

# Waterloo Regional Heritage Foundation

## Board Minutes



June 27, 2023

6:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, M. Lee, B. Dietrich,  
A. Carswell

Absent: N. Salonen, S. Burke, H. Peller-Oliver, J. Baker

Others Present: Regional Chair K. Redman

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### 1. Call to Order

J. Hale, Foundation Secretary, called the meeting to order at 6:32 p.m.

### 2. Appointment Ratification and Introductions

The Foundation provided introductions to welcome the new Directors to the Board.

### 3. Election of Chair and Vice Chair

J. Hale, Foundation Secretary, called for nominations for the position of Chair and Vice-Chair for a one-year renewable term from June 2023 to June 2024. John Glass was nominated for the position as Chair and accepted the nomination and no additional nominations were made. Michelle Lee was nominated for the position of Vice-Chair and accepted the nomination and no additional nominations were made.

J. Glass assumed the Chair for the remainder of the meeting.

Moved by D. Emberly

Seconded by P. Elsworthy

That nominations for the position of Chair be closed;  
And that John Glass be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2023 to June 2024.

**Carried**

Moved by P. Elsworthy  
Seconded by P. Wolf

That nominations for the position of Vice Chair be closed;  
And that Michelle Lee be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2023 to June 2024.

**Carried**

**4. Declarations of Conflict of Interest**

None declared.

**5. Finance Reports**

**5.1 Accounts and Grants Summary**

Received for information.

The Foundation referenced the Annual General Meeting catering costs listed in provided summary and recommended that this cost be reduced for upcoming meetings. Additionally, it was noted that Directors and Staff must confirm attendance if attending a meeting in-person to avoid leftover food.

**6. Delegations**

**6.1 Kelly Spencer, Owner of True Nature Communications Inc.**

Kelly Spencer, Owner of True Nature Communications Inc., provided a presentation on the Doors Open event being held on September 16th from 10:00 a.m. to 4:00 p.m. She noted that there are 20 sites for this year's event and the WRHF will be participating at the Central Presbyterian Church in Cambridge. The presentation also included a sponsorship opportunity for a Doors Open Children's activity book in the amount of \$3,500.

The Foundation thanked K. Spencer for the presentation and acknowledged the hard work and dedication involved with the Doors Open event.

**7. Approval of Minutes - May 23, 2023**

Moved by P. Wolf

Seconded by D. Emberly

That the minutes of Waterloo Regional Heritage Foundation from May 23, 2023 be approved.

**Carried**

**8. Committees**

**8.1 Allocations and Finance**

The Foundation discussed the proposed project to provide funding for a Children's activity book presented by K. Spencer under agenda item 6.1. The Foundation expressed that the project is a valuable community initiative, however, since the Foundation paused all grant funding until the completion of the Strategic Planning Review, they determined that funding would not be feasible. The Foundation suggested that K. Spencer submit a formal grant application for funding consideration next year.

The Foundation directed Staff to provide K. Spencer with information on the Foundation's decision on this matter.

**8.2 Heritage Advisory and Communications**

None.

**8.3 Strategic Planning**

M. Lee provided an overview of the Strategic Planning meeting held on June 27th at 5:00 p.m. She noted that the consultant's report with recommendations will be ready for circulation on July 19th for the Foundation's consideration. She further noted that the Centre for Community Based Research requested that the Foundation consider a redistribution of the honourariums funding for designated roundtable participants and that the total amount would still be within the overall \$1,200 budgeted amount that was approved by the Foundation.

The Foundation deliberated altering the honourariums for all participants and discussed the merits of consulting with relevant Regional Staff to consider comparable honourariums that are currently being provided by

the Region. The Foundation also expressed the importance that the honourariums be distributed equally among the designated participants.

B. Dietrich left the meeting at 7:27 p.m.

Moved by M. Lee

Seconded by P. Wolf

Whereas the Waterloo Regional Heritage Foundation approve \$1,200 to fund honourariums for designated participants of the Strategic Planning Review roundtables in relation to a Strategic Planning Review being conducted by Centre For Community Based Research pursuant to an Agreement dated April 17, 2023 with the Waterloo Regional Heritage Foundation.

Therefore, that the Waterloo Regional Heritage Foundation approve the honourarium amount recommended by the Regional Director of Truth & Reconciliation and/or the Regional Director of Equity, Diversity & Inclusion provided that the total sum is within the approved budget dated May 31, 2023.

**Carried**

**9. Information/Correspondence**

**9.1 Waterloo Historical Society July 2023 Newsletter**

Received for information.

**10. Other Business**

**10.1 Director Applications**

The Foundation discussed the Director application including the applicant's previous experiences and qualifications.

Moved by D. Emberly

Seconded by M. Lee

That the Waterloo Regional Heritage Foundation approve the application of Robert Shipley for a three year term as Director of the Waterloo Regional Heritage Foundation.

**Carried**

**11. Next Meeting - September 26, 2023**

The next meeting of the Waterloo Regional Heritage Foundation is on September 26, 2023.

**12. Adjourn**

Moved by M. Lee

Seconded by A. Carswell

That the meeting adjourn at 7:54 p.m.

**Carried**

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Committee Clerk

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Committee Chair