

**Brant Historical Society  
2014 Annual General Meeting  
March 31, 2015**

**MINUTES**

A total of 31 were in attendance for the 107 <sup>th</sup> Annual General Meeting of the Brant Historical Society as follows	
<b>ATTENDANCE:</b>	<b>Board Members:</b> Jack Jackowetz, Michael St. Amant, Zig Misiak, Vyrt Sisson, Anita Menon, Annette Minutillo
	<b>Brant Historical Society Members:</b> Beverly Golden, Ruth Lefler, Jane Burnett, Chris Greenlaw, Margaret Lorenz, Pamela Young, Raymond Wright, Kevin Raymond, Robert MacMillan, Barb Sisson, Nick Lazarak, St. John Ludlow, Robert Deboer, Anne Deboer, Daniel Cairo, Bruce Hill, Sheila Minard, Paul Minard, Heather Wyatt
	<b>Staff Members:</b> Lana Jobe, Justin Butler, Chris Shaw, Nathan Etherington, John Jobe, Sarah Thomas

**1. CALL TO ORDER/ESTABLISH QUORUM**

Quorum for the Annual General Meeting being not less than fifteen (15) members of the Society of whom not less than six (6) were members of the Board, as set out in Article VII(iv) of the Constitution and By-laws , was established.

The meeting was called to order at 7:07 p.m. with Mr. St. Amant in the Chair

The following Board members were recognized: Vyrt Sisson, Jack Jackowetz, Anita Menon, Annette Minutillo, Zig Misiak and Bill Hanna [not in attendance]. Executive Director Lana Jobe was acknowledged.

**2. APPROVAL OF AGENDA**

<b>RESOLUTION:</b>	Moved by Mr. Jackowetz; Seconded by Mr. Misiak That the distributed agenda be the agenda of this Annual General Meeting, (without additional items) <span style="float: right;"><b>CARRIED</b></span>
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**3. APPROVAL OF THE MINUTES OF THE 2013 ANNUAL GENERAL MEETING HELD ON MARCH 26, 2014**

<b>RESOLUTION:</b>	Moved by Ms. Menon; Seconded by Mr. Sisson That the minutes of the Annual General Meeting of 2013 held on March 26, 2014 be received and adopted (without amendment or correction). <span style="float: right;"><b>CARRIED</b></span>
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**4. BUSINESS ARISING FROM THE 2014 AGM**

<b>RESOLUTION:</b>	Moved by Mr. Jackowetz; Seconded by Mr. Sisson That the Audited Financial Statements for 2013 be approved. <span style="float: right;"><b>CARRIED</b></span>
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## 5. ANNUAL REPORT

### 5.1 President's Report

President St. Amant presented an overview of the activities of the Board of Directors over the previous year. A copy of the President's Report is included in the 2014 Annual Report attached to these minutes.

Mr. St. Amant acknowledged the loss of Mary Stedman, a great supporter of the Brant Historical Society and Board member Manfred Schomann. Mr. St. Amant expressed thanks to retiring Board member Vyrst Sisson.

RESOLUTION:	Moved by Mr. Misiak; Seconded by Ms. Menon That the President's Report for the year 2014 be received as printed and circulated (for information). <b>CARRIED</b>
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## 6. FINANCIAL REPORT

### 6.1 Financial Report Presentation

Absent Treasurer Hanna, Mr. Sisson presented the Financial Statements for the year ended December 31, 2014. The Financial Statements, distributed at the meeting, are attached to the minutes. While the Board of Directors had not approved the Financial Statements prior to the meeting, approval at the Annual General Meeting comprised Board approval as Board members were in attendance. Mr. Sisson reported that the auditor had delivered a qualified opinion as the auditor was not able to determine whether donations had been appropriately used. Mr. Sisson advised that overall, resources are dwindling.

Mr. Sisson also noted that:

- The statements did not include the value of property or artifacts;
- Results of the Myrtleville operation, which Heritage Canada has ceased to support, were included in the statements;
- Cash flow statements reported the total of funds on hand;
- Although expenditures had been reduced, these reductions were not in keeping with revenue decreases; the acquisitions fund had been used, in part, to cover operating costs and the Scheak fund was being used gradually to cover the costs of artifact care;
- The statement of continuity of the endowment fund was pending an endowment from the estate of Mary Stedman;
- Additional donations are needed to address decreases to the museum development fund;
- With most museum visits from people who live outside of the community, fundraising in a museum is challenging.

