



**Minutes for the meeting of the Board of Directors**  
**Tuesday, January 11th 2022 5:00 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)

**Absent:** Mavis Young (MY)

**I. Call to order** Meeting called to order at 5:01 pm

**II. Approval of the January 2022 Agenda** CB made motion to approve minutes, seconded by JF.

**III. Approval of December 2021 Minutes** JF made motion to approve minutes as amended, seconded by LC.

**V. New business**

- A. Study on the cultural vitality of Westmount LC met with representative on Tuesday Jan 4th. Awaiting to hear if study will continue to include Westmount.
- B. Ancestry database JF would like to revisit purchase to better assess research needs during the month. She is currently working with online Quebec archives for notarial records and additional information.
- C. Monthly Meeting time CSL sent a poll in which majority voted for Tuesdays at 5pm. CB pointed out we may need to revisit once lectures resume in person.
- D. Strategic Plan and Agenda CSL inquired if agenda approval needed to be part of board of meeting. The board preferred to keep status quo. CSL also recommended implementation by board of strategic plan. CSL to send samples from other historical societies and work on outline.
- E. Historical Society Membership LC request to renew membership 2022 to Société historique de Saint-Henri for \$15.00 was approved by board.

**IV. Monthly Reports**

- A. Financial Report No questions regarding AB submitted report. Checks need to be signed by LC and AB.
- B. Membership LC requested that all board members please renew for new year. AB and LC to draft renewal letter for board feedback.
- C. Website AB is working with Word Press instruction to complete password restricted pages for board members. There are some board member positions that still require updates.

- D. Archives AB to sign check request and send to JM for cabinet. The board approved to spend up to \$1000 on an archival cabinet. JM thought two were included in the last purchase, but it was only one, therefore needs to purchase another. She will email new quote on the cabinet as she is working directly with manufacturer which will hopefully have lower cost.
- E. Westmount Heritage CB had a productive meeting last month and will provided feedback to WHA, if any on next month's meeting.
- F. Newsletter No questions regarding report submitted by CB.
- G. Oral History No questions regarding report submitted by JF.

**VI. Adjournment** Meeting adjourned by AB at 5:00pm

Next board meeting scheduled for Feb 1st at 5:00pm via Zoom link.

Minutes Respectfully Submitted by  
Claudette Stecher Lopez  
WHA Secretary 2021/22



Association historique de Westmount  
Westmount Historical Association

## January 2022 Board Member Monthly Reports

### I. Treasurer's Report - Anne Barkman for Mavis Young

#### Account Summary for this Period

Royal Business Community Account<sup>®</sup> Royal Bank of Canada

4849 SHERBROOKE ST W, WESTMOUNT, QC H3Z 1G6

Opening balance on December 3, 2021 Total deposits & credits (3)

Total cheques & debits (2)

Closing balance on January 4, 2022

#### Explanation of above (from RBC monthly statement):

Cheque 46 - Jane Martin - misc archives supplies April-Nov

Cheque 49 - Anne Barkman - WordPress Course

Printer Paper - archives

Key to archives LC

ATM deposit - memberships for 2022, Donations 2021

20 Dec PayPal deposit - “ “

04 Jan PayPal deposit. “ “

Minus monthly payment to Corinna Rake \$40.20

### II. Website Report Anne Barkman

The only change was that Corinna found and restored the page that had gone missing but that nobody (including me) noticed was missing. She is being paid automatically (\$40.24 monthly with tax) from the PayPal account, and if there are insufficient funds there (I will be transferring what has accumulated at the start of each month to the RBC account), the payment will be made automatically from our RBC account instead.)

Have finished the first draft of Restricted Pages thanks to WordPress course and help from visiting son's web-designer girlfriend. Main menu will look like the attached and link to appropriate documents. Please let me know what else you would like to see there and what you'd like me to remove - or perhaps we should discuss first? I will

send out the position descriptions that the then-incumbents gave me several years ago to the present incumbents for editing and return to me. If possible, I will find out how to make it live for the board at my next lesson on Monday evening and will send you the link when I can.

### **III. Membership Report - Louise 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 membership 2022 calendar year and include memberships received online via PayPal (up to January 08, 2022) and by Canada Post mail (up to January 09, 2022).

