# Willistead Manor Inc.



Annual Report 2020

# AND CARY OF WINDING

## THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA

-----M A Y O R

# "The heritage of the past is the seed that brings forth the harvest of the future." I Wendell Phillips

Willistead Manor is one of the most important buildings in our community. Just two years ago, we completed a major restoration project involving roof repairs, and work on windows, stucco, wood and masonry. Our guests saw the impact of that work when we reopened for regular programming and rentals. There was a renewed interest and an increased sense of pride for Willistead in the community, and what followed, in 2019, was a year of record attendance for our tours and *At the Manor* programs. Many of those events were billed as "First Annual", most were sold-out, and the community was eager to see what Willistead Manor had to offer in 2020. We announced a full year of diverse programming including brunches, tours, festivals, poetry, opera and much more - including the second editions of the popular High Tea & Garden Party and Harvest Dinner.

As 2020 began, crews were busy restoring the hardwood floor in the Saltmarche Gallery, and preparing to upgrade and modernize the security system. We had recently welcomed a new literary arts tenant to the Coach House with *Gertrude's Writing Room*, guests were enjoying the newly acquired portraits of Edward Chandler Walker and Elizabeth Talman Walker on display, and many couples sat down to the first Valentine's Dinner at Willistead. And then... the COVID-19 global pandemic arrived in our community.

While the City of Windsor has worked tirelessly to support individuals, families, businesses, organizations, staff and with all levels of government throughout this unprecedented time, I know that each of you has done your part to protect our community health and well-being. We had to make difficult decisions along the way, including closing the doors of Willistead Manor while our community fights this virus. I want to thank everyone who continued supporting the manor throughout 2020.

My sincere thanks go out to: the Willistead Manor Inc. Board of Directors for continuing to meet to discuss plans for the future; the Acquisitions Committee for re-upholstering furniture, including the Hiram Walker boardroom chair, and for work underway on a Coach House mini-exhibition to tell the story of the manor and the Walker Family; the Friends of Willistead, who marked four decades of service to Willistead Manor in 2020; and to Pam and Tony Morse, for their continued support of the work happening here and for always helping us maintain the important link between our City and the Walker family.

Thank you to the Rotary Club of Windsor (1918), who have brought Art in the Park to our community for decades, raising and donating an estimated \$1.3 million for restoration of the Manor, plus an additional estimated \$2.1 million to support local community organizations. It was disappointing to see the event cancelled in 2020, for the first time in over 41 years, though it demonstrated your clear commitment to community health, safety and well-being as a top priority. Thank you to all the donors offering funding support to the manor, and to all the City staff across many departments that work to preserve, showcase and program this space year-round.

I've said it before - Windsor's Story is tied to the history of Walkerville and the Walker Family, and to the many contributions made during the formation of our community. Willistead Manor is a big part of that history.

While the facility remains closed to support public health and safety, Facilities will continue work underway to prepare for the eventual replacement of the cooling tower and HVAC system, and extensive infrastructure work planned on the Paul Martin Gardens side of the Manor - which will utilize Federal Gas Tax Funding to support work on the foundation, drainage, downspouts, waterproofing, window wells, and more. With Willistead Manor turning 115 years old in 2021, it is our hope to be able to reopen the doors to the public, to rentals and special events and programming as soon as it is safe to do so. Until then, trust that we are all working to preserve this incredible historic gem in our community, and continue to share the Willistead Manor story far and wide.

Thank you for being part of the Manor's successes yesterday, today and tomorrow.

Sincerely,

Drew Dilkens

Mayor, City of Windsor











"At the Manor" is a series of unique events and initiatives that take place within Willistead Manor. Over the years the program has included yoga classes, theatre and opera performances, literary events, tours, brunches, dinners and more.

Space is limited for these unforgettable events in our City of Windsor culture and heritage gem. Please explore the back of this card to find out what's in store for you with the 2020 "At the Manor" series. We look forward to seeing you soon.

