Corporate Members:</b>	corporate donors of less than \$1,000.00 whose donations, when they reach \$1,000.00

The membership list is currently being updated and maintained by board member David Langstone. We appreciate his dedication and attention to this project.

## *Report of the Board Chair*

The Willistead Manor Board of Directors Inc. is an active participant with the management resources of the City of Windsor's Office of the Community Development and Health Commissioner, which maintains Willistead's grounds, gardens, and all the buildings and furnishings.

Willistead Manor Inc. is the Crown Jewel of Olde Walkerville and it continues to operate and offers gracious accommodations for weddings, receptions, meetings and other special events.

The Rotary Club of Windsor (1918) 2010 Art in the Park event which took place June 5<sup>th</sup> and 6<sup>th</sup> was well attended on Saturday, but unfortunately due to the heavy rainfall that hit the Windsor area the Park was flooded for the Sunday portion of the event and as a result was cancelled for that day. The inclement weather which affected much of the Windsor Essex County area on that weekend has affected the fundraising efforts of the Rotary Club of Windsor (1918). The total donation provided this year was \$21,984.00. We applaud the continued efforts of the Rotary Club of Windsor (1918) for their many years of continuous support and we look forward to working with Rotary and Art in the Park at Willistead Park for many more years.

The Windsor-Essex County Real Estate Board continues to provide financial support to the Manor. This year, they presented a \$3,000.00 donation to Willistead Manor Inc. The Board of Directors sincerely thanks the Real Estate Board for their on-going support and confidence in the Manor's historic presence in our community and Essex County.

The Friends of Willistead are a very busy group of over sixty volunteers who continue, year-after-year to support the Manor with holiday Christmas decorations, docent services and various community events.

The local Questers chapter has donated a generous amount of \$500.00 this year which continues to be much appreciated by the Board. We are very grateful to this group of dedicated individuals who continue to assist us with their incredible donations year after year.

A special thank-you to the acquisitions team who have put in countless hours to enhance the manor and it's furnishings to their original level.

The acquisitions committee has been very busy this year completing new and ongoing projects in the Manor. The window coverings in the North and East Galleries were a welcome addition and bring an added unique quality to the room. The items recently donated including the remarkable armoire, authentic carpets, as well as the fine piano, and numerous other quality items, have continued to make the ongoing restoration/enhancement efforts in the Manor closer to becoming a reality. The dedication of the acquisitions committee allows us to maintain the high-level of historical quality and community value that Willistead Manor Inc. represents.



The Board also wishes to extend thanks to the Windsor Design Association, the teachers and students from the St. Clair College of Applied Arts and Technology Design Department and the Friends of Willistead. These very talented groups came together once again to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was well attended by numerous visitors.

As your Chair I would like to thank the entire Board of Directors for their continued support, their cooperation and tireless effort. Together, we can succeed to preserve the historic Willistead Manor Inc.

The Board of Directors and the Chair also wish to thank the following people from the City of Windsor for their investment and support.

Ronna Warsh—Community Development and Health Commissioner  
Jan Wilson—Executive Director of Recreation and Culture  
Don Sadler – Executive Director of Parks, Facility Management  
Pam LaBute – Manager of Community Facilities & Business Development  
Sharon Garrett – Facility Person  
Sarah St. John – Facility Person  
Joseph Mancina – Deputy Treasurer, Financial Accounting  
Gary Cian – Manager of Policy, Gaming and Licensing/Deputy Licence Commissioner  
Steve Vlachodimos – Deputy City Clerk & Senior Manager of Council Services  
Anna Ciacelli – Council Assistant, Council Services  
Robert Barlozzari – Council Assistant, Council Services  
Earl & Bonnie Reid – Resident Custodians

Respectfully submitted,

*Stephen Marshall*

Stephen Marshall  
Chair, Willistead Manor Inc.  
Board of Directors

## Acquisitions Committee

Meetings were held with the acquisitions committee to research and finalize, existing and new projects. Our main focus, this year were the window treatments for the North and East Galleries.

In the North Gallery, we chose a rich teal/bronze damask fabric for the upholstered valances and side panels. The valances will have a banded trim applied to enhance its form. We will use tasseled tie-backs to hold back the drapes. All of these elements are in keeping with the period of the manor. The committee chose a blue-green crewel fabric for the East Gallery window treatment. Its design consists of a fabric covered rod with attached side panels at the bar area, and an upholstered valance and side panels for the large window. This will give a warm, finished effect for this unique reception space.

The armoire in Mrs. Walker's dressing room had its interior covered in a pale coral textured fabric. It is a perfect piece of furniture to display period clothing.

