

# Waterloo Regional Heritage Foundation

## Board Minutes



May 23, 2023

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, J. Baker, P. Wolf, N. Salonen, H. Peller-Oliver

Absent: M. Lee, S. Burke

Others Present: Regional Chair K. Redman

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### 1. Call to Order

Chair J. Glass called the meeting to order at 5:30 p.m.

### 2. Declarations of Conflict of Interest

None declared.

### 3. Finance Reports

#### 3.1 Accounts and Grants Summary

Connie Boguast, Financial Analyst, provided an overview of the accounts and grants summary.

In response to the Foundation, Staff noted that there are several newspapers covered under the line item for Metroland Media Group in the provided summary.

#### 3.2 Draft Audited Financial Statements

C. Boguast stated that the provided draft audited financial statements are for the Foundation's review and will be approved at the Annual General Meeting.

The Foundation requested that Staff provide information about the payment schedule for the Centre for Community Based Research.

Moved by D. Emberly

Seconded by P. Wolf

That the Waterloo Regional Heritage Foundation approve the Auditor Draft Financial Statements dated May 23, 2023.

**Carried**

**4. Delegations**

None.

**5. Approval of Minutes - April 25, 2023**

The Foundation noted an omission in the presented Minutes as Heidi Peller-Oliver and Susan Burke were newly appointed members, but were not listed in the minutes attendance.

Moved by D. Emberly

Seconded by J. Baker

That the minutes of Waterloo Regional Heritage Foundation from April 25, 2023 be approved, as amended.

**Carried**

**6. Committees**

**6.1 Allocations and Finance**

None.

**6.2 Heritage Advisory and Communications**

None.

**6.3 Strategic Planning**

The Strategic Planning Committee will be meeting with the consultant, Centre for Community Based Research.

**7. Information/Correspondence**

**7.1 Central Presbyterian Church Restoration Work Complete**

Chair J. Glass provided background on the Thanksgiving Service held at the Central Presbyterian Church. He noted that members D. Emberly, K. Redman, P. Wolf and himself all attended the events at the Church. He acknowledged that the funding provided by the Foundation to the Church restoration work is a great example of community support provided by the Foundation.

The Foundation expressed admiration for maintaining the heritage architectural structure and the importance in passing down the traditions to younger generations.

N. Salonen joined the meeting at 5:43 pm.

## **7.2 KPMG LLP - Management Letter**

C. Boguast noted that the KPMG LLP - Management Letter is the annual standardized report provided by the Foundation Treasurer, Craig Dyer.

## **8. Other Business**

### **8.1 AGM Drafted Remarks**

The Foundation were provided some of the AGM remarks and confirmed that the submitted content was suitable for the AGM agenda publication.

### **8.2 Doors Open Update**

Kelly Spencer, Owner of True Nature Communications Inc., will be delegating at the regular meeting on June 27, 2023 to discuss the WRHF participation.

## **9. Next Meeting - AGM June 7, 2023**

The Foundation will hold their annual general meeting on June 7, 2023 and the next regular Board meeting is scheduled for June 27, 2023.

## **10. Adjourn**

Moved by P. Wolf

Seconded by J. Baker

That the meeting adjourn at 5:56 p.m.

**Carried**

Committee Clerk

Committee Chair