



## **Minutes for the meeting of the Board of Directors**

**Tuesday, November 2nd 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** Meeting called to order by AB at 3:04pm

**II. Approval of the November 2021 Agenda** AB made motion to approve agenda, JF seconded.

**III. Approval of October 2021 Minutes** AB made motion to approve minutes as amended, LC seconded.

### **IV. Monthly Reports**

- A. **Financial Report** No questions on the report submitted by AB.
- B. **Membership** CB confirmed that courtesy membership for the owners of the Goode House expires end of this year. Board agreed to continue membership for the volunteer responsible for program posters.
- C. **Website** No questions on the report submitted by AB. Three additions I) Jane's article about move and picture added to website II) AB received name of web designer for Roslyn school website and contacted her for services but waiting to hear back. III) Since migration, there are problems with links on website. Go Daddy has a service that will correct links for \$125. AB requested approval for this expenditure if she cannot fix links herself or more than one link. CB made motion made to approve the expense, and RAR seconded. CSL will help AB identify broken links.
- D. **Archives** No questions on separate email sent by JM. CB and CSL met in archives yesterday, and JM asked that all visitors sign the archives visitor log to track hours and usage.
- E. **Westmount Heritage Council** CB was notified by city of changes to bylaw amendment regarding Goode House. LC asked CB if eventually public will be able to view information.
- F. **Newsletter** CB would like board approval to change theme from Architects Houses to Highlights of Historian from 1995 on- a retrospective of 25 years. CSL made motion to approve request, JF seconded.
- G. **Oral History** No questions on report submitted by JF.

### **V. New business**

- A. **Membership Renewal Letter** AB to send revised membership renewal letter mid November 15th.

- B. **Study on the cultural vitality of Westmount** LC and AB followed up on a conference call between LC and researcher for this study. AB asked for board approval to meet and discuss WHA participation in this study. CSL made motion to do prelim interview, RAR seconded
- C. **Westmount Remembrance Day Ceremony** LC gave reminder for the ceremony at the Cenotaph 11/6/21 11am
- D. **Policy for written thank you notes** AB and LC agreed to send thank you letters for donations of \$200 or more (approx. 6 in 2021), which will be sent upon receipt of donation on letterhead or cards, with copies sent to archives. AB sent thank you to most recent large donation of \$265 (\$15 membership and \$250 donation). JM sends letter for archive donations, but would also like to save thank you letters if sent to any board members. JF will forward copies to archives from the thank you she received from Diana Martin's daughter.
- E. **Ancestry database** JF has received significant help from Carolyn Singman's ancestry db for Goode family research. It would be helpful to have for board member access, with potential for member access at some future date. JF to research pricing.
- F. **City Grant** JM needs to verify November 30th deadline and write grant. Would like to include request for a printer with copier ability as well as more archival supplies. JM to research copier options with AB.

**VI. Adjournment** Meeting adjourned by AB at 4:17pm

**Next meeting scheduled for December 7th 3pm**

Minutes Respectfully Submitted by  
Claudette Stecher Lopez  
WHA Secretary 2020/21



Association historique de Westmount  
Westmount Historical Association

## November 2021 Board Member Monthly Reports

### I. Financial Report - Anne Barkman for Mavis Young

Transactions As of Oct 29, 2021 [Download transactions](#)

Search by keyword

Search

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We found 5 results.

Display: 14 days [30 days](#)

Date ↑	Description	Withdrawals	Deposits	Balance
Oct 18, 2021	<a href="#">Cheque - 41</a>	-\$324.23		\$33,717.73
Oct 20, 2021	ATM deposit - MA582372		\$20.00	\$33,737.73
Oct 25, 2021	ATM deposit - MN606898		\$350.00	\$34,087.73
Oct 26, 2021	Misc Payment PAYPAL		\$351.89	\$34,439.62
Oct 28, 2021	<a href="#">Cheque - 44</a>	-\$274.60		\$34,165.02

Showing 5 of 5 transactions

#### Explanation:

18 October - reimbursement to AB for stamps, labels, envelopes for newsletters  
Printer paper and labels for archives office

10 October - a membership fee for 2022

15 October - donation (Mark Boundy)

16 October - transfer of [(memberships) + (donations) - (fees)] from Paypal account

18 October - reimbursement to AB for backup software for web mailbox: info@  
Migration of website to cheaper server

## II. Website Report Anne Barkman

### Website report

Our website hosting company, Godaddy, has now migrated our website to their Wordpress server. I arranged for this in July (it's a new service and is less expensive for the WHA than what we were paying on their other server) but because they thought I was doing it and I thought they automatically did it, nothing happened until I accidentally discovered it hadn't happened. The migration cost us an extra \$144, but I don't have the know-how to do it and our programmer has become extremely hard to reach, so I didn't want to ask him to. He promised to make a change I asked for before our year of free support ended but it still hasn't happened so I'm ready to give up on him.

I was given two names of people to contact; one has declined but the other thinks she can help. I will also ask her if I can try putting the restricted pages program I've written onto a password protected website page and see if it works. I may also look into taking a Wordpress course myself.

Doreen's photos and the article about her from QAHN's publication are not yet on our website because we haven't been given an electronic version of them yet. She has given us permission to put them there when we get them, which I assume will be sometime after QAHN has published the second one.

The new web mailboxes (info@, membership@ and events@) seem to be working well, and since incoming mail to them is now automatically copied to Jane, Louise and me, respectively, this is proving helpful to all three of us since we can now see what has come in immediately.

