

WELLESLEY TOWNSHIP HERITAGE AND HISTORICAL SOCIETY MINUTES

Wednesday, March 13, 2024; 10:00 a.m.

NOTE: The names and addresses of homeowners and researchers will be omitted from published minutes to maintain their privacy.

Present by Zoom:

Andrew Jacobson, Chair; Lara Carleton, Curator; Amy Harron, Secretary; Peter van der Maas, Vice Chair; Diane Peters; Kevin Hackett; Nancy Maitland; Carol Gregory; Martin Starr; Shirley Hutton; Dan Maloney; and Debbie Kroetsch

Absent:

Councillor, Lori Sebben

1. **Call to Order** - Andrew Jacobson, Chair called the meeting to order at 10:00am.

Annual General Meeting

- **2023 Chair, Curator, Financial Reports**

- Discussed with no questions from the committee.

- **Nomination/Election of Officers (Secretary)**

Chair Andrew Jacobson

Vice Chair Peter van der Maas

Secretary Rotation of Committee Membership

- **2023 Expense Report**

- Discussed with no questions from the committee.

- **2024 Proposed Budget**

Moved by: Peter van der Maas Seconded by: Kevin Hackett

That the Wellesley Township Heritage and Historical Committee approve the proposed 2024 budget.

Carried

2. **Disclosure of Pecuniary Interest**

3. **Adoption of Minutes – January 10, 2024**

Moved by: Peter van der Maas Seconded by: Kevin Hackett

That the Wellesley Township Heritage and Historical Society Committee approve the minutes of the January 10, 2024 meeting as presented.

Carried

4. **Presentations / Delegations / Communications**

- No report

5. **Chair's Report**

- No report

6. Unfinished Business

- Huber Cider Mill Storyboard unveiling tentatively set for May 25, 2024
 - Request will be brought before the Township of Wellesley Council on March 26, 2024 for approval of the expenditure.
 - Nancy Maitland spoke to the landowner and received written approval to place the storyboard.
 - Sub-committee will work together to prepare a press release; it will be forwarded to Peter for presentation to Council.

Moved by: Nancy Maitland Seconded by: Carol Gregory

That the Wellesley Township Heritage and Historical Committee approve Huber Cider Mill Storyboard unveiling date of May 25, 2024.

Carried

- Wellesley Township Recreation Centre Advisory Committee
 - Curator, Lara Carleton reported that the committee has met twice. The committee has determined that the WTHHS will be given a large area to display materials. The material in the display can change on a schedule or for a special event.

7. New Business

- Welcome new member Dan Maloney
- Doors Open Waterloo Region 2024
 - Organization has been in contact with theme for this year
 - More information will be reported when available
- Volunteer Hours for 2023 through March 2024
 - Information to be included in annual report
- Andrew and Peter will attend the Wellesley Township Council Meeting on March 26, 2024
 - Reports to council will be prepared and included in delegation material for Council by March 20.

8. Heritage Committee Chair Report

- Built Heritage Committee
 - Andrew Jacobson has contacted Marg Rowell and Gail Pool to arrange a meeting.
- Letter to Mayor (developed by Architectural Conservancy Ontario – ACO) referencing Bill 23 on behalf of WTHHS
 - Letter requests a 5-year deferral for the January 2025 deadline stated in Bill 23

9. Curator's Report

- Curator reports attached as Appendix 'A' to the minutes of the March 13, 2024 meeting.

10. Social Media Report

- Lara – posting every month and garnering more followers. Working on the website and reviewing the Google Analytics shows we have many views around the world.

11. Financial Report

- Financial report attached as Appendix 'B' to the minutes of the March 13, 2024 meeting.

12. Other Business

13. Next Meeting – Wednesday, May 8, 2024 10:00 a.m.

14. Adjournment

Moved by: Andrew Jacobson

Seconded by: Lara Carleton

That the Wellesley Township Heritage and Historical Society meeting does now adjourn.

Carried

Appendix A

WELLESLEY TOWNSHIP HERITAGE and HISTORICAL SOCIETY

Report of the Curator, 2023

Nancy Maitland

Acquire (highlights)

- 1962 council photo, after incorporation
- Kingwood school info
- Book written by Glaister descendants – letters and photos of Dr. Glaister’s first wife, Grace Lillian Morton (1872- 1900)
- Bob McLaughlin – Koehler family history
- Hawkesville ruby glass souvenir ware cup

Preserve

- Completed cataloguing and filing of all existing backlog of articles and documents
- Updated Research Guide and added it to website
- Updated Procedure Manual for future curators

Make available

- Research requests through web site, email and visitors to historical room; including family history research for several families
- Research for fall fair committee
- Wrote articles for Embracing Change – January, March, May (featured our on the cover) • Newsletters - March, June
- Managed website content; managed social media – Instagram and Facebook
- Opened Historical Room for Family Day – 40 visitors
- Communicated with Doors Open staff before the new curator was hired
- Wrote 2 articles for Wilmot-Tavistock Gazette

