Willistead Manor Inc.



(Watercolors courtesy of Christopher Lawrence Menard)

2017 Annual Report



2017 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 2018

All photographs courtesy of Christopher Lawrence Menard

Willisteaa Wanor Inc. Annual Report 2017

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 2017.

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 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.

Willistead Manor Inc. Annual Report 2017

Directorate

Term Expiring August 17, 2018	Term Expiring August 17, 2019	
Andalieb Abu-Zahra Jean Douglas Willms James Evans Robert Gauthier Douglas Sanborn	Carl Dettinger Mary Jane Dettinger Robin Easterbrook Colleen Gaudette Art Jahns David Langstone	
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:

2017/2018

Chairperson—Douglas Sanborn Vice-Chair—Robin Easterbrook 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:

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

Willisteda Manor Inc. Annual Report 2017

Manor Club



(Photograph courtesy of Christopher Lawrence Menard)

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 2017 the Manor Club received donations totalling over \$4,860.00

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 December 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 donations since December 31, 1982

Sustaining Members: donors of less than \$1,000.00 whose donations,

when they reach \$1,000.00 will make them life

members

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 the Community Development and Health Commissioner, which maintains Willistead's grounds, gardens, buildings and furnishings.

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

The Rotary Club of Windsor (1918) Art in the Park event took place June 3rd and 4th, 2017 which was again extremely well attended resulting in another generous donation in the amount of \$43,428 towards the restoration and preservation efforts at Willistead Manor. Donations to Willistead Manor from the Rotary Club (1918) began in 1972 and the Willistead Manor Board of Directors is as always extremely grateful for their continuous support in keeping this historic gem flourishing for all to appreciate.

The Board sincerely thanks the Windsor Essex County Association of Realtors for their \$3,000 donation to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

The Friends of Willistead are a vibrant group of almost sixty volunteers who continue, year-after-year to support the Manor with docent services and various community events promoting the Manor. This year they presented a donation of \$2000 to Willistead Manor Inc. and an additional \$2000 to the Willistead Endowment Fund. We applaud and are very grateful for all they do for the Manor.

Special thanks also to those that generously contribute to the Willistead Endowment Fund which was set up by our past Chair Stephen Marshall who gave himself tirelessly to all things Willistead and Walkerville.

The Board also wishes to extend thanks to the Windsor Design Association, and the designers, who along with the Friends of Willistead came together to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was extremely well attended by over 1,700 visitors.

I am pleased to report that Willistead was awarded a \$450,000 matching grant from the Canada 150 program which when combined with the \$1,500,000 pledged from City Council in 2011 has permitted a nearly \$2,000,000 dollar restoration project addressing masonry, window and drainage issues in and around the Manor. The contracts were tendered and awarded in the fall of 2017 for substantial completion by March 31, 2018







Finally, a special thank-you to the acquisitions committee whose dedication allows us to maintain the high-level of historical quality and community value that Willistead Manor Inc. represents.

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:

Jan Wilson – Corporate Leader, Parks, Corporate Facilities, Recreation & Culture
Ray Mensour – Executive Director, Recreation & Culture
Cathy Masterson – Manager of Cultural Affairs
Christopher Menard – Cultural Development Coordinator
Dan Seguin – Deputy Treasurer, Financial Accounting
Tom Graziano – Senior Manager, Facilities
Rita Frangione – Recreation Centre Clerk, Willistead Manor
Steve Vlachodimos – Deputy City Clerk & Senior Manager, Council Services
Sandra Gebauer – Council Assistant and Executive Secretary to the Voard of
Directors, Willistead Manor Inc.
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn Chair, Willistead Manor Inc. Board of Directors







(Photographs courtesy of Christopher Lawrence Menard)

Acquisitions Committee

The Acquisitions Committee met throughout the year to review and research existing and future projects.

The second floor pantry renovation has been completed. Acquisitions worked with city Administration to develop the design and the needs for this space. A laminate wood plank was installed on the floor. The lower half of the wall was done in a porcelain brick pattern tile. Both created a period effect in a very utilitarian way. The west wall had new cabinets with a recessed panel design. New sinks, faucets and counter tops were installed in stainless steel. Also added were stainless steel movable cart stations for plating food and other kitchen purposes.

This is a very important space to the function of the caterers and was a needed refurbishing. The location of the second floor pantry is in the hall that leads to the guest bathrooms. We have received many compliments by those who have viewed it, and especially by those that work in it.

The Committee is grateful to Caesars Windsor for subsidizing the refurbishment of art throughout the manor. A local artist, Michael Labiak, with a background in art restoration did a stellar job of cleaning with minor repairs to the canvases and frames. All of the art now presents much better and has garnered many compliments.

