

WATERLOO HISTORICAL SOCIETY
108th and 109th Annual General Meeting
(2019-2020 and 2020-2021)
Tuesday April 5th, 2022, 7:30 PM
Reports

Membership Report - Erin Applebee

During the membership year from 2020-2021 the WHS offered free membership to all current members in good standing. We did continue to charge a membership fee for new members to the WHS and in 2020-2021 twelve new members joined.

During the 2021-2022 membership year (which is our current membership year) we reinstated the membership fee for all new and current members and we currently have a total of 153 members, with 17 new members in 2021 and 2022. We want to welcome our new members and thank our returning members for their continued support.

For those joining us who are new, or on the fence about renewing , just to remind you of the benefits: membership in the Waterloo Historical Society entitles you to participate in all the activities of the society and runs from October 1st to September 30th each year. Benefits include voting rights at the annual general meeting; 10 % off used books from the book table at meetings; 25% off admission to the Waterloo Region Museum; access to five meetings each year featuring guests speakers; a subscription to the society newsletter; and a copy of the society's award winning annual volume. An adult membership is \$30 and a student membership is \$15.

Communications Committee Report - Lesley Webb

When the first COVID-19 lockdown began in March of 2020, the March 31 WHS meeting had already been advertised on the Waterloo Historical Society website, and social media, as well as, community calendars administered by Snapd Kitchener Waterloo, CTV Kitchener, and local Metroland newspapers. Notification that this meeting would be postponed was sent out on March 16. We look forward to keeping you informed of WHS meetings once it is safe to resume.

Stay up to date by following the Waterloo Historical Society on social media:
www.instagram.com/waterloohistoricalsociety/
<https://www.facebook.com/waterloohs>
<https://mobile.twitter.com/waterloohs>

Ad Hoc Online Indexing Committee Report - Lesley Webb

During 2020, rych mills and Lesley Webb provided the indexer with the final corrections for the text and image indexes for volumes 1 to 103. The indexes on the Waterloo Historical Society website were updated to the final corrections and are available in searchable PDFs under Publications > Annual Volume > [Online Index](#).

The next step is to determine the format of the final product with our website provider and enter into a new agreement with the Indexer for the merging of the separate indexes.

Past President's Report - Lesley Webb

I am happy to continue to support the Waterloo Historical Society Board and Council through this unprecedented time, as my last "year" as past president morphs into three. It was lovely to see and have a quick chat with WHS members as they picked up their annual volumes at the drive-throughs offered at the Ken Seiling Waterloo Region Museum for volumes 107 and 108. Included with the volume as in pre-COVID times was the WHS member discount card which provides members with 25% off admission to Waterloo Region Museums. As you feel safe, I encourage you to get out and visit Waterloo region museums again.

Newsletter and Social Media Report – Marion Roes

The last newsletter was distributed in February 2020. Public meetings are the driving force for the issues and they ceased during the Covid-19 pandemic. When we can meet again, that information and other items will be in the quarterly newsletters.

I continued to administer the WHS Facebook and Twitter pages – along with Lesley Webb – which are followed by members and non members. It is a good way to share the history of Waterloo Region through photos and links to other heritage organizations. There are more followers on Facebook (1395) than Twitter (326) which means there are more responses and interaction on Facebook. In 2021, there was an unusually high number of requests through FB Messenger (only the sender and I see the request) for information about people, buildings, photos, and about donating items. Karen Ball-Pyatt is usually who I refer the person to. Occasionally I can answer myself, or I give suggestions to contact another person or organization.

I look forward to connecting with members again through the newsletter.

Volunteer Service Awards - Marion Roes

Organizations may nominate six adult volunteers annually, for five, 10, 15 etc. years. Because WHS has more than six eligible volunteers each year, the awards are often not given on the fifth year increment. For 2021, I chose those with the longest service and longest time since their last award.

Thank you and congratulations for 150 years of service!

Rosanne Atwater-Hallatt 35

Karen Ball-Pyatt 15

John Glass 15

Harold Russell 40

Debbie Kroetsch 35

Lesley Webb 10

WHS Website Report – John Glass

Review Period: AGM 108 & 109 – October 1, 2019 – September 30, 2020 and October 1, 2020 – September 30, 2021

The WHS website continues to be hosted and maintained by PeaceWorks in Waterloo. PeaceWorks (<https://peaceworks.ca/>) has a strong track record of partnering with not-for-profit organizations in Waterloo Region. WHS manages the site content, which has been static during COVID. We've made some small updates, but nothing major has been added.