Heritage

- Dewar Bridge Plaque – designed plaque; communicated with engineers and township staff; issued press release, contacted reporters – featured on cover May 5 “Woolwich Observer” and in “Wilmot-Tavistock Gazette”; successful unveiling on May 9
- Emancipation Day Picnic Plaque – designed plaque; issued press release; contacted reporter; cover story - “Woolwich Observer”; successful unveiling on August 26, with approximately 80 people in attendance • Made a weighted fabric covering for plaque and storyboard unveilings
- Communicated information re impact of Bill 23, More Homes Built Faster Act in heritage planning • Completed lists of undesignated properties of cultural heritage value; report o Grace Kosch and WTHHS for implementation

Admin

- Assisted in preparation of job posting and interview questions for new curator
- Developed WTHHS budget for 2024
- Attended council meetings on April 4 and May 20 present curator’s report for 2022, approve budget; approve contract renewal
- Demonstrated INMAGIC, our collection management software, for the North Dumfries Historical Preservation Society

WELLESLEY TOWNSHIP HERITAGE and HISTORICAL SOCIETY

Report of the Curator, June 2023 to March 2024

Lara Carleton

Acquire

- Accepted 7 donations, each with corresponding Donor Forms:
 - Photographs, rulebooks, statistics books, and uniforms regarding Bamberg's Broomball team (ca. 1970s)
 - Albert Jacob Ottman's WWI diary (digital scans, not the original)
 - Crown Sale Grant deed from the township (1866)
 - Cumulative history of the Wellesley Township Horticultural Society
 - Mug celebrating the 50th anniversary of the cider mill
 - Various local newspaper clippings, mortgages, and land deed documents
- Monitored eBay for relevant items to purchase

Arrange / Describe / Preserve

- In the process of accessioning all accepted donations
- Purchased office supplies when necessary

Make Available

- Regularly responding to reference and research requests via email or in-person conversations
- Opened the Historical Room for Open Days every month, except for July and November (with thanks to Andrew Jacobson for covering those two months)
- Created a new display board for Doors Open Waterloo Region 2023 on the Council Chambers
- Participated in the Township BBQ, Fall Fair, Doors Open Waterloo Region, Apple Butter and Cheese Festival, as well as Heritage Wilmot's Heritage Day
- Submitted an article for the Apple Butter and Cheese Festival program
- Submitted articles to *Embracing Change* for September, November, January, and March
- Wrote and distributed the quarterly newsletters in September, December, and March
- Joined the Interior Display Advisory Committee to collaborate with other local groups in support of the new Recreation Centre
- Maintaining our social media accounts (ex. Facebook and Instagram)
- Maintaining and updating the website as necessary (with thanks to Nancy Maitland for continuing to support the website until I learned how)

Heritage Committee

- Starting the designation process for two buildings based on research organized by Nancy Maitland
- Formed a Built Heritage Committee to best support the work involved with the designation process
- Advocating against how *Bill 23* negatively impacts heritage within our community

Administration

- Learning about and becoming more familiar with the collections and resources WTHHS has

available

- Supporting the Chair with drafting the meeting agendas and reviewing their minutes
- Attending the meetings to share about recent activities and updates
- Developed the 2024 WTHHS Budget after reviewing records from previous years
- Met with Dave Holzschuh and Nancy Maitland regarding an extensive directory and search tool that Dave developed to assist with our ability to support patrons
- Updated the Procedure Manual and Research Guide as necessary

Appendix B

2023 Historical Society

| Reserve Acct# 1-2-1015-3095 | | | | |
|------------------------------------|---------------------------------------|--------------------|--------------------------------------|----------------|
| Date | Name | Revenue | Expenditure Including Net HST | Balance |
| 01-01-2023 | Opening Balance | | | \$ 1,098.87 |
| 31-01-2023 | Jan Interest | \$ 4.39 | | \$ 1,103.26 |
| 28-02-2023 | DVD Sales | \$ 85.20 | | \$ 1,188.46 |
| 28-02-2023 | Feb Interest | \$ 4.15 | | \$ 1,192.61 |
| 31-03-2023 | Mar Interest | \$ 4.70 | | \$ 1,197.31 |
| 30-04-2023 | Apr Interest | \$ 4.92 | | \$ 1,202.23 |
| 01-05-2023 | Nancy Maitland- Google, Fabirc, Cup | | \$ 192.97 | \$ 1,009.26 |
| 31-05-2023 | Bank Interest | \$ 4.29 | | \$ 1,013.55 |
| 21-06-2023 | Trf from Koehler Estate - 2023 Budget | \$ 1,076.59 | | \$ 2,090.14 |
| 30-06-2023 | Jun Interest | \$ 8.92 | | \$ 2,099.06 |
| 31-07-2023 | Petty Cash Reimbursement | | \$ 120.64 | \$ 1,978.42 |
| 31-07-2023 | Jul Interest | \$ 9.07 | | \$ 1,987.49 |
| 31-08-2023 | Aug Interest | \$ 9.28 | | \$ 1,996.77 |
| 30-09-2023 | Sep Interest | \$ 9.03 | | \$ 2,005.80 |
| 31-10-2023 | Nancy Maitland Reimbursements | | \$ 159.38 | \$ 1,846.42 |
| 31-10-2023 | Oct Interest | \$ 8.63 | | \$ 1,855.05 |
| 30-11-2023 | Maple Lead Journal | \$ 40.00 | | \$ 1,895.05 |
| 30-11-2023 | Nov Interest | \$ 8.57 | | \$ 1,903.62 |
| 31-12-2023 | Lara Carleton - Expense Reimbursement | | \$ 193.33 | \$ 1,710.29 |
| | | | | \$ 1,710.29 |
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| | | | | \$ 1,710.29 |
| | | \$ 1,277.74 | \$ 666.32 | \$ 1,710.29 |
| | | | | |
| | | | | |
| | 2023 Revenue | \$ 1,277.74 | | |
| | 2023 Expenses | \$ 666.32 | | |
| | Total funds available | \$ 1,710.29 | | |
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2023 Heritage Committee

