

Waterloo Regional Heritage Foundation

Board Minutes



September 26, 2023

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Baker, S. Burke, D. Emberly, P. Elsworthy, N. Salonen, R. Shipley, P. Wolf

Absent: A. Carswell, J. Glass, M. Lee, H. Peller-Oliver

1. Call to Order

The Foundation provided its unanimous consent for Chair J. Baker to Chair the meeting in the absence of Chair J. Glass and Vice Chair Lee (moved by D. Emberly and seconded by P. Elsworthy).

Chair J. Baker called the meeting to order at 5:32 p.m.

1.1 Brian Dietrich, Director In Memoriam

Chair J. Baker acknowledged the passing of Director Brian Dietrich and offered condolences to community members who knew Brian.

The Foundation shared memories of their work with Brian in the past and expressed their appreciation for his contributions to the community.

2. Declarations of Conflict of Interest

None declared.

3. Finance Reports

3.1 Accounts and Grants Summary

Connie Bogusat, Financial Analyst, was unable to attend.

In C. Bogusat's absence, Julie Hale, Foundation Secretary, explained that consultant services for the Foundation have yet to be paid but that payment should be processed this week.

D. Emberly acknowledged the high cost of the AGM catering and staff noted that for next year's meeting the catering costs can be minimized.

Staff confirmed that there is \$109,000 in the Foundation's account, which includes the deduction of the consultant's fee.

4. Delegations

None.

5. Approval of Minutes - June 27, 2023

Moved by P. Elsworthy

Seconded by D. Emberly

That the minutes of Waterloo Regional Heritage Foundation from June 27, 2023 be approved.

Carried

6. Committees

6.1 Allocations and Finance

None.

6.2 Heritage Advisory and Communications

D. Emberly provided a brief overview of the Doors Open Event in Chair J. Glass's absence. He noted that the Foundation has provided \$218,000 to Central Presbyterian Church for restorations, and that during the event, the Church provided members of the public with details about the building's architecture.

The Foundation expressed appreciation for D. Emberly's attendance at Doors Open and acknowledged the importance of events, such as Doors Open, that involve interaction with the Public and that provide information about the Foundation and its impact on the Community.

6.3 Strategic Planning

Chair J. Baker provided a presentation in Vice Chair M. Lee's absence to review the final Centre for Community Based Research (CCBR)

consultant report. He summarized that the report's recommendations for the Foundation include program improvements, communications and consultation, building awareness, connecting with the community, additional networking, and capacity building.

Chair J. Baker explained that next steps should include prioritizing an action plan and identifying immediate short-term action items, followed by medium and long-term action items. He stated that in October and November, the Foundation will execute short-term action items.

In response to the Foundation, Chair J. Baker explained that the determined short-term actions included working on making the Foundation's approach to heritage more inclusive, but that the Foundation had not fully settled on outright short-term actions and the Strategic Planning Committee will present an action plan to the Foundation in the next few months.

In response to questions from the Foundation, J. Hale and Chair J. Baker clarified that the report is currently just being presented for acceptance; the actions in the report are simply a tool to use as a guide and accepting the report does not necessarily require that all actions within the report be executed.

D. Emberly noted that the Foundation's letters patent are very clear in their direction and they may need to be revisited.

Staff will follow up with Chair J. Glass and Vice Chair M. Lee's schedules to schedule the next Strategic Planning Committee meeting.

Staff reminded the Foundation that all Directors are welcome to attend Strategic Planning Committee meetings.

Moved by D. Emberly

Seconded by R. Shipley

That the Waterloo Regional Heritage Foundation accept the recommendations as provided in the final report prepared by the Centre for Community Based Research.

And that the Foundation direct the Strategic Planning Review Committee to establish a list of action items for the remainder of 2023. The action list may include developing an inclusive definition of heritage, a communication plan, application process, acceptance criteria and a plan to update the Council of the Regional Municipality of Waterloo.

7. Information/Correspondence

7.1 Maryhill Historical Society

Received for information.

8. Other Business

N. Salonen joined the meeting at 6:01 p.m.

In response to the Foundation, Helen Chimirri-Russell, Director of Cultural Services, clarified that it is up to the Foundation to determine if they would like to put in any 2024 budget requests. She explained that because the Foundation currently has enough budget remaining to maintain operations for next year, that the Foundation might consider waiting until 2025 to make a budget request.

The Foundation confirmed that \$106,210 has been being received annually from the Region of Waterloo, and expressed caution in accumulating budget surplus. It was suggested that a future equity-based funding stream would require financial planning to establish a budget for this separate funding stream. It was further suggested that the Foundation might request funding for specific larger projects, such as the launch of the new program.

P. Wolf mentioned that increasing awareness and introducing an equity-based funding stream will lead to more applications for funding, and therefore it will be necessary to secure funding in order to distribute. She suggested that perhaps the Foundation make a smaller 2024 budget request rather than the usual annual amount.

The Foundation expressed concerns for budget funding being reduced or disappearing. Chair J. Baker acknowledged that the equity-based funding stream needs to be impactful and meaningful to the community and should reflect what changes the Foundation is trying to create within the community.

Staff were directed to note that the equity-funding stream and how it relates to budget requests should be addressed at the next Strategic Planning Committee meeting to provide some context for creating the action plan.

9. Next Meeting - October 24, 2023

The next meeting of the Waterloo Regional Heritage Foundation is on October 24, 2023.

J. Hale clarified that the October meeting will be entirely virtual and that Lindsay Mewhiney, Legislative Services Assistant, will be hosting in her absence.

10. Adjourn

Moved by P. Wolf

Seconded by P. Elsworthy

That the meeting adjourn at 6:08 p.m.

Carried

Committee Clerk

Committee Chair