Willistead Manor | 1899 Niagara St. | Windsor 519-253-2365 | willistead.ca | thymetogo.ca









# At the Manor 2020 ALL EVENTS TAKE PLACE AT WILLISTEAD MANOR

#### Valentine's Day Experience

Dinner | Friday, February 14 | 6:00 p.m. Brunch | Saturday, February 15 | 10:00 a.m.

#### **Easter Brunch Buffet**

Sunday, April 12 | Seatings at 11:00 a.m. and 1:00 p.m.

#### Mother's Day Brunch Buffet

Sunday, May 10 | Seatings at 10:00 a.m. and 12:30 p.m.

#### Art in the Park

Saturday, June 6 & Sunday, June 7 | artintheparkwindsor.com

#### **Summer Tours**

Select Sundays and Wednesdays in July For details on dates/times, visit willistead.ca

#### 2<sup>nd</sup> Annual High Tea & Garden Party

Sunday, September 13 | Seatings at 11:00 a.m. and 2:00 p.m.

#### **Doors Open Windsor**

Sunday, September 27 | 10:00 a.m. to 4:00 p.m. FREE Admission at Manor, Coach House & Gatehouse
For further details, visit doorsopenwindsor.com

#### Poetry at the Manor - Vol 8

Tuesday, October 6 | 7:00 p.m. Co-hosted by Windsor's Poet Laureate Mary Ann Mulhern and Poet Laureate Emeritus Marty Gervais

#### 2<sup>nd</sup> Annual Harvest Dinner

Sunday, October 25 | 5:00 p.m. One dinner seating | Epic farm-to-table roast & seasonal dishes

#### Opera at the Manor | Bluebeard's Castle

Presented by Abridged Opera | October 28 & 29 For tickets and information, visit abridged opera.com

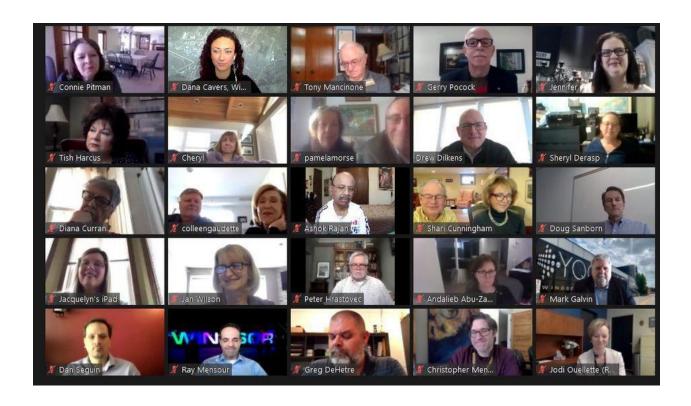
#### **Holiday Tours**

Sundays, December 6, 13, 20 & 27 | 1:00 p.m. to 4:00 p.m. Wednesdays, December 2, 9, 16 & 23 | 6:00 p.m. to 8:00 p.m.

#### **Breakfast with Santa**

Sundays, December 6, 13 & 20 | 10:00 a.m.

Full event information, as available, at willistead.ca Tickets for dinners & brunches, as available, at thymetogo.ca





# 2020 Annual Report



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

www.willistead.ca www.citywindsor.ca

Prepared by the Council Services Department, April 2021

Photographs courtesy of "City of Windsor Culture Collection"

# 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 2020.

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 Parks, Recreation, Culture and Facilities. 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 objective, 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**

Term Expiring August 17, 2021	Term Expiring August 17, 2022		
Carl Dettinger Mary Jane Dettinger Colleen Gaudette Art Jahns Robert Jasey David Langstone	Andalieb Abu-Zahra James Evans Robert Gauthier Douglas Sanborn		
Councillor Chris Holt			
Kathleen Renaud, President, Friends of Willistead			

# **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:

# 2020/2021

Chairperson – Douglas Sanborn Vice-Chair – Vacant Treasurer – Robert Gauthier Secretary – Colleen Gaudette Past Chairperson – James Evans