In February 2019, our site was hacked. This was due to an us accidentally leaving an administrative account open. No real damage was done, but we had to reload the site. PeaceWorks does regular backups, so we didn't lose any content. The administrative account has been removed.

In July 2021, we were approached by PeaceWorks with a technical review of our site. They were recommending that we would do the following items:

- Update the WordPress software (WordPress is the content management system software that is the underlying framework of our website). This includes new features and security updates.
- Refresh the "look" of our website to give it a more modern look and feel.
- Update for AODA (Accessibility for Ontarians with Disabilities Act) regulations.
- Tightly couple and integrate all our social media platforms (Facebook, Instagram, etc.) into the website.

The board will look at the pros and cons of doing all, or some, of this work once we get back to meeting on regular basis.

The board and council are looking for people who would be willing to help with our website. This would consist of updating content. You wouldn't be responsible for generating content – although you could if you were interested in doing so. You can be a WHS member or the friend or relative of a WHS member (i.e. a child or grandchild who was looking to do some volunteer work). All you need is to know WordPress, or have the desire to learn WordPress and have a desire to help out. If you can edit documents in Microsoft Word, you can learn WordPress.

WHS ARCHIVES – Karen Ball-Pyatt

To say that 2020-2021 was a year of change would be an understatement. Having survived a four year construction/renovation project at the Library, I thought that I was prepared for most anything that might come my way. Little did anyone know that COVID-19 would turn the world on end. Nevertheless, the mission of the Waterloo Historical Society to inform, educate and preserve the unique history of Waterloo Region

continued through research, discovery and growth of the Society's records and holdings, albeit on a slightly interrupted schedule.

Due to public health protocols and regulations, the Grace Schmidt Room closed and re-opened by appointment at different times during the pandemic. Our doors finally re-opened to the public in September 2021. While the GSR was closed, we worked with customers virtually and continue to do so for those customers who are still uncomfortable with public spaces. Once the pandemic is safely behind us, we expect and hope for a return to 'normal' business.

We have complimented our public digital conversion services with the addition of an 8mm/Super8 film conversion unit and a photograph printer. Both have been popular with customers.

WHS photographs, finding aids and other materials were included in the launch of our digital platform, History in the Making (<https://makinghistory.kpl.org>) in May 2021. We will continue to upload content in 2022 to make collections more accessible.

I continue to work to find more efficiencies in archival records, photographs and map storage in the Grace Schmidt Room. I also work with rymill to coordinate retrievals and refiling of collections stored off-site for research requests.

I want to express my sincere thanks to the WHS Board for their 2021 letter of support of the Library's Waterloo Regional Heritage Foundation Oral History Digitization project grant application. We look forward to completing this project and being able to share the oral history collection through the History in the Making platform.

I'd like to thank Trevor, who joined me in mid-2020, on a part-time basis, for all of his support and assistance in the GSR. I'd also like to recognize and thank, Chiara and Scott, who worked part-time in the GSR this past year, and who have since moved onto new opportunities. We have welcomed Lauren and Bridget to the GSR as new part-time staff in 2022.

Among the many highlights of our donations during 2020-2021, this year, there are the following:

- NH Letter Funeral Home Registers 1908-1934, 1934-1943
- Shirk (Schoerg) Homestead and Gingrich family history materials
- Elinor Rau Collection

The annual call for inactive corporate records will be made at the upcoming Waterloo Historical Society Board meeting

WHS Plaques Committee Report - Warren Stauch

A ZOOM meeting of the Plaques Committee was held on Monday, January 31, 2002. In attendance were Warren Stauch (chair), Harold Russell (councillor) and Sandra Parks (councillor). Members Debbie Kroetsch and Ray Ruddy were unavailable to join the meeting.

Minutes of the meeting

1. Update on WHS plaques

Warren provided a revised excel spreadsheet of the location of 21 WHS plaques.