The Acquisitions Committee met with Tammy Dewhirst to develop a Walker family tree. It was completed and is in a frame displayed in the manor. This family tree is part of our ongoing project to document the Walker family's legacy, so rich to our community. It has been viewed by many and has given much clarity to the identity of the Walker family members.

The Committee with the board's approval met and commissioned Suede Productions to complete a documentary film. It will be a 45 minute piece consisting of interviews, images and testimonials on and about Willistead Manor. We anticipate completion to be in 2018 and look forward to its public presentation. A small snippet of it was used in an evening to honor The Morris & Beverly Baker Foundation. This evening event was put on by The Windsor Endowment for the Arts at Caesars Windsor. We were thrilled to participate in honoring the foundation as we are recipients of funding from them.

We received a framed copy of the artist Gari Melchers painting "The Letter" from a local Questors group. The original, now at the National Gallery in Washington DC, was from the Walker collection that once hung in the manor. We placed it in Mrs. Walker's bedroom and have received much accolade from it.





On behalf of the board we would like to thank all those that participate in our endeavor to maintain a high standard at the manor. Willistead Manor is truly a jewel in our city and we hope to see that sustain for many years to come.

Respectfully submitted,

Robert Gauthier

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





Education Committee

Throughout the year, students from Académie Ste-Cécile International School of Windsor continue to come for an added leaning experience with the English language.

The Manor is fortunate through the Friends of Willistead (FOW) that several of the docents are fluent in Spanish and French; and, able to help students from afar.

However, in the Fall our schedule for students and groups changed drastically. Willistead Manor was the recipient of a Canada 150 Community Infrastructure Grant of \$450,000 supported by \$1,500,000.00 from the City of Windsor.

This tremendous renovation involved both the inside and the outside of the Manor and Coach House, repointing bricks, painting, etc. was a tremendous undertaking.

The placement of scaffolding was necessary during the entire process. Tours, Groups and the Public would be in the way of the Construction Crews. Therefore, the decision was made to close the Manor to Public Tours and cut way back on Christmas Tours for the safety of all and to keep out of the way of the Contractors and Crews.

Hopefully in the Spring the Manor will once again be open for Tours, Students, Weddings etc. with a brand-new look, fully restored and ready to face another 100 years of Willistead history!

Research continues with the history of Hiram Walker and his descendants. Material included a new collection of Photos, Letters, Homes, News Paper Clippings, etc. These items; and, many more will be used in a permanent future display in the Manor's Coach House.

Respectfully submitted,

Mary Jane Dettinger

Mary Jane Dettinger
Willistead Education Committee Coordinator





Friends of Willistead

Since 1981 the FRIENDS have served Willistead Manor with pride and dedication...WHY? Because the now 64 member strong group is volunteers and volunteers choose to serve and take pride in the outcome of their endeavours and we so do.

We continued with our usual activities and added some new ones. We worked with the Board members and Acquisitions Committee to present the second sale of antiques and curiosities to the public as a fundraiser. We hosted a fundraising event in May that brought 250 ladies together for a fun and profitable evening. The Legion saw a lot of laughter that Friday evening.

Our eighth annual **Easter "Egg-stravaganza"** invited 50 children and their families in to meet the "Real" Bunny Rabbit, dance and sing, do crafts and games, take photos, have an egg hunt and go home with a filled basket of goodies. Everyone had a great time, especially the FRIENDS who wore their bunny ears.

Art in the Park in June is our main fundraiser every year as the FRIENDS present a café in the courtyard and act as docents in the Manor for free tours. As the vendors are taking their spots in the park for the event organized by the Rotary Club we try to highlight the Manor and its history to the public.

This year there were an extraordinarily large amount of tours which were graciously shared with City of Windsor personnel. We all worked together to present great tours with lots of information to the vast number of people that visited the Manor for the first time.

Our fifth Hallowe'en **Howl** had 40 little ones in costumes play games, do crafts, sing and enjoy spooky treats. The FRIENDS who play right along have a great time and no one was scared of the big bad witch in the foyer.

