

Waterloo Regional Heritage Foundation

Board Minutes



February 28, 2023

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, A. Dobkowski, J. Baker, P. Wolf, N. Salonen

Absent: M. Lee

1. Call to Order

Chair J. Glass called the meeting to order at 5:33 p.m.

2. Declarations of Conflict of Interest

None.

3. Finance Reports

3.1 Accounts and Grants Summary

Connie Bogusat, Financial Analyst, provided an overview of the accounts and grants summary. She noted that there is one remaining approved grant that is pending approval.

4. Delegations

None.

5. Approval of Minutes January 24, 2023

Moved by P. Elsworthy

Seconded by D. Emberly

That the minutes of Waterloo Regional Heritage Foundation from January 24, 2023 be approved.

6. 2022 Committees

6.1 Allocations and Finance

J. Glass confirmed receipt of the KPL Oral History Tape Digitization Grant invoices and confirmed approval.

6.2 Heritage Advisory and Communications

None.

6.3 Strategic Planning

6.3.1 Consultant RFP - Deadline Update

The Foundation has received three consultant submissions and the selection panel will meet the week of March 6, 2023 to review the applications.

The Foundation estimated that the current strategic timeline is on schedule, which would mean that the grant application process should be able to resume this Fall. Currently, the Foundation is still not considering grant applications as the Strategic Planning review is still in progress.

7. Information/Correspondence

7.1 KPL Oral History Digitization Project Update

J. Glass acknowledged the dedication and great work of the Kitchener Public Library related to this project.

Received for information.

8. Other Business

8.1 Announcement - Community Open House

The Foundation expressed their interest in attending the Central Presbyterian Church's Open House in May.

Received for information.

8.2 Grant Recipients - Plaques/Lawn Signs

The Foundation discussed previous practices on the distribution of lawn signs and decided to pause the distribution of plaques or lawn signs until

the strategic planning consultant is able to conduct a review of the Foundation's grant funding processes.

8.3 Plaque Update

Received for information.

8.4 Foundation Applications - Update

The Foundation directed Staff to provide the membership applications for their consideration.

10. Adjourn

Moved by D. Emberly

Seconded by A. Dobkowski

That the meeting adjourn at 6:20 p.m.

Carried

Committee Clerk

Committee Chair