(Attached)

Marion Roes has updated the plaques information on the WHS Facebook page.

If anyone has photo of the various plaques, please contact Marion so the page can be updated with photos.

2. The John Erb Plaque (aka the longest continuously operating industry in Waterloo County). 2022 PRIORITY TASK

Ray Ruddy has been maintaining security of the plaque at his home. Prior to the pandemic, plans had been put in place but never finalized for the erection on the plaque on the Parrish and Heimbecker mill wall along King Street in Preston.

It was suggested that, once COVID-19 restrictions are eased, the committee would plan a site visit with the superintendent of the mill to finalize plans for the putting up of the plaque.

3. The Idlywild Park Plaque 2022 PRIORITY TASK

Ray Ruddy and Sandra Parks have provided sufficient written materials with pictures to have a story board plaque erected along the Speed River in Cambridge (Preston). A site has been selected. Permission needs to be confirmed with the Grand River Conservation Authority. Some work was done prior to the pandemic but nothing was finalized.

We are hoping to make 2022 the year to get this plaque done. We are also planning an on-site visit once it is safe to do.

4. Missing Maple Grove School plaque

As reported previously, the plaque, that had been placed on the stone wall of the former Maple Grove School, 1370 Maple Grove Road, has gone missing. Warren phoned the school, now Bright Path Child Care Centre (formerly Peek-a-boo Day Care) and spoke to Kelly. She remembers seeing a bronze plaque somewhere on the property last fall. She will take a look outside after the snow has melted and will be in touch with me.

5. Sandy indicated there was a problem with the website. It appears the plaques do not show up on the map. She asked if John or Leslie could look into that?

6. In the fall of 2020, Warren received a request about the location of the Evangelical United Brethren Church plaque, a provincial plaque, in Waterloo's Hillside Park. The person was unable to find the plaque. I replied to that individual providing the exact

location of the plaque. I went to the location the next day and found that the site was very over grown. I contacted the City of Waterloo Museum and they were going to follow-up with the Parks department to make sure that the area around the plaque is properly maintained.

7. The Plaques Committee is also going to keep track of special anniversaries that are on the horizon.

An example:

2025-2026 100th anniversary of the Waterloo Pioneer Tower 1925-1926

WHS Publication Committee Report – rych mills

Annual Volume 108, 2020, is now in the hands of 99% of our members and recipient libraries and archives. There was a pickup meeting at Waterloo Region Museum on November 27 and I thank the people who assisted in handing the volumes out: John Glass, Jeff Shank, Lesley Webb, Warren Stauch and Erin Applebee. On a rough guesstimate I'd say some 30-35 cars came by, picking up not only their volumes but others for member friends. In addition, several authors dropped by for their copies. Subsequent to that we had 5 time slots set up at the Victoria Park Gallery during which people could visit there to get the volume. Another dozen or so took advantage. After that Erin organized people to deliver and really minimized the mail-outs. Thanks to all.

Jeff will have outlined the annual volume cost this year. I will remind people to play off that cost for producing and distributing the volume against the receipts from grants and patrons' donations, very little of which would be coming to WHS if not for the volume. Similarly, Rosanne Atwater-Hallatt has again convinced many of her Heidelberg neighbors to purchase the volume because of Chapters One and Two of her three-part village history. She has sold 40 copies combined of Volumes 107 and 108 which, at \$25 each, adds up to another significant amount to help offset the costs.

Volume 109 is now being read by the publication committee: Rosanne, Susan Mavor, Marj Kohli and Stephanie Walker. Some articles are ready to be sent to Cobers. Our creative contact there, Chris Boyle, is still working from his home in Woodstock. Two committee members, Rosanne and Susan, have written major articles this year. We've had three brand-new authors contribute items, literally out of the blue, on topics which also are "new" to the volume: Jacob Spivak, Stan Granic and Roseangela Cappellano. Several veteran authors have also contributed: Todd Bowman, Julie Schnurr and Diane Strickler. I have been working with these authors since last summer to get their pieces ready for the committee. We are aiming at returning to a May / June publication date, but stay tuned!

Even though Volume #109 seems like it is just beginning, I remind all on the board and council to consider contributing to #110. You have all winter, spring and summer to work on it and submit it by October 1 at the latest ... earlier is better of course. Any of those at this meeting who work in an archive, library or collection please remind researchers of the chance to be published by WHS.

