



WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, March 26, 2013
6:32 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Chair S. Rung, D. Bonk, A. Crerar, A. Dias, J. Glass, L. Haggerty, J. Lewis, S. Lovell, S. Massel, M. McCreery, B. Paddock, J. Roberts, W. Stauch and L. Turner

Members absent: P. Clarke, T. Galloway, Z. Janecki and K. Seiling

Also present: C. Bogusat and V. Reitzel

DECLARATIONS OF CONFLICT OF INTEREST

S. Massel and J. Roberts declared a conflict of interest with respect to the Project/Event Grant Application from the University of Waterloo Library, to be discussed under the Allocations and Finance Committee, due to their employment at the University of Waterloo.

DELEGATIONS

a) Susan Mavor and Jane Britton, University of Waterloo Library, gave a presentation to the members regarding their grant application for their project involving the transcription/translation of German language letters.

PRESENTATIONS

a) Charlotte Woodley, Archivist, Region of Waterloo Archives, invited the members to the Waterloo Region Archivists Interest Group Meeting being held in the Region's Council Chamber on April 12, 2013. As a result of the meeting, a Directory of local Archivists will be created and made available for public access. W. Stauch advised that he has a list of all archivists in the Grand River watershed, as provided to him by a staff member from the Grand River Conservation Authority; he'll forward a copy to C. Woodley.

C. Woodley provided an update on Regional Archives activities, including the receipt of a grant to digitalize microfilm and microfiche records, some of which belong to the Waterloo Regional Heritage Foundation (WRHF). She advised that Archives is in possession of another five (5) boxes of WRHF records to archive; she'll report back in the fall 2013 with expense and summary details.

APPROVAL OF MINUTES

S. Rung requested that the word 'created' be replaced with 'modified' on page 4, under Grants Tracking. L. Haggerty requested that the spelling of her surname be corrected and that the notation related to item ii) on page 3 be revised to remove the second sentence and to revise

the next sentence to reflect that the grant denial was as a result of insufficient time for the Foundation members to review the application and make a decision before the planned mounting of the play. The minutes will be revised to reflect these amendments.

MOVED by S. Massel
SECONDED by W. Stauch

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on February 26, 2013, be approved, as amended.

CARRIED

ACCOUNTS AND GRANT SUMMARY

Connie Bogusat, Analyst Financial Services, submitted the Waterloo Regional Heritage Foundation Accounts and Grant Summary, as of March 2013, for review.

BUSINESS ARISING FROM THE MINUTES

a) 40th Anniversary Research Update

S. Rung introduced Victoria Reitzel, a university student working with A. Crerar, and conducting research about the Foundation in preparation for the 40th anniversary celebration. V. Reitzel provided the members with an overview of her research and shared a sampling of the online prezi that she's created which highlights events and milestones throughout the Foundation's history. The prezi can be uploaded to the WRHF website and can be setup at timed computer stations during the planned Annual General Meeting.

To date, she has reviewed ten (10) years worth of Foundation history but is hoping to complete her research by the end of April. A final review of the prezi will take place at the May meeting. The Board discussed its preference for a timed presentation and the selection process undertaken for choosing which Foundation events and milestones to highlight.

2012-2013 COMMITTEES

a) Allocations and Finance Committee

i) Project/Event Grant - University of Waterloo Library Re: Transcription/translation of German-language Letters

L. Haggerty advised that the Allocations and Finance Committee has reviewed the complete application and is recommending that the Foundation approve a grant of \$3500.00, to match the grant being provided by the Waterloo Centre for German Studies. The Foundation members discussed the community and historical value of the project and suggested that the funding grant be increased to \$5000.00.

MOVED by L. Haggerty
SECONDED by W. Stauch

THAT the Waterloo Regional Heritage Foundation approve a project/event grant in the amount of \$5000.00 to the University of Waterloo Library, Special Collections, for the transcription and translation of German-language letters, as outlined in the application received January 25, 2013;

AND THAT the project be completed by March 26, 2014, a one year period from the date of the approved motion;

AND THAT suitable acknowledgement of the Foundation's contribution is made using the official name Waterloo Regional Heritage Foundation and the Foundation's logo, to be provided by the Foundation, to appear in all printed materials and advertising;

AND THAT a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the event with written request for payment;

AND FURTHER THAT the applicant agree that the event details, printed materials and advertising provided by the applicant to the Foundation, and the Foundation's support of such, may be used by the Foundation for such purposes as promotional materials and on the Foundation's website.