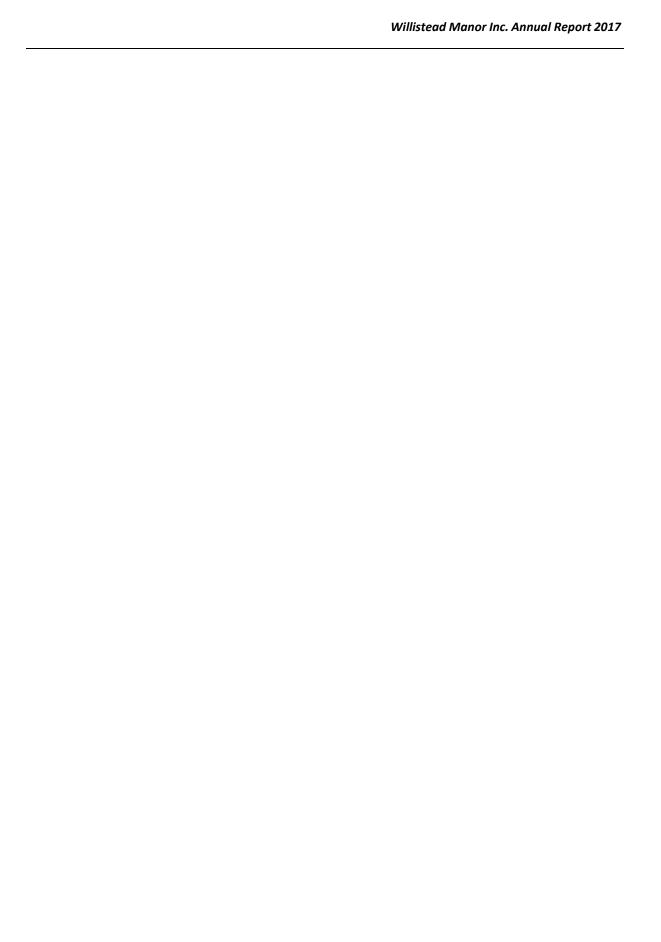
Six professional decorators and 40 FRIENDS and family spent two days **decorating the Manor** in full holiday style. We were only open for three Sundays to accommodate the restoration but still had about 1800 people tour the Manor this season.

Our main focus this year was the restoration of the Manor that with the help of a grant through the Canada 150 Community Infrastructure Program will provide welcome new life to our jewel.

Respectfully submitted,

Kathleen Renaud

Kathleen Renaud President, Friends of Willistead



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2017 Financial Reports and Statements

Board of Directors Willistead Manor Inc.

WILLISTEAD MANOR INC. FINANCIAL REPORT For the year ending December 31, 2017

Manor Club

The fiscal year ending December 31, 2017 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 fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2016 was included in the 2017 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2017 of \$26,357.13.

Nineteen memberships in the Manor Club were renewed, amounting to \$4,860.00. 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 \$328,337.19.

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 \$4,911.55 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC. BALANCE SHEET As at December 31, 2017

	<u> 2017</u>	<u> 2016</u>
Assets:		
Cash in Bank	\$ <u>31,268.68</u>	\$ <u>38,874.68</u>
Liabilities:		
City Treasurer - Willistead Capital Restoration Fund	4,911.55	2,258.50
Equity	<u>26,357.13</u>	<u>36,616.19</u>
Total Liabilities & Equity	\$ <u>31,268.68</u>	\$ <u>38,874.69</u>

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC. STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2017 with comparative figures for 2016

Revenues:	<u>2017</u>	<u>2016</u>
Operating Grant	\$ 4,500.00	\$ 4,500.00
Manor Club Memberships	4,860.00	2,227.55
Donations - Restoration	2,000.00	4,000.00
Bank Interest - Savings	51.55	30.95
Bank Interest - Operations	339.54	<u>358.66</u>
Total Revenues	\$ <u>11,751.09</u>	\$ <u>11,117.16</u>
Expenditures:		
Fundraising	820.40	669.20
Other	14,278.20	3,436.63
Transfer to City of Windsor, Capital Fund	2,000.00	4,000.00
Transfer to Willistead Capital		
Restoration Fund	<u>4,911.55</u>	<u>2,258.50</u>
Total Expenditures	<u>22,010.15</u>	<u>10,364.33</u>
Excess of Revenues over Expenditures	(10,259.06)	752.83
Fund Balance, Beginning of Year	<u>36,616.19</u>	<u>35,863.36</u>
Fund Balance, End of Year	\$ <u>26,357.13</u>	\$ <u>36,616.19</u>

2017 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 WILLISTEAD MANOR - Endowment Fund WILLISTEAD MANOR - Capital Restoration Project Account



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR FINANCIAL REPORT For the year ending December 31, 2017

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$43,428.00 to the Willistead Restoration Fund for 2017. This joint effort, which commenced in 1978, has generated \$1,314,612.88 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2017. This show, which began in 1987, has generated a total of \$209,152.71 toward Willistead restoration projects.

Friends of Willistead

The Friends of Willistead have generated 'contributions' totalling \$114,466.00 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 \$497,105 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 \$247,893.96 as at December 31, 2017 year end.

Willistead Capital Maintenance

Since it was established in 2005, the Willistead Capital Maintenance Reserve Fund has funded capital maintenance expenditures totaling \$160,000. The Willistead Capital Maintenance Reserve Fund has a balance of \$17,312.12 as at December 31, 2017 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, 2017 the Willistead Endowment Fund has a fund balance of \$18,863.09. The minimum capital balance that must be preserved in the fund as at December 31, 2017 is \$9,238.29.