Again, I thank the WHS Board and Council for giving me and the Pub'n Committee the opportunity (and the honor) to produce the Annual Volume. We hope last year was just a hiccup!

Storage Report – rych mills

Almost a No Report! I have been there a couple of times to pick up books which people have requested from the WHS Book Table. There are still a couple projects to wrap up at the site: finalizing the area newspaper inventory and re-filing the books from our fall Book Table Sale. We've only had two donations of books, including some quite desirable ones from Nancy Maitland. Just a reminder, if you, or someone you know, is downsizing or disposing, think of donating history books to the WHS Book Table.

If there is anyone who would like to take on the task of creating a new listing of available books for the WHS website, let me know. I just do not have the time and the current one is quite outdated.

WHS President's Report – John Glass

Review Period: AGM 108 & 109 – October 1, 2019 – September 30, 2020 and October 1, 2020 – September 30, 2021

The last face-to-face WHS Board and Council meeting occurred on Tuesday, February 4, 2020 and the last WHS face-to-face public meeting – the 107th AGM - occurred on November 5. While we may not have seen each other in person, WHS has continued to operate during COVID. We attempted to have an in-person meeting on April 7, 2020, but that had to be cancelled. The board and council kept in touch and up to date during the spring and summer of 2020, but we did not have a meeting until early fall.

The first ever, virtual WHS board and council meeting was held on September 29, 2020. Committee reports were presented and a financial update was made. After determining that we were still financially viable, the board decided to extend a free membership for 2020/21 to its current members.

The WHS Board and Council met virtually for five meetings during COVID. The meetings occurred on September 29, 2020, March 2, 2021, September 7, 2021, February 1, 2022 and March 15, 2022.

During COVID, we were able to accomplish several things:

- President sent several email newsletters/updates to the membership (see below)
- Awarded a Student Local History Award to WLU student Alaina Eekema for her paper entitled "Women Workers in Waterloo County During the Second World War".
- Delivered the 2019 Annual Volume and made it available for pickup on some hot and sunny days in August 2020.
- President sent email news/newsletter updates to the membership on October 22, 2020.
 - o Provided information on our financial status.
 - o Announced free membership for the 2020/21 WHS year.
 - o Announced the book sale at our storage facility on November 7, 2020.
 - o Announced the deferment of the AGM slated for November 2020.

- Update on public meetings, volume deliveries, Annual Volume patrons and donations.
- Socially Distanced - WHS Book Sale on November 7, 2020 (by appointment only)
- President sent email news/newsletter updates to the membership on December 20, 2020
 - Update on the 2020 Annual Volume progress
 - Update on the Nov. 7 book sale and plans for a second book sale.
 - Remind members of the status of KPL's Grace Schmidt Room
- President sent email/newsletter updates to the membership on April 23, 2021
 - Recognition of WHS members Jean Haalboom and Marilyn Sararus for their inductions into the Waterloo Region Hall of Fame.
 - Update on the 2020 Annual Volume.
- President sent email/newsletter updates to the membership on June 27, 2021
 - Socially distance WHS Book Sale #2 – Saturday, July 17, 2021 (which didn't occur until November).
 - Update for the 2020 Annual Volume and call for authors to contribute to the 2021 Annual Volume (to be published in 2022).
 - General updates on AGMs, public meetings and events – Spoiler – none of these occurred.
 - Announcing an update on WHS member Marion Roes' new book *Death as Life's Work: An Illustrated History of Waterloo Region Undertakers and Funeral Businesses, 1850- to 2020.*
- President sent email/newsletter updates to the membership on June November 18, 2021
 - 2020 Annual Volume pickup and delivery details.
 - Membership reminder – we were re-establishing the \$30 membership fee for 2021/22.
- Delivered the 2020 Annual Volume and made it available for pickup on a cold day in November 2021.
- Organized AGM covering the past two years. Communicate AGM agenda and invite members.

Some of the WHS projects that are looking forward to restarting include:

- The Annual Volume Indexing Project – We are dedicated to pulling together the amalgamated index and publishing it electronically. We will communicate a timeline once it's established.
- "In person" public meetings.
- Re-establishing our Annual Volume publishing date to its normal timeframe (late spring).
- Restarting the WHS quarterly newsletter.