Willistead Manor was fortunate to receive a donation of a fine piano from the Sanborn family. We placed it in the dressing room. It is a very graceful design, and a perfect fit for this feminine space.

The Manor has also received a generous donation of a number of items from Mrs. Procter. These include a three drawer chest, placed in the administration entrance area; a delicate tea table, placed in the dressing room, and many china and glass objects. Many compliments have been received by the addition of these items.

The Committee hung a Persian carpet on the wall of the vestibule leading to the hidden staircase on the first floor. This is a good example of the use of something that had been in storage. We hope to continue this practice where feasible. This hallway now has a very unique wall treatment. We have received many accolades on its placement.

In closing, I would like to bring attention to the fact that we have been conservative in our spending for 2010, as a direct reflection of the current economic climate. We feel it is the fiscally responsible thing to do. We will, however, move forward with projects in 2011.

Respectfully Submitted,

*Robert Gauthier*

Robert Gauthier, ARIDO IDC  
Chair—Acquisitions Committee

## *Fundraising Committee Report*

The culmination of Willistead Manor's annual fund-raising activities takes place – not in the warm summer sunshine when the Manor's grounds are arguably at their glorious best – but at our annual Mayor's Reception held early in the New Year.

One by one, a procession of individuals come to the podium to announce, with obvious pride, their group's contributions to Willistead for the previous year. All donations are received with great appreciation and enthusiasm. The hearty round of applause that greets each makes it all worthwhile.

Our highest-profile donor for many years, the International Rotary club of Windsor (1918) raised \$21,985.00 last year through their annual Art in the Park weekend in June. Although they had to deal with many hardships including the most inclement weather this area has had in sometime, the park's most successful and eagerly anticipated annual event, Art in the Park lasted only one day this year. This wonderful event has raised well over one million dollars for Willistead since the Rotary Club staged its first such arts and crafts event in the park more than three decades ago, in 1978. The 2011 edition of Art in the Park is scheduled for June 4<sup>th</sup> and 5<sup>th</sup>.

Another reliable donor, the Essex County Real Estate Board “came through” once more, with a much-appreciated donation of \$3000.00

The Friends of Willistead continue to be active fund raisers for the Manor and their efforts are much appreciated.

Again in 2010, we sent a direct mailing to members of the Willistead Manor club, which generated over \$4700.00 in welcome donations.

Executive Class Catering contributed an extremely generous \$25,243.21 with a successful fundraising dinner which was held in May at the Manor, a special thanks to all involved in this worthwhile event.

Willistead Manor also continues to enthusiastically promote its popular Holiday Open House tours, with beautiful, artistically themed Christmas trees displayed throughout the Manor.

As in previous years, the Willistead Manor Fundraising committee actively continues to pursue other sources of revenue and third-party groups who wish to assist with financial support for the Manor. Our clear objective remains to raise funds for the purpose of operating, maintaining, furnishing and renovating Windsor's architectural Crown Jewel. We look forward to many new, exciting, and rewarding fundraising opportunities in the future as we continue our path toward beautification and preservation of this important historic site.

**WILLISTEAD MANOR BUILDING RENEWAL COMMITTEE**

**Renewal Dollars Required**

	<b><u>IMMEDIATE</u></b>	<b><u>1-5 YEARS</u></b>	<b><u>6-10 YEARS</u></b>	<b><u>10 + YEARS</u></b>
Manor	\$119,047	\$344,933	\$268,301	\$338,250
Coach House	\$ 19,764	\$60,352	\$37,229	\$104,237
Gate House	\$73,817	\$41,158	\$20,906	\$10,060
Grounds	\$6,605	\$84,723	\$6,852	\$69,227
<b>TOTALS</b>	<b>\$219,233</b>	<b>\$531,166</b>	<b>\$333,288</b>	<b>\$521,774</b>

**\*\*Grand Total required in Next 10 + years = \$1,605,461.00**

On behalf of our Fundraising Committee, I want to thank you, for your outstanding year. For more information on Willistead activities please visit—[www.city.windsor.ca](http://www.city.windsor.ca)

Respectfully Submitted,

*Stephen Marshall*

Stephen Marshall  
Chair, Willistead Manor Inc.  
Board of Directors

*The Friends of Willistead*

An open house to recruit new members was held in September, which brought in 10 new members, bringing out total membership to 66.

A docent class was held in October and more classes are in the planning stage.

Although Art-in-the-Park was rained out on Sunday, our Saturday sales were very good. This year we are revamping our menu and presentation, with the same egg salad sandwiches just served differently.