## III. Membership Report - Louise Carpentier

The WHA membership figures below are a little higher than those submitted in the October 2021 membership report. One **new** membership was received online via PayPal (up to the end of October 2021). One membership **renewal** for 2020/21 without a WHA membership form but written on a beautifully handwritten letter with a significant donation was received in the WHA PO Box in October 2021. The figures are as follows:

Board: 8/8 all members should be in good standing

Honorary: 4

Complimentary: 2 (inc. new owners of Goode House)

Total new memberships for 2021: **22 + 9 = 31**

Total renewals for 2021 including the 8 Board members: **52 + 9 = 61**

Total all memberships: **90**. This figure now includes **3** Patron memberships and 17 couples. "Unheard from" to May 2, 2021 inclusive would remain at or near 58.

## **V. Newsletter, Lectures, Goode Collection, Updates - Caroline Breslaw**

### **WHC (LHC)**

No meeting has been held. However, at the last Council meeting, an amendment was made to By-Law 1552 (the special heritage designation of the Goode House):

**By-law 1580** entitled "BY-LAW TO AMEND BY-LAW 1552 DESIGNATING THE GOODE HOUSE AS HERITAGE PROPERTY" was adopted at the regular sitting of the Municipal Council of the City of Westmount held on October 7, 2021. The object of this by-law is to establish an assistance program with a total envelope of \$100,000 to help owners of designated buildings meet the requirements of the citation by-law. Any interested person may consult the by-law on the City of Westmount's website, through the following link: <https://westmount.org/en/resident-zone/legal-services-city-clerks-office/bylaws/>. GIVEN at Westmount, this October 8, 2021.

### **Newsletter**

After a lot of consideration, it is clear that the proposed theme for the Feb. newsletter is too ambitious. It would involve finding outside people to write the articles, doing considerable editing, and sourcing appropriate photographs. Both Jane & I don't have the time needed to prepare such an issue for publication in Feb.

We would like to propose an edition focusing on *Historian* Highlights. This would cull articles and images from past newsletters, beginning with the first one in 1995. It would present a collage of interesting material from 25 years and would underline the parallel evolution of the WHA. **I ask support from the Board for this change in topic.**

### **WPL/WHA Lecture**

On Oct. 16<sup>th</sup> Victoria LeBlanc gave an excellent talk in Victoria Hall to an audience of about 15 people (27 had registered). It is obvious that we aren't ready for in-person events. The library isn't yet equipped to offer hybrid events, but is working towards that goal. Any WHA lecture series will have to wait until we can piggyback off WPL's resources.

## **VII. Oral History - Jan Fergus**

We will correct in the next issue the mistaken photo of Diana Martin's house on Wood Avenue. For the next issue we may have a number of submissions: AB is in the process of interviewing her friend Wendy Scott; LC plans to interview her friend Elaine Bruce, and Helen Meredith says that she will submit an article based on several interviews last year with Pam Price.

## REPORT TO WHA BOARD – NOVEMBER 4, 2021 – JANE MARTIN, ARCHIVIST

### Routine Activities

The archives has been busy this past month, with Jane M. and Carolyn S. meeting regularly at least once or sometimes twice weekly for three-hour sessions. Carolyn frequently worked additional hours/days, carrying out a wide range of organizational tasks, in line with our discussions regarding priorities and any project work with deadlines.

### Meetings with scheduled outside visitors

**1. Lora Baiocco – WPL archivist/social media coordinator.**

Purpose: continuing collaboration re the forthcoming Storywalk outdoor display featuring the changing face of Westmount Park over the decades. We have provided a scanned group of suggested images, many of which have been selected for the sidewalk display, and have also assisted with writing the individual captions. Westmount's IT person is currently handling the layout and other technical aspects and is responsible for the physical set-up over coming weeks.

**2. Tom Rogers, a St. Leo's School alumnus from several decades back, and his spouse, Twink Rogers.** Both are WHA members.

Purpose: visiting our new premises, spending two hours absorbed in examining photo albums and other material about Tom's former school. They subsequently sent us an unusually positive and eloquent "thank you" email that has been copied to our internal files.

**3. Craig Davis, a retired (ca. 2005) fire captain from the formerly independent Westmount fire department.**

Purpose: Describing with colourful detail his long career spent with Westmount, while turning over an extensive donation of original photographs and memorabilia dating back to the early decades of the 20<sup>th</sup> century. Further information will be gathered in one or more additional interviews using the sound recorder, as Craig has been invited back to help with proper identification of all the items in this major addition to our collection. Caroline B. joined Jane M. and Carolyn S. for this exceptionally interesting meeting.

**4. Sandra (Sandy) Wood,** long-time friend and housekeeper of Larry Goode, last family resident/owner of the historic Goode House.

Purpose: Visiting our new premises and viewing photographs and other items in the Goode family Fonds. Caroline B. and Carolyn S. hosted this friendly meeting, printing for Sandy certain images in which she had a special personal interest.

### New Anteroom protocol

With colder, messier weather on the horizon, we have purchased an absorbent doormat for the inside entrance, two large rubber boot trays, disposable shoe covers (basket inside entrance), and hooks to be mounted on the inside kitchenette and box room doors, holding up to eight coats. Note that **outside footwear must now be either removed or covered with the disposable booties** to preserve a clean environment. There may be some exceptions, such as for unionized, blue-collar staff.