

Waterloo Regional Heritage Foundation

Board Minutes



October 25, 2022, 5:30 p.m.
Waterloo County Room/Electronic
150 Frederick Street, Kitchener, Ontario

Present: K. Redman, E. Clarke, J. Glass, J. Holland, P. Elsworthy, A. Dobkowski, J. Baker

Absent: D. Emberly, J. Clinckett, M. Lee

1. Call to Order

Chair J. Glass called the meeting to order at 5:34 p.m.

2. Declarations of Conflict of Interest

None.

3. Finance Reports

3.1 Accounts and Grants Summary

Connie Bogusat, Financial Analyst, Corporate Services, provided an overview of the Accounts and Grants Summary and noted that the three approved grants are continuing to be processed by Staff.

4. Delegations

None.

5. Approval of Minutes - September 27, 2022

Moved by E. Clarke
Seconded by P. Elsworthy

That the minutes of Waterloo Regional Heritage Foundation from September 27, 2022 be approved.

Carried

6. 2022 Committees

6.1 Allocations and Finance

6.2 Heritage Advisory and Communications

6.3 Strategic Planning

6.3.1 Pilot Program Discussion and Consultant Update

J. Holland provided a verbal update on the progress of the Strategic Planning Committee. The Committee has been drafting a request for proposal to procure a consultant for the purposes of assisting the Committee in community outreach and grant funding program design. She noted that the scope and criteria the request for proposal are currently being revised by the Committee.

In response to the Foundation, J. Holland stated that the Committee is hoping to have the request for proposal posted in November to maintain the proposed timeline in the strategic plan.

7. Information/Correspondence

7.1 MHS Fall Newsletter

Received for information.

8. Other Business

8.1 Notice of Removal of a Director

Following the proper notice of removal, J. Glass provided background to the Foundation and thanked the specified Director for their years of contribution.

Moved by A. Dobkowski

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation remove the specified Director from the Foundation Board of Directors as per By-law no. 1 section 3.05.

Carried

Moved by K. Redman

Seconded by J. Baker

That the Waterloo Regional Heritage Foundation terminate the membership from the Foundation of the specified Member as per By-law 1 section 9.03.

Carried

8.2 Plaque Discussion

J. Glass explained that new plaques will need to be sourced and he described the plaques had a bronzed look that are approximately 12" by 6". The Foundation directed Staff to contact local vendors for pricing and material of new plaques.

9. Next Meeting - November 22, 2022

The Foundation discussed that regular meetings should potentially only be held in-person on a quarterly basis due to the cost of in-person meetings.

Councillor Clarke was acknowledged for her contributions to the Region of Waterloo and specifically to the Foundation.

10. Adjourn

Moved by A. Dobkowski

Seconded by E. Clarke

That the meeting adjourn at 5:58 p.m.

Carried

Committee Clerk

Committee Chair