### 6.2 Adoption of Audited Annual Financial Statement

In response to questioning prior to voting on the motion, it was noted that Heritage Canada pays for costs associated with the Myrtleville property; operating and staff costs at the Myrtleville location are covered through the museum's budget. The Myrtleville site is used for programming that could not be offered at the museum generating revenues for the Society

RESOLUTION:	Moved by Mr. Hill; Seconded by Mr. Cairo That the Audited Financial Statements for 2014 be approved.	<b>CARRIED</b>
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### 6.3 Appointment of Auditors for 2015 fiscal year

RESOLUTION:	Moved by Mr. Jackowetz; Seconded by Ms. Minard THAT, in accordance with the recommendations of the Board of Directors, Spinks and Company be appointed Brant Historical Society auditors for the 2015 fiscal year.	<b>CARRIED</b>
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### 6.4 Adoption of 2015 Budget

Mr. Sisson presented the proposed budget, which forecasts a deficit budget for 2015. A copy of the budget distributed at the meeting is attached to the minutes.

In response to questioning:

- Staff prepared the budget;
- The difference between budgeted and actual staffing costs in 2014 resulted from staff brought in to undertake the inventory project; those salaries were funded through an operating grant; the Inventory Project was funded from the Scheak Fund, not an operating grant;
- Additional costs for bookkeeping services were incurred to address issues arising from the 2013 audit;
- The grant from the City of Brantford was \$55,000 and the grant from the County of Brant was \$4,200;
- Grants comprised \$64,000 and donations comprised \$32,000 in revenues.

RESOLUTION:	Moved by Mr. DeBoer; Seconded by Ms. Minard That the proposed budget for the 2015 fiscal year be adopted as presented.	<b>CARRIED</b>
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## 7. RATIFICATION OF BOARD ACTIONS

RESOLUTION:	Moved by Mr. Wright; Seconded by Mr. Minard That the actions of the Board of Directors of the Brant Historical Society including the appointment of Annette Minutillo to the Board of Directors to fill the vacancy of the late Manfred Schomann for the 2014 fiscal year, be ratified by the Members of the Society.	<b>CARRIED</b>
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## 8. ELECTION OF THE DIRECTORS AND TRUSTEES

Mr. St. Amant provided an overview of the nominations process.

Mr. Misiak assumed the Chair in place of Mr. St. Amant who was running for re-election.

Directors were being elected for two-year terms. The election was conducted by secret ballot. Members would vote for five or fewer candidates on the ballot.

Nominations from the floor were requested.

RESOLUTION:	Moved by Mr. Ludlow; Seconded by Mr. Minard THAT nominations from the floor be closed.	<b>CARRIED</b>
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Standing for election for a 2 year term were: Cody Groat; Chris Greenlaw; Jack Jackowitz; Sheila Minard; Paul Minard; Kevin Raymond; and Michael St. Amant.

Each candidate was given 2 minutes to introduce themselves to the members. Mr. St. Amant spoke on behalf of Cody Groat who was absent, to express his interest in running. Candidate Greenlaw proposed to bring forward connections with the university and expressed interest in introducing different technological options to provide services. Candidate Jackowitz noted actions that stabilized the organization over the past years. Candidate Sheila Minard, with a background in event planning, noted the need to increase the museum’s visibility through events. Candidate Paul Minard, with a background in event planning and retail services, identified the need for advertising and branding to enhance visibility. Candidate Raymond would bring his heritage, fundraising and political background to the Board. Candidate St. Amant noted actions to move the organization forward to a turnaround which would be continued to position the museum as a pivotal source and guardian of historical information.

Following a count of the ballots, the results of the election were announced: Jack Jackowitz; Michael St. Amant; Kevin Raymond; Chris Greenlaw; and Cody Groat elected for two-year terms.

The members congratulated the elected Board members.

RESOLUTION:	Moved by Mr. Sisson; Seconded by Mr. Hill THAT the ballots from the election be destroyed.	<b>CARRIED</b>
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Mr. St. Amant resumed the chair.

## 9. OTHER BUSINESS

Noting staff departures in the following month, the members thanked those staff for the work they had done. Concern was expressed that sustaining operations and in particular, support for research requests, would be challenging absent staff resources. Decreases to membership over previous years was noted.

## 10. ADJOURNMENT

RESOLUTION:	Moved by Mr. Greenlaw; Seconded by Mr. Misiak That the Annual General Meeting be adjourned.	<b>CARRIED</b>
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## SIGNATURES

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**Chair**

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**Secretary**