Our Easter Egg Hunt was very successful and is being planned again for 2011.

A Mother's Day Tea is also being planned for 2011.

Our newly formed Special Events Committee will be meeting with plans for new ideas for upcoming events.

We thank the Board of Directors for all the support and encouragement they have given to us.

Respectfully submitted,

*Betty Clinansmith*

Betty Clinansmith

President  
Friends of Willistead



*2010 Financial Reports  
and Statements*

*Board of Directors  
Willistead Manor Inc.*

**WILLISTEAD MANOR INC. FINANCIAL REPORT  
FOR THE YEAR ENDING DECEMBER 31, 2010**

*Manor Club*

The fiscal year ending December 31, 2010 concluded with Willistead Manor Inc. continuing its “Manor Club” fund raising campaign. Operating on a budget of \$4,500.00 all of which is dedicated to the Manor Club campaign, various fund raising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2009 was included in the 2010 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2010 of \$25,946.45.

Twenty-two memberships in the Manor Club were renewed, amounting to \$4,705.29. Four of the Manor Club contributions exceeded the \$100.00 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$295,749.48.

As the Board is empowered under Section 6 (c) of its governing legislation

*“to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor”.*

We will be presenting a cheque to the City Treasurer in the amount of \$4,732.07 to be applied toward the continued restoration of Willistead.



**WILLISTEAD MANOR INC. BALANCE SHEET  
AS AT DECEMBER 31, 2010**

<i>Assets:</i>	<u>2010</u>	<u>2009</u>
<i>Cash in Bank</i>	<u>\$ 30,678.52</u>	<u>\$32,935.78</u>
<i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Rest. Fund</i>	4,732.07	7,042.98
<i>Equity</i>	<u>25,946.45</u>	<u>25,892.80</u>
<i>Total Liabilities &amp; Equity</i>	<u>\$30,678.52</u>	<u>\$32,935.78</u>

*Note: Does not reflect values of fundraising inventory*

**WILLISTEAD MANOR INC.**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
*As at December 31, 2010*  
*with comparative figures for 2009*

<i>Revenues:</i>	<u>2010</u>	<u>2009</u>
<i>Operating Grant</i>	\$4,500.00	\$4,500.00
<i>Manor Club Memberships</i>	4,705.29	7,000.00
<i>Annual Fundraising Event</i>	25,243.21	-
<i>DVD Sales</i>	-	90.00
<i>Bank Interest – Savings</i>	26.78	42.98
<i>Bank Interest – Operations</i>	<u>180.93</u>	<u>140.90</u>
<i>Total Revenues</i>	<u>\$34,656.21</u>	<u>\$11,773.88</u>
 <i>Expenditures:</i>		
<i>Current Year – Fundraising</i>	1,200.20	1,618.32
<i>- Other</i>	3,427.08	2,973.18
<i>City Treasurer – Willistead Capital Rest. Fund</i>	4,732.07	7,042.98
<i>- Willistead Capital Maint. Fund</i>	<u>25,243.21</u>	<u>-</u>
<i>Total Expenditures</i>	<u>34,602.56</u>	<u>11,634.48</u>
<i>Excess of Revenues over Expenditures</i>	53.65	139.40
<i>Fund Balance, Beginning of Year</i>	<u>25,892.80</u>	<u>25,753.40</u>
<i>Fund Balance, End of Year</i>	<u>\$25,946.45</u>	<u>\$25,892.80</u>

***2010 Financial Reports  
And Statements***



***Corporation of The City Of Windsor  
Willistead Manor - Furniture And Furnishings Trust Fund  
Willistead Manor - Capital Maintenance Reserve Fund  
Willistead Manor - Capital Restoration Reserve Fund***



**CORPORATION OF THE CITY OF WINDSOR  
WILLISTEAD MANOR FINANCIAL REPORT  
For the year ending December 31, 2010**

*Art-in-the-Park*

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$21,984.00 to the Willistead Restoration Fund for 2010. This joint effort, which commenced in 1978, has generated \$1,046,648.88 towards Willistead Restoration projects.

*Willistead Classic Car Show*

The Willistead Classic Car Show event was not held in 2010. This show, which began in 1987, has generated a total of \$209,152.71 toward Willistead restoration projects. An amount of \$200.00 relating to prior years' events was remitted in 2010.

*Friends of Willistead*

The Friends of Willistead have generated 'contributions' totaling \$86,866.00 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

*Furniture and Furnishings*

Furniture and furnishings valued at approximately \$376,550 have been donated to Willistead over the years by many generous members of the community.

