



Agenda for the meeting of the Board of Directors

Tuesday, December 7th 2021 3:00 pm

via Zoom Link

Board members present: Anne Barkman (AB), Caroline Breslaw (CB), Louise Carpentier (LC), Jan Fergus (JF), Claudette Stecher Lopez (CSL), Jane Martin (JM), Ruth Allan Rigby (RAR)

Absent: Mavis Young (MY)

I. Call to order The meeting was called to order by Board President AB at 3:02pm.

II. Approval of the December 2021 Agenda JF motioned to approve agenda as amended, RAR seconded.

III. Approval of November 2021 Minutes JF motioned to approve minutes as amended, CB seconded.

IV. Monthly Reports

- A. Financial Report No questions regarding December report (AB for MY).
- B. Membership No questions for LC regarding December report. RAR was thanked for renewing her membership at Patron level.
- C. Website AB is working well with new programmer, who is currently correcting link problems. AB will ask her to provide estimate to create board only pages. CSL to forward list of board page items to be included from their meeting last year.
- D. Archives JM gave brief update. New shelving order was cancelled due to supply chain issues. Working on alternatives as well as processing new donations. Submitted Annual grant request to city prior to Nov deadline. JM and CS have been working weekly in archives, but reminded board that Victoria Hall will be closed after December 17th for holidays, so no access to archives.
- E. Westmount Heritage Council No questions for CB regarding December report.
- F. Newsletter As there will be no article on cannons, CB will need to write something for 25 year retrospective. United Church, Westmount Park, Armory, Train Station were all suggestions mentioned during meeting. CB requested board to email other ideas, if any.
- G. Oral History JM asked if JF could do another piece on Diana Martin. AB to ask for more interviews. LC said Elaine Bruce from Metcalfe has agreed to be interviewed. CB suggested protocol that permission slip be signed before the interview.

V. New business

- A. Study on the cultural vitality of Westmount No appointment yet to meet with LC.
- B. Ancestry database JF asked if it could be added to January agenda as suggested WHA purchase for Goode research (approx \$60 for 6 months).
- C. City Grant see IV D.
- D. Motion to approve New Programmer JF made motion to approve monthly expenditure (\$35) for new programmer, CSL seconded.

- E. Word Press Course Reimbursement CSL made motion to approve reimbursement to AB for word press course, LC seconded.
- F. Ruth Allen Rigby Announcement RAR resigned from WHA board, effective immediately. She has served WHA 11 years and would like to retire but still interested in doing research. The board thanked her for her wonderful years of service.
- G. Patron Membership Category LC asked if patron membership level should be retained 2021 had 4 patron memberships. After discussion for and against, it was decided to keep for another year.
- H. New Board members and Volunteers AB stressed the importance of adding new board members in 2022. Included in her holiday email to WHA membership will be a request for volunteers. AB asked board to think about areas for volunteers, as well as potential board members. LC asked current board members please renew their dues.
- I. Christmas Helpers In keeping with city holiday policy, WHA will not provide a gift to Vict Hall or library staff. JM will buy and write cards for staff lounge and Vic hall office before the 17th and confirm when sent.
- J. Holiday Greetings. The board agreed to mention renewals in email with holiday tidings. AB and LC to send draft for new year. AB to place a holiday wintry photo on home page with greetings from WHA board.

VI. Adjournment Meeting was adjourned at 4:13pm by AB.

Next board meeting to be held January 11th 3pm.

Minutes respectfully submitted by
Claudette Stecher Lopez
WHA Secretary 2021

WHA Monthly Reports December 2021

Financial report – Anne Barkman for Mavis Young

Balance	34,165.02	RBC 1 November 2021
Cheque	-183.96	Corinna Rake, correct website errors
Cheque	- 228.62	JM- miscellaneous purchases for the archives April to November 2021
Cheque	- 46.00	Carolyn Singman – step stool for archives
Cheque	- 42.35	AB-stamps, annual regstn fee Revenue Quebec
Deposit	+ 320.00	deposit to RBC – memberships/donations
Deposit	+. 210.00	deposit to RBC – memberships/donations
Transfer	+ 603.35.	PayPal to RSC memberships/donations minus fees, 1 st . monthly payment to Corinna
Balance	34,797.44	RBC 1 December 2021

Website report

I have written to our website supporter in England to thank him for his work and to tell him we have found a new support person since our year of free support from him is over. The passwords on the website account have been changed and will be on file at the archives.

I have slightly modified the instructions on the membership page to make them clearer and removed a couple of obsolete items from In the News on the home page.

Corinna Rake fixed the broken links on the website resulting from migrating it to a less expensive server at GoDaddy. I look forward to working with her as our new website supporter. Since nobody objected to start paying here on 1 December with informal approval, to be formally approved at the December 7 board meeting, I have set up monthly payment of \$35 + tax = \$40.24 through the PayPal account where online subscribers deposit their membership fees and donations (that's how it works for her company) on the first of every month; if the funds collected in the account are insufficient they will be taken from our RBC account. I've informed her about the recently discovered error that seems to have happened during the most recent migration process.

I've also signed up for a WordPress course at the Atwater Library so that I can learn more about the structure of the website and how it's programmed. I'm willing to

pay the course fee of \$180 myself, but if the WHA would like to reimburse me, I wouldn't protest.

Membership 2022 Report by L. Carpentier

The re-instated **membership fees** for 2022 are as follows: Single, \$20., Couple \$30., and Patron \$100.

The WHA membership figures below are for the new membership calendar year of 2022 and include memberships received online via PayPal (up to December 5, 2021) and by Canada Post mail (up to November 28, 2021). The membership 2022 figures are:

Board: 5/8

Honorary: 4

Complimentary: 1

Patron: 1

Total Renewals for 2022 including the 5 Board members: 33

New: 3

Total 2022 membership: 41 as follows: 33 + 3 + 4 + 1 comp

A thank you letter was prepared and sent out by Anne to Sharon Sparling for the donation of \$200.

in addition to the renewal of a couple membership.

Three new items to report concerning the **page Membership** on the WHA Website:

First, the information for obtaining a membership was clarified and improved regarding modes of payment and the possibility of donating.

Second, the section with the PayPal forms was condensed.

Finally, a large-size photograph of the Westmount Park sailing pond 1907 replaces the previous one of the bowling balls. Thank you to our President Anne for carrying out the writing and coding improvements and to Carolyn for supplying the photograph.