The membership 2022 figures are:

Board: 5/7

Honorary: 4

Complimentary: 1

Patron: 2 Including 1 Board & 1 former Board

Renew: 51 including all of the categories above.

New: 3

Total 2022 memberships to date: 54 single & couple

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

Newsletter

Assembling the Feb. newsletter is now underway. A variety of past articles & images have been selected by Jane and myself for the heart of the issue. I have written about the evolution of the newsletter since 1995. Jane has chosen several articles about items in our collection for her archival contribution. Part of a longer piece by Wendy Scott will be featured for the oral history project. This is a very complicated issue to put together; it involves a lot of cut & paste. Carolyn Singman is helping with images from home since the archives is out-of-bounds. We hope to have a newsletter to distribute for mid-February.

WHC

The Zoom WHC meeting is being held on Jan.11th to study the plans submitted by the Sibthorpes and their architects for the Goode House. Proposed changes to the house's exterior, interior features and landscaping will be discussed. It is hoped that by the end of the session, specific elements will either have been approved or rejected. We have hundreds of pages of documentation for reference. It is not easy to make changes to a designated heritage building, and it is the role of the WHC to safeguard the Goode House's distinctive features, while allowing for updating to today's standards.

#### IV. Archives Jane Martin

##### Routine activities/Closure of Victoria Hall

Carolyn S's and my working sessions at the Archives ended on Dec. 17, the last day Vic Hall was open before the holidays began. Now with the recent pandemic setback, we have been notified that the building is closed to the public and all personnel "until further notice". Since then, we have been proceeding remotely, and to the extent possible, as follows.

##### Ongoing activities/projects

Shelving Delivery - Even though the equipment supplier Brodart told us our shelving order had been cancelled, they delivered one of the units on Dec. 14, much to our surprise. It requires assembly before use. It soon became apparent that Patrick and I had made a mistake during our online order, and had only specified a single shelving unit, rather than two. Since an amount was charged to my credit card, I have submitted the invoice to Anne and am asking the board to approve reimbursing me in the amount of \$987.92, which includes taxes and shipping. I will comment further during the Zoom meeting. We have since contacted the Quebec manufacturer of the shelving directly to see if they can provide a matching unit and are awaiting more information.

Royal Montreal Regiment Request for research assistance - I have been in contact with the RMR Museum person assigned to researching and developing a major onsite exhibition concerning Westmount's participation in the two world wars and other conflicts. She has done a lot of reading on our WHA website, which she said she has found extremely helpful. We have discussed aspects of the overall project, as well as relevant photos, documents, and other materials in our archives. I'll keep the Board informed of how this involvement proceeds over the coming months. The person mentioned (Melanie) is an outside expert who has been contracted by the regiment in the past to develop major displays such as this one, and I remember meeting her a few years back at the Armoury. I am impressed with her dedication to the current project, and the research she has done to date. It promises to be a good collaboration.

Greene Avenue Photo display - City of Westmount - We have begun working on a request from Elizabeth Simard in Urban Planning to provide certain digital images for the display, which she says will hopefully be installed sometime in the fall. So far, I have no other details to relate.

Queen Elizabeth II - upcoming 75th Anniversary as queen - We have been approached by Donna Lach (Westmount Community Events) for participation in the planning of a special Westmount event celebrating this important milestone. An online or in-person meeting with Carolyn S. and myself will be held in the near future to discuss ideas and relevant archival photos.

Westmount High School - meeting with the principal regarding an upcoming school anniversary - Our planned meeting at the Archives has been postponed until a later date.

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

Thanks to AB, we have an account by Wendy Scott of her youth in Westmount that will appear in the February newsletter: she preferred to write her own story rather than to have another do so based on interviews. Her article and signed permission form have been submitted. Helen Meredith has been working with Pam Price on an article for the fall newsletter. Though Helen wrote a draft based on her interviews (that I at least thought very good) and read it to her, Pam Price has decided (without knowing about Wendy Scott's decision) that she will write her own account and will produce an article by March. She may perhaps use Helen's draft as a basis for suggestions. Helen will work with Pam Price on editing. Obviously we are not engaging precisely in oral history here, though it's impressive that we have so many older Westmounters like Diana Martin and Wendy Scott who can write their memories so well, and I hope that Pam Price will be another.

