

Waterloo Regional Heritage Foundation

Board Minutes



February 25, 2025

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, N. Salonen, S. Burke, T. Falconer, N. Baskanderi

Absent: J. Baker, H. Peller-Oliver, A. Carswell, R. Shipley

Others Present: K. Redman, Regional Chair

1. Call to Order

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

2. Land Acknowledgement

J. Hale, Foundation Secretary, provided a land acknowledgement.

N. Baskanderi joined the meeting at 5:35 pm.

3. Declarations of Conflict of Interest

None declared.

4. Finance Reports

4.1 Accounts and Grants Summary

J. Glass provided a brief summary of the account information available, specifically that the Foundation has \$111,977.43 in its account. J. Hale noted the insurance expense approved by the Foundation in January 2025 will be posted in February as well as two catering expenses will be listed in the March 2025 account summary.

Received for information.

5. Delegations

None.

6. Approval of Minutes - January 28, 2025

Moved by D. Emberly

Seconded by N. Baskanderi

That the minutes of Waterloo Regional Heritage Foundation from January 28, 2025 be approved.

Carried

7. Committees

P. Elsworthy joined the meeting at 5:47 pm.

7.1 Allocations and Finance

J. Glass provided an overview of the previous meetings of the Allocations and Finance Committee. He highlighted that there were thirteen applications received by the Committee and the evaluation of the applications is ongoing. The evaluation criteria includes Visibility/Reach Diversity, Equity, and Inclusion, Cost Benefit and Public Accountability - Value to the Public, and Innovation and Uniqueness. He further highlighted that the Committee has sought clarification from applicants where needed and has begun eliminating and ranking the applications based on the evaluation criteria. J. Glass stated that the Allocations and Finance Committee will continue to discuss and deliberate the applications and is scheduled to meet following tonight's meeting and on March 11, 2025. Staff will be circulating copies of the applications, criteria information, and the evaluation documentation to ensure that the Foundation will be properly informed when receiving the Committee's recommendations at the upcoming Board meeting on March 25, 2025.

The Foundation discussed the evaluation process and also discussed that the current application process is a pilot and will continue to be updated as needed. P. Elsworthy specifically suggested that the application be amended to add a section for the applicant to indicate the importance of the funding and its impact on the project continuing. J. Glass confirmed that unsuccessful applicants will be eligible to apply in the future.

Received for information.

7.2 Heritage Advisory and Communications

J. Glass provided a brief overview of the Heritage Advisory and Communications Committee, and noted that the Committee is currently

deliberating resuming the heritage award process including the cost of the awards and the application process for nominees. The Committee members expressed interest in meeting to discuss continuing the award process and will provide an update at the March 25, 2025 meeting.

K. Redman suggested that the Foundation present to Regional Council a collection of grants that highlight the positive community impact of the Foundation.

Received for information.

N. Salonen left the meeting at 6:00 pm.

7.3 Strategic Planning

None.

8. Information/Correspondence

None.

9. Other Business

None.

10. Next Meeting - March 25, 2025

The next meeting of the Waterloo Regional Heritage Foundation is on March 25, 2025.

11. Adjourn

Moved by D. Emberly

Seconded by N. Baskanderi

That the meeting adjourn at 6:07 p.m.

Carried

Committee Clerk

Committee Chair