In addition to these events, we continued our general operations. These activities always occur in the background, so we needed to maintain their operations during COVID. They don't always get highlighted, but it's important that we remember the things that our board members and councillors do to ensure that WHS operates within its mandate and within the law. WHS continued to add new members. We applied for grants and received them. Our members continued to donate to our Annual Volume patron program. We

administered our social media sites. Regular financial updates were created and reviewed. Applications were made for volunteer service awards.

We look forward to the possibility of meeting face-to-face sometime again later in 2022 or in 2023. I'm hopeful that our next AGM will occur in November and that it will be a "live" event. At that time, we'll need to hold an election for WHS board and council members. I think that we will look at various methods for conducting a hybrid meeting where attendees can attend in person or via a multimedia stream. We'll still have to determine how best to do this.

If you have any ideas, questions or comments (positive, negative or neutral), please feel free to contact me or any of the other board members. I look forward to hearing from you.

I'd like to thank all the WHS volunteers who have kept us operating during the past two years. I'm grateful for your continued dedication. I'd also like to thank our members for sticking with WHS. We haven't been able to provide all the activities that we did pre-COVID. Thank you for keeping resuming your memberships for 2021/2022. Lastly, I'd like to thank those people and organizations who have provided grants and donations. We all appreciate your additional support.

Treasurer's Report – Jeff Shank

The financial statements have been prepared for the fiscal years ending September 30, 2020 and September 30, 2021. I would like to quickly review some of the major financial activities during these two years.

- For the year ending Sept. 30, 2020, WHS had approximately \$27,000 in revenues. This was about \$4,000 less than the previous year, as activities were reduced due to Covid-19, restrictions which started in March 2020, about one-half way through the year. Expenses were approximately \$22,000, which was about \$6,000 less than the previous year. The previous year included expenses for the Online Indexing Project and the Westmount Plaque project that did not occur this year. Net income was \$5,244, an increase vs. \$2,735 in the previous year. WHS had approximately \$69,000 in cash and \$66,000 in retained earnings at the end of the year.
- For the year ending Sept. 30, 2021, WHS had approximately \$26,000 in revenues. WHS waived membership fees for renewing members for this year, but this was partially offset by increased donations to WHS from our members, and from increased sales. Expenses were \$23,000 and net income was \$2,733. WHS had approximately \$82,000 in cash and \$68,000 in retained earnings. The increase in cash vs. the previous year arose because the invoice for the printing of the annual volume was not paid until after year end, although the expense was accrued during the year.
- Over the last two years, WHS has continued to receive grants from the Waterloo Regional Heritage Foundation and the Ontario Government's Heritage Organization Development Grant. Our members have continued to make generous donations to WHS to support the publishing of the annual volume and

our other activities. Our largest expense is approximately \$15,000 each year for publishing the annual volume.

- Up to 2019, BDO, an independent public accounting firm, prepared the financial statements and issued a “Review Engagement Report” on these statements. At the last annual general meeting in November 2019, I mentioned that BDO was looking for a significant increase in the fee charged to WHS. As a not-for-profit organization which aims to roughly break-even most years, I wanted to see if an alternative was available, so BDO was not re-appointed by the membership. I discovered that WHS was small enough that it is not required to have an independent review or audit of the financial statements, but board members and I wanted to have a second set of eyes looking at the work I do to produce the financial statements. We asked a WHS member, Dan Cardy, CPA, CA, who retired from public accounting in 2020, if he would be willing to perform this task, and he agreed.

I have reviewed with Dan the procedures and practices I use as WHS treasurer, covering the past two fiscal years. Dan did not perform a Review Engagement as was done by external accounting firm BDO for fiscal 2019 yearend. Dan simply provided a “second set of eyes” on the work I performed in order to prepare the financial statements being presented at this AGM.

1. I would like to make a motion for the members of WHS to approve the financial statements for the years ending September 30, 2020 and September 30, 2021.
2. I would like to make a motion for the members of WHS to approve the use of a person with a financial background to be a second set of eyes looking at the financial procedures I use and the financial statements I produce.