CARRIED

ii) Publication Grant Application – Susan Fish Re: St. Jacobs Farmers' Market Cookbook publication

L. Haggerty gave an overview of the project and the grant request. She advised that the Committee wishes to determine the historical significance of the publication. She advised that she will seek additional information from the applicant prior to requesting that she appear as a delegation before the membership.

iii) Modification of the Grants Spreadsheet

L. Haggerty stated that the grants spreadsheet is currently being reviewed. S. Massel provided an overview of the challenges of the data contained within the spreadsheet. She suggested that considerable effort will be required to revise the document so that it contains relevant data that meets the needs of the Foundation. She recommended that a student be enlisted to assist with the revisions and estimated that the revised spreadsheet would be available for review by September 2013. The members discussed the opportunity to include award recipient data and to assign application numbers. It was clarified that the spreadsheet was created by staff in the Regional Clerk's office and that it would continue to reside there.

iv) Revised Grant Policies

The members provided comments and suggested revisions for the grant policies document. S. Massel took note of the agreed upon revisions and will share with staff in the Regional Clerk's office for edition. The revised document will come back for review during the meeting in April.

b) Communications Committee

A. Dias provided an update regarding the planning for the Annual General Meeting. The Committee has settled on the date June 11, 2013 and is investigating venues in the Region's township municipalities.

c) Heritage Advisory Committee

S. Lovell announced that the first award nomination has been received and that others are pending and expected before the April 23, 2013 submission deadline.

d) Executive Committee

S. Rung indicated that there is no report at this time.

REPORTS – MEMBER ORGANIZATIONS

a) Architectural Conservancy of Ontario, N-W Branch

There was no update due to the absence of P. Clarke.

b) Heritage Cambridge

B. Paddock stated that the Annual General Meeting held on March 25th was well-attended. The Annual House Tour will be held on May 11th and will feature historic homes and properties in Hespeler and the Black Bridge area. He provided an overview of upcoming workshops, including 'Heritage as Real Estate' on April 13th; 'Heritage Windows' in Summer 2013; and, Genealogy on September 28th. Details for all upcoming workshops can be found on the Heritage Cambridge website.

c) Waterloo Historical Society

J. Glass stated that the group held their first public meeting of 2013 on March 9th at the St. Jacobs Schoolhouse Theatre. Local author, Nancy Silcox, spoke to a crowd of 80 attendees about Elsie Cressman's life story.

On May 11th, Dr. John Carter will be back for his third WHS presentation. This time he will be discussing The Canadian Rebellion of 1837-38 and what effect, if any, the Rebellion had on this area. The 100th anniversary edition of the WHS Annual Volume will be distributed at this meeting.

The WHS is currently finalizing its programming for the remainder of 2013 and J. Glass encouraged members to review the group's website (www.whs.ca); Facebook page (www.facebook.com/waterloohs); or twitter account (@WaterlooHS) for meeting information and other real-time updates.

d) Ontario Genealogical Society, Waterloo Region

D. Bonk stated that a conference is being planned for April 2013 and will feature information about what is and isn't available on the internet.

CORRESPONDENCE

The correspondence folder was circulated among the members for their review.

OTHER BUSINESS

a) S. Massel provided details about a First Nations history lecture planned for April 4th. Additional event details will be forwarded to the members via email.

b) J. Roberts gave an update about the academic achievement of Alicia De Laurentis; Ms. De Laurentis had received a WRHF scholarship in 2007/2008.

c) The members discussed plans for a bus tour within the Region. W. Stauch confirmed that he is willing to organize with the solicited assistance from P. Clarke. The tentative tour date is Saturday, May 25, 2013. He will provide an update at the next meeting.

d) The members discussed the need to arrange for a more accommodating meeting room. Staff will investigate the availability of larger meeting rooms for future meetings.

e) D. Bonk advised that the Ezra Eby website is down and that this may be a permanent situation.

NEXT MEETING – Tuesday, April 23, 2013

ADJOURN

MOVED by L. Haggerty
SECONDED by S. Lovell

THAT the meeting adjourn at 8:13 p.m.

CARRIED

FOUNDATION CHAIR, *S. Rung*

FOUNDATION SECRETARY, S. Natolochny