Honourary Chairs - Stephen Marshall (Deceased) and Louise Brown

# **Committee Structure**

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

- Acquisitions Committee
- Community Relations & Promotions Committee
- Education Committee
- Event Planning Committee
- Fundraising Committee
- Historical Committee

# **Manor Club**



The Manor Club Fundraising program was approved by City Council in 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 2020 the Manor Club received donations totalling \$ 2,427.00

The following classifications of membership were established:

Charter Life Members:	original members whose donations exceeded
	\$1,000,00 prior to December 31, 1982

Charter Corporate Members:	original	corporations	whose	donations
	exceeded :	\$1,000.00 prior	to Decembe	er 31, 1982

Life Members:	donors who have completed their \$1,000.00
	donations since December 31, 1982

Corporate Members:	corporations	who	have	completed	their
	\$1,000.00 dona	ations s	ince De	cember 31, 19	982

Sustaining Corporate Members: corporate donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them corporate members



# Report of the Board Chair

The Willistead Manor Inc. Board of Directors is an active participant with the management resources of the City of Windsor's Office of Parks, Recreation, Culture and Facilities, which maintains Willistead's grounds, gardens, buildings, and furnishings.

Willistead Manor is the crown jewel of Olde Walkerville offering gracious facilities and grounds for weddings, receptions, meetings, and many other special events.

Unfortunately, due to the Covid-19 pandemic the Manor has been closed since March 2020 and will likely remain closed at least through the first half of 2021. In conjunction with these Covid-19 lockdowns all of our financial partners have had to defer the fundraising activities and donations that we have been very fortunate to have been beneficiaries of for so many years.

The annual Rotary Club of Windsor (1918) Art in the Park event scheduled for June 6th and 7th, 2020 was cancelled but we are hopeful a 2021 event can be held. Donations to Willistead Manor from the Rotary Club (1918) began in 1978 and the Willistead Manor Board of Directors is extremely thankful for their 42 years of continuous support towards the upkeep of this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers who continue, year-after-year to support the Manor with docent services and various community events promoting and fundraising for the Manor. We are eternally grateful for all they do and anxiously look forward to the day when they can bring their energy back to the Manor

Additionally, the Board is sincerely thankful for the continued support over the years from: The Manor Club Patrons, Via Italia Seniors and Community Centre Inc., The Questors Ontario Chapter, The Windsor Essex County Association of Realtors and to everyone who contributes to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

The Board also thanks the Windsor Design Association designers, plus the teachers and students from the St. Clair College Interior Design Program. These talented people along with the Friends of Willistead come together annually to decorate and present the Manor in the true Holiday Tradition.





Finally, a special thank-you to the Acquisitions Committee, whose hard work and dedication allows the Manor to maintain the high-level of historical quality and community value that Willistead Manor Inc. strives for.

We are all anxiously looking forward to once again being able to gather with friends, colleagues and patrons to continue our work promoting the Manor and developing a historical exhibit in the Coach House which has been made possible from the generous Merinoff family donations and the support of numerous Walker family descendants.

As your Chair, I would like to thank the entire Board of Directors for their continued support and tireless effort, working together we can achieve our vision of creating "An interactive world-class cultural site that promotes personal and community experiences connecting the past to the future."