Willistead Capital Restoration Project Account

In 2012, City Council approved a major capital restoration project at Willistead Manor estimated to cost approximately \$2.2 million with a commitment to provide funding of \$1.5 million towards this major capital initiative. Additionally, City Council approved Heritage funding of \$75,000 towards this project and the redirection of \$174,707 from previously approved capital projects at Willistead Manor. The Willistead Manor Inc. Board has received donations of \$91,550 to date.

Additionally, in December 2016 the Federal Economic Development Agency for Southern Ontario approved funding under the Canada 150 Community Infrastructure Program (CIP 150) of a non-repayable contribution of up to \$450,000 representing 23% of total eligible project costs provided the work is completed by March 31, 2018.

The scope of the project includes above grade restoration work including: roof, woodwork, masonry and stucco repairs, as well as window restoration. In addition, below grade work consisting of foundation water proofing and building drainage improvements will be scheduled for the first quarter of 2018. This work will also be a part of the Canada 150 grant.

Of the approximately \$2.2 million funding available for this project, expenditures incurred to date total \$643,419.





WILLISTEAD FURNISHINGS - TRUST FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2017 with comparative figures for 2016

Revenues:	<u>2017</u>	<u>2016</u>
Caesars Windsor Donation Maple Leaf Questers Donation Interest Income	\$ 5,000.00 - <u>189.04</u>	\$ - 500.00 <u>341.68</u>
Total Revenues Expenditures:	5,189.04	841.68
Furnishings and Upgrades	<u>13,503.76</u>	18,557.14
Total Expenditures	<u>13,503.76</u>	18, <u>557.14</u>
Excess (Deficiency) of Revenues over Expenditures	(8,314.72)	(17,715.46)
Fund Balance, Beginning of Year	<u>39,498.06</u>	<u>57,213.52</u>
Fund Balance, End of Year	\$ <u>31,183.34</u>	\$ <u>39,498.06</u>



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2017

with comparative figures for 2016

Revenues:	<u>2017</u>	<u>2016</u>
Interest Income	\$ 70.84	\$ 61.32
Fundraising Revenue		<u>10,906.61</u>
Total Revenues	70.84	10,967.93
Expenditures:		
Capital Projects Approved		
Total Expenditures		
Excess (Deficiency) of Revenues over Expenditures	70.84	10,967.93
Fund Balance, Beginning of Year	<u>17,241.28</u>	<u>6,273.35</u>
Fund Balance, End of Year	\$ <u>17,312.12</u>	\$ <u>17,241.28</u>



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2017 with comparative figures for 2016

Revenues:	<u>2017</u>	<u>2016</u>
Willistead Manor Inc.	\$ 2,258.50	¢ 1505.92
w uusteaa Manor Inc. Art-in-the-Park	*	\$ 4,595.82
	43,428.00	35,154.00
Friends of Willistead -	266.25	(15.50
Donation Box Proceeds & Sale of Book		615.50
Silent Auction Proceeds	4,154.75	<u>-</u>
Interest Income	<u>2,742.83</u>	<u>1,846.17</u>
Total Revenues	52,850.33	42,211.49
Expenditures:		
Furnishings and Upgrades	25,195.53	
Capital Projects Approved		
Total Expenditures	<u>25,195.53</u>	
Excess (Deficiency) of Revenues over Expenditures	27,654.80	42,211.49
Fund Balance, Beginning of Year	<u>220,239.16</u>	<u>178,027.67</u>
Fund Balance, End of Year	\$ <u>247,893.96</u>	\$ <u>220,239.16</u>



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - ENDOWMENT FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2017 with comparative figures for 2016

Revenues:		<u>2017</u>	<u>2016</u>
Donations Interest Income		\$ 2,100.00 	\$ 9,817.22 115.96
Total Revenues		2,311.35	9,933.18
Expenditures:			
Total Expenditure	es .		
Excess (Deficienc over Expenditu	• / •	2,311.35	9,933.18
Fund Balance, Be	eginning of Year	<u>16,551.74</u>	<u>6,618.56</u>
Fund Balance, Er	nd of Year	\$ <u>18,863.09</u>	\$ <u>16,551.74</u>



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNT As at December 31, 2017

		<u>Life to Date</u>
Revenues:		
City Contributio Canada 150 Gr		\$ 1,500,000.00 115,819.00
Heritage Fundi		25,000.00
G	- Reserve	50,000.00
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 Ba	lance from Previous Capital Project	<u>174,707.00</u>
Total Revenues		1,957,076.00
Expenditures:		
Total Expenditu	eres to Date	<u>643,419.00</u>
Balance Availa	ble at December 31, 2016	\$ <u>1,313,657.00</u>

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