



Media Release: Friday, June 19, 4:30 p.m.

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Waterloo Regional Heritage Foundation

Agenda

Tuesday, June 23, 2020

5:30 p.m.

This meeting will be held electronically

150 Frederick Street, Kitchener

1. Election of Chair and Vice Chair

2. Declarations of Conflict of Interest

3. [Accounts and Grant Summary](#)

Page 3

4. Approval of Minutes – [May 26, 2020](#)

Page 6

5. 2020-2021 Committees

5.1 Allocations and Finance Committee

- a) **Project Grant:** Lary Turner, The Company of neighbours/Hespeler Heritage Centre re: Throwback Website (Digital Form of Historical Storytelling)

(Distributed Separately via email)

- b) **Project Grant:** Scott Bradford re: Exterior Surface Preparation and Painting, 21 Lansdowne Road North, Cambridge

(Distributed Separately via email)

- c) **Project Grant:** Central Presbyterian Church – Slate Roof Replacement

(Distributed Separately via email)

5.2 Heritage Advisory and Communications Committee

6. Other Business

- a) [Sign up for Subcommittee Membership 2020-2021](#)

Page 10

7. Next Meeting –September 22, 2020

8. Adjourn

WATERLOO REGIONAL HERITAGE FOUNDATION
June 2020 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Jun 19	JE	Region of Waterloo	See Note #1	\$11,515.01
				\$11,515.01

Notes:

Note 1 - Breakdown of Region of Waterloo June 19 Journal Entry:

Grant - Sharmalene Mendis-Millard	\$11,243.50
Membership Fee (Heritage Canada)	136.11
Postage / Courier	26.21
Meeting expenses - Sandhills Café	109.19
	\$11,515.01

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account - June 19, 2020	\$6,887.93
Net amount held by RMOW	254,922.94
	\$261,810.87
DEDUCT:	
Outstanding 2019 Grant Commitments	(9,706.50)
Net Funding Position at June 19, 2020	\$252,104.37

Waterloo Regional Heritage Foundation
2020 Grant Summary Statement
June

2020 Grant Budget	\$316,000
Grants Approved	0
Sub-Total Grant Balance	316,000
2019 Grant expense	(1,294)
Remaining Grant Budget	\$314,707
Grant Applications in Progress	\$252,500

**Waterloo Regional Heritage Foundation
June 2020 Grant Statement**

2020 Grant Budget	\$316,000
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Grants Approved and Paid

<u>Date Paid</u>	<u>Grants Paid in 2020</u>	
	None as of June 2020	\$0

Sub-Total Grants Paid and Committed	\$0
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Remaining Grant Budget	\$316,000
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Grant Applications in Progress

June 26 2018	Sonja Swanson - Project Grant: Exterior Restoration	\$5,000
March 26 2019	Kim and Chris Coghlan - Roof Replacement, 66 Old Mill Road, Cambridge	80,000
November 26 2019	Central Presbyterian Church - Project Grant: Slate Roof Replacement	150,000
May 26 2020	The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	8,500
May 26 2020	Scott Bradford - Project Grant: Exterior surface preparation and painting	9,000
		\$252,500

Grants that have been Accrued into 2020 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
June 25 2019	June 25, 2020	Tom Beechey - Property Grant: 91 Cooper St	\$5,000
June 25 2019	June 25, 2020	Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	5,000
June 25 2019	June 25, 2020	Sharmalene Mendis-Millard - Property Grant: 222 Mary Street, Waterloo - did not accrue for HST amount	(1,294)
November 26 2019	November 26 2020	Crossroads Productions - Publication Grant: History meets Mystery Play: Seagram's Folly - the Final Clue	1,000
			\$9,707