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

Jan Wilson - Corporate Leader, Parks, Corporate Facilities, Recreation & Culture

Ray Mensour - Executive Director, Recreation & Culture

Tom Graziano - Senior Manager, Facilities

Cathy Masterson - Manager of Cultural Affairs

Christopher Menard - Cultural Development Coordinator

Kim Manzerolle - Recreation Centre Clerk, Willistead Manor

Dan Seguin - Deputy Treasurer, Financial Accounting

Sue Hallett-Zufelt – Financial Analyst, Financial Accounting

Steve Vlachodimos - Deputy City Clerk & Senior Manager, Council Services

Sandra Gebauer - Council Assistant and Executive Secretary to the Board of

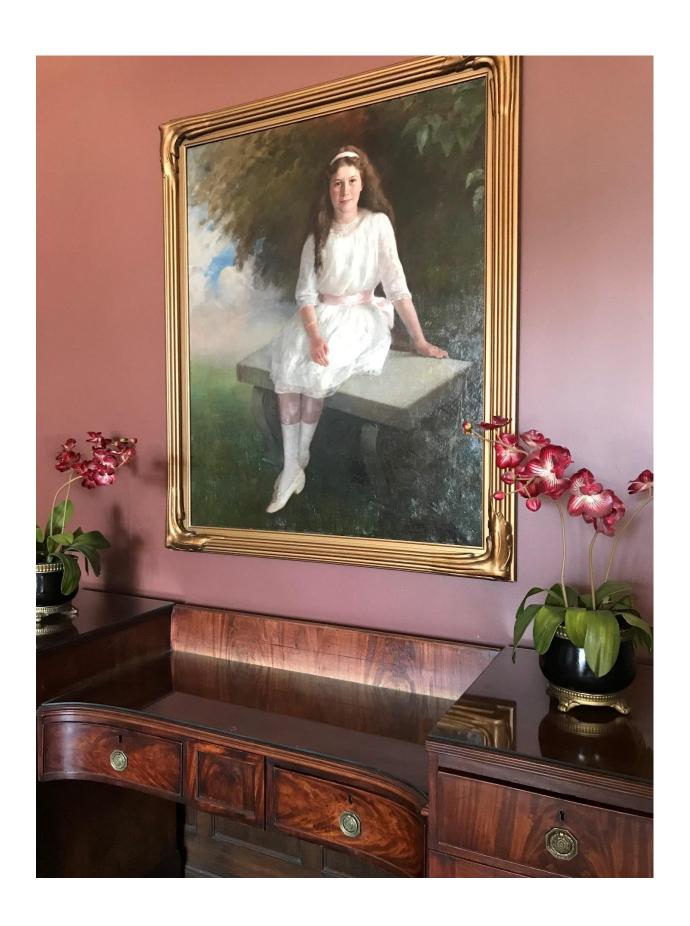
Directors, Willistead Manor Inc. Council Services

Bonnie Reid - Resident Custodian

Respectfully submitted,

# Douglas Sanborn

Douglas Sanborn Chair, Willistead Manor Inc.



# **Acquisitions Committee**

The Acquisitions Committee met briefly in early 2020 to discuss current projects and to create an agenda for the upcoming year. Included in the agenda are the new drapery and upholstery in the Library.

We are pleased to now have the fully refurbished portrait of Elizabeth Talman Walker back and displayed in a perfect location, in the dining room above the buffet. It enhances the room with its gentile effect and adds a personal touch to the manor as Elizabeth Talman Walker is the granddaughter of Hiram Walker, daughter of James Harrington Walker, son of Hiram. We have received many compliments and are very grateful to Elizabeth's daughter, Sue Maloney for donating it. A special thank you also goes to the Questors of Windsor for funding the refurbishing of the portrait. The green and gold mirror that was hanging in the dining room has now been moved to the Library, where it hangs over the fireplace. Its colour, size and style suits the space wonderfully.

Prior to the start of the pandemic, the Committee members attended an auction at DuMouchelles Art Auction House and successfully bid on a marquetry wood container that will be used for a new floral arrangement in the Manor. We hope to find other pieces in which to display additional new floral arrangements throughout the Manor, as they add beauty and elegance to Willistead and are much appreciated by those that select this venue for their events.

We are delighted to have received a donation of two Bisque figure wall art pieces. They were donated from the family of the late Dr. Lionel and Margaret Schiller in their honour and are displayed in the Drawing room. We have received many compliments on these two beautiful pieces.

The Acquisitions Committee is grateful to all of those that contribute to the Manor to help us continue to exhibit this special place that is enjoyed by many.