| Reserve Acct# | 1-2-1015-3096 | | | |
|---------------|------------------------------|--------------------|-------------------------------------|-------------|
| Date | Name | Revenue | Expenditure Including Net HST | Balance |
| Jan 1/23 | Opening Balance | | | \$ 7,618.89 |
| Jan 1/23 | Jan Interest | 30.75 | | \$ 7,649.64 |
| 28-02-2023 | Feb Interest | \$ 29.07 | | \$ 7,678.71 |
| 31-03-2023 | Mar Interest | \$ 32.97 | | \$ 7,711.68 |
| 30-04-2023 | Apr Interest | \$ 31.69 | | \$ 7,743.37 |
| 31-05-2023 | May Interest | \$ 32.88 | | \$ 7,776.25 |
| 30-06-2023 | Jun Interest | \$ 33.17 | | \$ 7,809.42 |
| 31-07-2023 | Jul Interest | \$ 35.82 | | \$ 7,845.24 |
| 31-08-2023 | Aug Interest | \$ 36.65 | | \$ 7,881.89 |
| 30-09-2023 | Sep Interest | \$ 35.63 | | \$ 7,917.52 |
| 31-10-2023 | Oct Interest | \$ 36.98 | | \$ 7,954.50 |
| 30-11-2023 | Nov Interest | \$ 35.96 | | \$ 7,990.46 |
| | | | | \$ 7,990.46 |
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| | | | | \$ 7,990.46 |
| | | | | \$ 7,990.46 |
| | | \$ 340.82 | \$ - | \$ 7,990.46 |
| | | | | |
| | | | | |
| | 2023 Revenue | \$ 340.82 | | |
| | 2023 Expenses | \$ - | | |
| | Total funds available | \$ 7,990.46 | | |
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Koehler Estate Historical Fund 2023

| Reserve Acct# | 1-2-2100-9980 | | | |
|----------------|---|----------------------|-------------------------------------|--------------|
| Date | Name | Revenue | Expenditure Including Net HST | Balance |
| Jan 1 2023 | Opening Balance | | | \$ 48,288.50 |
| Jan-23 | January Interest | \$ 192.63 | | \$ 48,481.13 |
| Feb-23 | February Interest | \$ 182.18 | | \$ 48,663.31 |
| Mar-23 | March Interest | \$ 206.60 | | \$ 48,869.91 |
| Apr-23 | April Interest | \$ 200.72 | | \$ 49,070.63 |
| May-23 | May Interest | \$ 208.33 | | \$ 49,278.96 |
| Jun-23 | Trf to Historical Society - 2023 Budget | | \$ 1,076.59 | \$ 48,202.37 |
| Jun-23 | Jun Interest | \$ 208.56 | | \$ 48,410.93 |
| Jul-23 | Jul Interest | \$ 221.87 | | \$ 48,632.80 |
| Aug-23 | Aug Interest | \$ 227.11 | | \$ 48,859.91 |
| Sep-23 | Riverside Brass & Aluminum Foundry | | \$ 3,564.00 | \$ 45,295.91 |
| Sep-23 | Sep Interest | \$ 220.70 | | \$ 45,516.61 |
| Oct-23 | Oct Interest | \$ 229.13 | | \$ 45,745.74 |
| Nov-23 | Nov Interest | \$ 222.84 | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | | | \$ 45,968.58 |
| | | \$ 2,320.67 | \$4,640.59 | \$ 45,968.58 |
| | | | | |
| | | | | |
| | 2023 Revenue | \$ 2,320.67 | | |
| | 2023 Expenses | \$ 4,640.59 | | |
| | Total funds available | \$ 45,968.58 | | |
| Koehler | GIC Total | \$300,000.00 | | |
| | | | | |
| | Total Koehler Estate Balance | \$ 345,968.58 | | |