**WATERLOO REGIONAL HERITAGE FOUNDATION
2020 BUDGET**

	2020 Budget	Committed/ Actuals as of June 19 2020	Actual vs Budget Variance
<u>FUNDING SOURCES:</u>			
Accumulated Net Revenue(Opening)	\$245,381	\$252,688	(\$7,307)
Regional Grant	106,210	106,210	-
Interest Income	4,800	1,778	3,022
Other			
Total Funding:	\$356,391	\$360,677	(\$4,286)
<u>EXPENDITURES:</u>			
Foundation Projects			
Special Events	\$4,000	-	\$4,000
Heritage Scholarship	6,000	-	6,000
Research Award	1,000	-	1,000
WHS - Annual Volume	5,000	-	5,000
Architectural Studies	1,000	-	1,000
Community Outreach	5,000	-	5,000
Award of Excellence	1,250	-	1,250
Funding Recognition Plaques	2,000		2,000
Sub Total Foundation Projects	\$25,250	\$0	\$25,250
Prior Years Grant Approvals Accrued		(\$9,707)	9,707
2020 Grant Approvals / Commitments	316,000	-	316,000
Sub Total Grant Approvals/Commitments	\$316,000	(\$9,707)	\$325,707
Administration			
Foundation Meetings	\$3,400	\$109	\$3,291
Printing & Supplies	1,000	-	1,000
Postage/Courier	500	26	474
Advertising	4,000	-	4,000
Insurance	2,000	1,944	56
Workshops / Travel	500	-	500
Memberships	150	136	14
Miscellaneous	3,200	2,621	579
Sub Total Administration	\$14,750	\$4,836	\$9,914
Total Expenditures:	\$356,000	(\$4,870)	\$360,870
ACCUMULATED NET REVENUE (Closing)	\$391	\$365,547	(\$365,156)



Waterloo Regional Heritage Foundation

Minutes

Tuesday, May 26, 2020

5:33 p.m.

This meeting was held electronically.

Regional Administration Building

150 Frederick Street, Kitchener

Present were: Chair J. Glass, J. Clinckett, D. Emberly, M. Lee, J. Lewis, V. Mance, K. Redman and H. Rennie

Members absent: L. Haggerty, B. Oberholtzer, K. Osborn and K. Redman

Declarations of Conflict of Interest

None declared.

Accounts and Grant Summary

Connie Bogusat, Financial Analyst circulated and provided an overview of the Accounts and Grant Summary.

a) 2019 Draft Financial Statements

C. Bogusat made reference to the subsequent auditor letter that was distributed to the members and noted website costs for 2020. A copy of the letter is appended to the original minutes.

Moved by M. Lee

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve the 2019 Draft Financial Statements.

Carried

Approval of Minutes

D. Emberly made mention of the misspelling of Horst Wohlgemut in the January minutes.

Moved by J. Lewis

Seconded by M. Lee

That the minutes of the Waterloo Regional Heritage Foundation meeting held on January 28, 2020, be approved, as amended.

Carried

2019-2020 Committees**a) Allocations and Finance Committee**

- i. Project Grant: Lary Turner, The Company of neighbours/Hespeler Heritage Centre re: Throwback Website (Digital Form of Historical Storytelling)

J. Glass provided an overview of the project and noted that the Allocations and Finance Committee will meet off line to bring forward a recommendation to the Foundation at the June meeting.

- ii. Project Grant: Scott Bradford re: Exterior Surface Preparation and Painting, 21 Lansdowne Road North, Cambridge

J. Glass provided an overview of the project and noted that the Allocations and Finance Committee will meet off line to bring forward a recommendation to the Foundation at the June meeting.

- iii. Project Grant: Central Presbyterian Church re: Slate Roof Replacement

J. Glass reviewed the application from Central Presbyterian Church and reminded the Foundation that a recommendation will be needed to give more than the \$20,000 that is left in the cap that was set previously.

b) Heritage Advisory and Communications Committee

- i. 2020 Annual General Meeting – June 9, 2020

J. Glass suggested that the Annual General Meeting (AGM) defer the awards until the Provincial order is lifted on public gatherings and hold the meeting electronically.

Foundation reviewed the three terms that are ending in 2020 and vacancies that will be opening for the AGM.

ii. 2019 Award Nomination Updates

Provided that the awards cannot be presented with the current Provincial orders the Foundation moved that the nomination deadline be extended to June 30, 2020 with the presentation date to be determined.

Moved by D. Emberly

Seconded by J. Lewis

That the Waterloo Regional Heritage Foundation extend the awards nominations deadline to June 30, 2020, with the presentations date to be determined.

Carried

Correspondence

The correspondence folder was not circulated due to it being an electronic meeting.

Other Business

a) External Comments for Approved Grants

The Foundation discussed the complaints that came forward and noted the need for a standardized response. The current policy was highlighted, noting that the Foundation does not research or review the material for accuracy.

Helen Chimirri-Russel, Director, Cultural Services, offered to provide the Foundation with the wording that is used by the Region of Waterloo Arts Fund, as an example to work with.

J. Glass noted that a draft statement will be brought forward to the June meeting.

Next Meeting – June 23, 2020

Adjourn

Moved by D. Emberly

Seconded by M. Lee

That the meeting adjourn at 6:15 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy

Committee Membership 2020-2021 Sign Up Sheet

	Allocations and Finance Committee
1.	
2.	
3.	
4.	
5.	

	Heritage Advisory and Communications Committee
1.	
2.	
3.	
4.	
5.	