Respectfully submitted,

# Robert Gauthíer

Robert Gauthier ARIDO IDC Executive Member of the Board of Directors, Willistead Manor Inc., Chair of Acquisitions





# Friends of Willistead

Needless to say, 2020 was not a year to celebrate our 40<sup>th</sup> Anniversary, but the closing of Willistead Manor for safety and preservation did not stop us from remaining a close group that keeps on planning for the future.

We have kept in touch through emails, phone calls, Facebook postings and two mailings to stay abreast of news and plans. I would like to take this opportunity to introduce some of our members and accomplishments.

A long time member, Ralph Gault, who was an official photographer of the group and "the man in the library" at Christmas open houses, has passed. Donations in his memory have been instrumental in purchasing a 360 degree camera that will help high school students learn and document our heritage at Willistead.

Another valuable member, Zilda McKelvie, has passed and donations in her name will be used to promote Walkerville and especially Walkerville Collegiate where she worked her entire career. She was a bright light!

We have developed a great relationship with SWOHC – South Western Ontario Heritage Council that meets regularly to share knowledge and support the museums, historic sites, volunteer groups and municipal interests that preserve and promote our valuable heritage.

We were able to nominate and celebrate 6 of our members for the Ontario Volunteer Awards for their services for the past 25-40 years. They are Elizabeth Turner, Mary Jane Dettinger, Zilda McKelvie, Brenda Clayton, Anne and Brian Atkinson, all of whom have been workers, docents and promoters in all aspects to serve the Manor. They received certificates and pins and a video will be forthcoming.

Even though we could not meet physically and even the Mayor's Reception was on ZOOM, we are still planning a great comeback when we can come back!

Respectfully Submitted,

# Kathleen Renaud

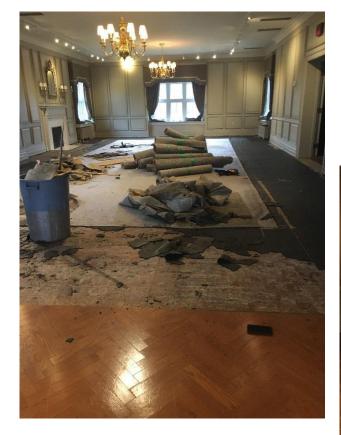
Kathleen Renaud, President Friends of Willistead.













## 2020 Financial Reports and Statements

Board of Directors Willistead Manor Inc.

# WILLISTEAD MANOR INC. FINANCIAL REPORT For the year ending December 31, 2020

#### Manor Club

The fiscal year ending December 31, 2020 concluded with Willistead Manor Inc. continuing its "Manor Club" fund raising campaign. Operating on a budget of \$4,500 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2019 was included in the 2020 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2020 of \$26,437.

Twenty three contributions to the Manor Club were received, amounting to \$2,427. Four of the Manor Club contributions exceeded the \$100 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$384,455.

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 \$2,535 to be applied toward the continued restoration of Willistead.

# WILLISTEAD MANOR INC. BALANCE SHEET As at December 31, 2020

	2020	2019
Assets:		
Cash in Bank	\$ 28,972	\$ 30,121
Liabilities:		
City Treasurer - Willistead Capital Restoration Fund	2,535	8,361
Equity	26,437	21,760
Total Liabilities & Equity	\$ 28,972	\$ 30,121

Note: Does not reflect values of fundraising inventory

# WILLISTEAD MANOR INC. STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2020 with comparative figures for 2019

	2020	2019
Revenues:		
Manor Club Contributions	2,427	4,450
Fundraising Event	-	3,450
Bank Interest - Savings	109	461
Total Fundraising Revenue	2,536	8,361
Operating Grant	4,500	4,500
Bank Interest - Operations	280	642
Total Revenues	7,316	13,503
Expenditures:		
Fundraising	-	2,572
Other	104	9,286
Transfer to Willistead Capital		
Restoration Fund	2,535	8,361
Total Expenditures	2,639	20,219
Excess (Shortfall) of Revenues		
over Expenditures	4,677	(6,716)
Fund Balance, Beginning of Year	21,760	28,476
Fund Balance, End of Year	26,437	21,760