## **VIII. Goode Collection Material Review** Claudette Stecher Lopez

In November and December, I did a preliminary review of approx 12 boxes to familiarize myself with the collection. There were several boxes offsite being worked on for research. When I am able to review the collection in its entirety, I will provide a recommendation for reorganization and rehousing which I will undertake pending Jane Martin's input/approval. Among the many many items, I noted some that require special attention (glass plates and clothing) as well as film reels and slides needing conversion to digital format. I would like to commend Caroline Breslaw on her initial review and inventory of the entire collection.



ROYAL BANK OF CANADA  
P.O. BOX 6011 STATION A  
MONTREAL QC H3C 3B8

# Business Account Statement

RBDDA30000\_1734744 E D 09311 00351

ASSOCIATION HISTORIQUE DE WESTMOUNT / WESTMOUNT  
CP 23037 CSP VENDOME  
MONTREAL QC H4A 3V4

December 3, 2021 to January 4, 2022

**Account number:** 09311 101-112-1

**How to reach us:**

Please contact your RBC Banking representative or call  
1-800-Royal®2-0  
(1-800-769-2520)  
[www.rbcroyalbank.com/business](http://www.rbcroyalbank.com/business)

## Account Summary for this Period

**Royal Business Community Account®**

**Royal Bank of Canada**  
4849 SHERBROOKE ST W, WESTMOUNT, QC H3Z 1G6

Opening balance on December 3, 2021	\$34,229.43
Total deposits & credits (3)	+ 426.69
Total cheques & debits (2)	- 426.61
<b>Closing balance on January 4, 2022</b>	<b>= \$34,229.51</b>

## Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	<b>Opening balance</b>			<b>34,229.43</b>
14 Dec	Cheque - 49	197.99		
	Cheque - 46	228.62		33,802.82
15 Dec	ATM deposit - MA589170		150.00	33,952.82
20 Dec	Misc Payment PAYPAL		124.73	34,077.55
04 Jan	Misc Payment PAYPAL		151.96	34,229.51
	<b>Closing balance</b>			<b>34,229.51</b>



# Business Account Statement

December 3, 2021 to January 4, 2022  
Account number: 09311 101-112-1

Serial #: 46

Amount: \$228.62

WESTMOUNT HISTORICAL ASSOCIATION 000046  
DATE 2021-11-23  
Y Y Y Y M M D D

PAY to Jane Martin \$ 228.62  
the order of  
Two hundred twenty-eight and 00/100 DOLLARS

ROYAL BANK OF CANADA  
SHERBROOKE & VICTORIA BRANCH  
4049 SHERBROOKE ST. W.  
WESTMOUNT, QC J5C 1G8

WESTMOUNT HISTORICAL ASSOCIATION

RE Reimbursement PER Kevin Levesque

10000046 093110003 10111211 *Jane Martin*

Date: 12/14/21  
Dep: 659153  
Transit-FI: 00001-010  
Source Number: 97  
Account 7010583

Printer ID# 1021

Endorsement - Signature or Stamp

BACKVERSO

Serial #: 49

Amount: \$197.99

WESTMOUNT HISTORICAL ASSOCIATION 000049  
DATE 2021-12-14  
Y Y Y Y M M D D

PAY to ANNE BARKMAN \$ 197.99  
the order of  
One hundred ninety-seven and 99/100 DOLLARS

ROYAL BANK OF CANADA  
SHERBROOKE & VICTORIA BRANCH  
4049 SHERBROOKE ST. W.  
WESTMOUNT, QC J5C 1G8

WESTMOUNT HISTORICAL ASSOCIATION

RE Concert Paper & Keg Lnc PER Kevin Levesque

10000049 093110003 10111211 *Jane Martin*

000843600088 TD6334 2021-12-14 14:44:12  
KeyAml: 197.99  
000000000006243877  
472405XXXXXX5886

Printer ID# 1021

Endorsement - Signature or Stamp

BACKVERSO

TDCT ATM 47721 MTL  
20211214 ISN: 4140546671  
CX: 47681-623877