*Willistead Capital Restoration*

All of the details listed above indicate another successful year for Willistead and the various activities committed to raising funds for the continued restoration of Willistead. The Willistead Capital Restoration Fund has a balance of \$53,532.18 for the year ending December 31, 2010.

### *Willistead Capital Maintenance*

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totalling \$120,000.

### *Conclusion*

Combined with the 2010 contribution from Willistead Manor Inc. and the Art-in-the-Park donation, along with the projected 2011 expenditures from the Willistead Capital Restoration Reserve Fund, it is estimated that the fund will have a balance of approximately \$58,764 at December 31, 2011 to be used towards future restoration at Willistead.

The various fund raising activities and volunteer contributions continue to reflect the success enjoyed by Willistead.



**CORPORATION OF THE CITY OF WINDSOR  
WILLISTEAD FURNISHINGS - TRUST FUND  
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE  
As at December 31, 2010  
with comparative figures for 2009**

<i>Revenues:</i>	<u>2010</u>	<u>2009</u>
<i>Friends of Willistead</i>	\$ -	\$4,500.00
<i>Questers</i>	500.00	-
<i>Interest Income</i>	<u>133.06</u>	<u>106.58</u>
 <i>Total Revenue</i>	 633.06	 4,606.58
<i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	<u>3,384.48</u>	<u>7,578.64</u>
<i>Excess (Deficiency) of Revenues over Expenditures</i>	 (2,751.42)	 (2,972.06)
<i>Fund Balance, Beginning of Year</i>	<u>24,855.05</u>	<u>27,827.11</u>
<i>Fund Balance, End of Year</i>	<u>\$22,103.63</u>	<u>\$24,855.05</u>



**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
**As at December 31, 2010**  
**with comparative figures for 2009**

<i>Revenues:</i>	<u>2010</u>	<u>2009</u>
<i>Catering Fundraising Event</i>	\$25,243.21	\$ -
<i>Expenditures:</i>		
<i>Bank Interest Expense</i>	183.57	126.15
<i>Capital Projects Approved</i>	<u>20,000.00</u>	<u>-</u>
<i>Total Expenditures</i>	<u>20,183.57</u>	<u>126.15</u>
<i>Excess (Deficiency) of Revenues over Expenditures</i>	5,059.64	(126.15)
<i>Fund Balance, Beginning of Year</i>	<u>(10,951.19)</u>	<u>10,825.04</u>
<i>Fund Balance, End of Year</i>	\$ <u>(5,891.55)</u>	\$ <u>(10,951.19)</u>



**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND**  
**STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**As at December 31, 2010**  
**with comparative figures for 2009**

<i>Revenues:</i>	<u>2010</u>	<u>2009</u>
<i>Willistead Manor Inc.</i>	\$ 7,042.98	\$ 5,957.64
<i>Art-in-the-Park</i>	21,984.00	20,986.00
<i>Willistead Classic Car Show</i>	200.00	-
<i>Donations</i>	-	50.00
<i>Interest Income</i>	<u>588.70</u>	<u>602.00</u>
 <i>Total Revenues</i>	 29,815.68	 27,595.64
 <i>Expenditures:</i>		
 <i>Capital Projects Approved</i>	 <u>50,000.00</u>	 <u>-</u>
<i>Total Expenditures</i>	<u>50,000.00</u>	<u>-</u>
 <i>Excess (Deficiency) of Revenues over Expenditures</i>	 (20,184.32)	 27,595.64
<i>Fund Balance, Beginning of Year</i>	<u>73,716.50</u>	<u>46,120.86</u>
 <i>Fund Balance, End of Year</i>	 <u>\$ 53,532.18</u>	 <u>\$73,716.50</u>





**CORPORATION OF THE CITY OF WINDSOR  
WILLISTEAD CAPITAL RESTORATION - RESERVE FUND  
PROJECTED FUNDS AVAILABLE FOR FUTURE PROJECTS  
2011 PROJECTION**

<i>Balance December 31, 2010</i>	\$	53,532.18
 <i>Projected 2011 Revenues:</i>		
<i>Willistead Manor Inc.</i>		4,732.07
<i>Art-in-the-Park</i>		25,000.00
<i>Willistead Classic Car Show</i>		-
<i>Interest</i>		<u>500.00</u>
<i>Total Projected 2011 Revenues</i>	\$	<u>30,232.07</u>
 <i>Projected 2011 Expenditures:</i>		
<i>2011 Capital Expenditures *</i>	\$	<u>25,000.00</u>
 <i>Projected Fund Balance, December 31, 2011</i>		
	\$	<u>58,764.25</u>

\* As submitted in the City's 2011 Capital Budget