## 2020 FINANCIAL REPORTS AND STATEMENTS



## CORPORATION OF THE CITY OF WINDSOR

WILLISTEAD MANOR - Furniture and Furnishings Trust Fund WILLISTEAD MANOR - Capital Restoration Reserve Fund WILLISTEAD MANOR - Endowment Fund



# CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR FINANCIAL REPORT For the year ending December 31, 2020

#### Art-in-the-Park

Due to Covid-19, Art-in-the-Park co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918) was not held in 2020. This joint effort, which commenced in 1978, has generated \$1,385,281 towards Willistead Restoration projects.

#### Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2020. This show, which began in 1987, has generated a total of \$209,153 toward Willistead restoration projects.

#### Friends of Willistead

The Friends of Willistead have generated 'contributions' totalling \$127,506 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 \$515,705 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 \$323,939 as at December 31, 2020 year-end.

#### Willistead Endowment Fund

In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2020 the Willistead Endowment Fund has a fund balance of \$28,184. The minimum capital balance that must be preserved in the fund as at December 31, 2020 is \$13,278.



## WILLISTEAD FURNISHINGS - TRUST FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2020

## with comparative figures for 2019

	2019	2018
Revenues:		
The Questers Donation Interest Income	\$ - 58	\$ 2,750 385
Total Revenues	58	3,135
Expenditures:		
Furnishings and Upgrades	5,601	20,674
Total Expenditures	5,601	20,674
Deficiency of Revenues over Expenditures	(5,543)	(17,539)
Fund Balance, Beginning of Year	9,754	27,293
Fund Balance, End of Year	<u>\$ 4,211</u>	<u>\$ 9,754</u>



# CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE

# As at December 31, 2020 with comparative figures for 2019

	2020	2019
Revenues:		
Willistead Manor Inc.	\$ 8,361	\$ 49,389
Art-in-the-Park	-	35,734
Friends of Willistead - Donation	2,000	2,000
Donation Box Proceeds & Sale of Books Transfer from Willistead Capital	-	49
Maintenance Reserve Fund	34	17,958
Interest Income	5,276	7,300
Total Revenues	15,671	113,430
Expenditures:		
Transfer to Capital Project	100,000	
Total Expenditures	100,000	
(Deficiency) Excess of Revenues		
Over Expenditures	(84,329)	113,430
Fund Balance, Beginning of Year	408,268	294,838
Fund Balance, End of Year	\$ 323,939	\$ 408,268



# CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - ENDOWMENT FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2020 with comparative figures for 2019

Revenues:	2020	2019
Donations Interest Income	\$ 2,000 281	\$ 3,000 556
Total Revenues	2,281	3,556
Expenditures:		
Total Expenditures	<u> </u>	<u></u> .
Excess (Deficiency) of Revenues over Expenditures	2,281	3,556
Fund Balance, Beginning of Year	25,903	22,347
Fund Balance, End of Year	\$ 28,184	\$ 25,903



# CORPORATION OF THE CITY OF WINDSOR WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS As at December 31, 2020

	Life to Date
Revenues:	
City Contribution	\$ 1,500,000.00
Canada 150 Grant (1)	450,000.00
Heritage Funding - Trust	25,000.00
- Reserve	120,000.00
Donations - The Morris & Beverly Baker Foundation	54,500.00
-The Chandisherry Foundation	25,000.00
- Friends of Willistead	12,000.00
- Other	50.00
Transferred Balance from Previous Capital Project	174,707.00
Total Revenues	2,361,257.00
Expenditures:	
Total Expenditures to Date	\$ 2,292,869.00
Balance Available at December 31, 2020	\$ 68,388.00

<sup>(1) \$450,000</sup> grant awarded in 2017 through the Canada 150 Community Infrastructure Program together with the \$1,500,000 from the City of Windsor was spent by March 31, 2018 as per the terms of the grant.