

Brant Historical Society
Board of Directors Meeting
April 11, 2017
Brant Museum and Archives, 57 Charlotte St., Brantford
Meeting Minutes

Present: Michael St. Amant, Tim Philp, Zig Misiak, Doug Summerhayes, Annette Minutillo (Secretary)

Regrets: Bill Hanna, Carolyn Purden, Willy Hilgendag, Esther Brouwer

Staff: no staff present

1. Meeting called to order at 7:30 pm.
2. No Delegations
3. No Additions to the Agenda
4. Approval of the Agenda

Moved by Tim Philp and seconded by Zig Misiak that the Agenda for the Meeting be approved.
Carried unanimously

5. Approval of the Minutes of the March 14, 2017 meeting (sent previously).

Moved by Tim Philp and seconded by Zig Misiak that the Minutes of the March 14, 2017 meeting be approved.
Carried unanimously

6. Election of Officers for 2017

Moved by Annette Minutillo and seconded by Doug Summerhayes that Tim Philp be nominated as President. There were no other nominations.

Moved by Zig Misiak and seconded by Doug Summerhayes that nominations for President be closed.
Carried unanimously

Tim Philp is acclaimed as President.

Nominations for 1st Vice-President will be deferred until the next Board meeting.

Moved by Tim Philp and seconded by Doug Summerhayes that Bill Hanna be nominated as Treasurer. There were no other nominations.

Moved by Tim Philp and seconded by Doug Summerhayes that nominations for Treasurer be closed.
Carried unanimously

Bill Hanna is acclaimed as Treasurer.

Moved by Doug Summerhayes and seconded by Zig Misiak that Annette Minutillo be nominated as Secretary. There were no other nominations.

Moved by Doug Summerhayes and seconded by Zig Misiak that nominations for Secretary be closed.
Carried unanimously

Annette Minutillo is acclaimed as Secretary.

Michael will continue on the Board as Past President

Michael continued as Chair for the remainder of the meeting.

ACTION: Annette will ensure an updated Board List is circulated.

7. **Treasurer's Report** - Michael St Amant reported in Bill's absence. The March 31, 2017 Report was circulated by email prior to the meeting.

Michael noted the following items with reference to the March Budget Report:

- YTD Membership is down compared to last year at same time, although it's unclear as to why (suggestion that several members have passed away). Membership numbers need to be improved - Staff will be asked to work on this.
- Sponsorship revenue is also down - HerStory should gain some sponsorship support.
- There are two Project Specific Grants for a total of \$8000 to cover expenses for Veteran of Vimy. Ticket sales for Vimy generated \$1381, which will be forwarded.
- Discovered today that we will not get County Grant this year (\$4500), which will affect revenues. County Budget is seeing cutbacks on everything, and cultural spending is usually first to be reduced. City Grant is still being pursued, with Nathan following up re timing. The City Grant is usually received as one lump sum in May. Suggestion to approach the City regarding the County's shortfall.
- Salaries for March were higher due to three pay periods.

Overall doing better than anticipated although there are concerns, specifically around Donation levels.

Suggestion to develop a corporate donation campaign. The Society did at one time have a fundraiser on staff to approach corporations regarding donations; we currently don't have the staff resources.

Moved by Tim Philp and seconded by Doug Summerhayes that the Treasurer's Report be approved. Carried unanimously

8. **Appointment of Signing Officers**

Moved by Doug Summerhayes and seconded by Zig Misiak that Tim Philp, Annette Minutillo, Bill Hanna be appointed as Signing Officers. Carried unanimously

9. **Publications Committee Report** - provided by Bill Hanna

- a. VETERAN OF VIMY

The production was completed successfully with copies being available two weeks before the anniversary event. Cost per copy amounted to \$2.75. Copies were placed in Stedman's, Coles, Green Heron, and Brantford Framing. Book Worm has just been placed under new management and is not taking consignment but took a poster.

Posters have been placed in all libraries in the city and county and in Metro in Brantford.

Review copies been sent out to print media in both Brantford and Toronto. At present we are still negotiating with Fitzhenry & Whiteside for distribution.

Bill thanked Kathy Olenski who did a wonderful job editing it, Mary Bowness who did the interior design, Lucas Duguid of Octopus Red for a great cover, and Brant Service Press for a very good print job

b. **A PASSAGE THROUGH TIME**

As discussed in last meeting, the quotation is quite good and we can make money. However the faded photographs in the printed version must be addressed. When Bill is back we will look further into this.

c. **HISTORY OF THE GRAND RIVER NAVIGATION COMPANY** by Bruce Hill

There are no production files for this book at Charlotte Street or the printer (his factory burned down after the book was printed), and the Design Studio has closed. As such, if we are to reprint the book, it will have to be reset and reformatted. Bill will report to the Board at the next meeting what options we have.

Moved by Tim Philp and seconded by Doug Summerhayes that the Publications Committee Report be received. Carried unanimously.

10. **Member Event Planning Committee** – Annette Minutillo

The Member Event Planning Committee Meeting Minutes of March 22, 2017 were circulated prior to the meeting.

ACTION: Annette will ask Esther Brouwer if she would like to be the Board liaison to the Member Event Planning Committee.

Moved by Tim Philp and seconded by Zig Misiak that the Member Event Planning Committee Report be received. Carried unanimously.

11. **Cultural and Built Heritage Funding Program** (report circulated prior to meeting)

The funding program is designed around capital expenditure, so there are a number of projects that would qualify. Matching grants - 50/50 split between museum and city. Proposals are due May 12. Each project requires 3 quotes and must be for a minimum of \$20,000 (*corrected*).

Suggestions for potential projects (it was noted that none of these items are already in the budget): HVAC replacement (3 quotes already being requested) with some discussion on a ductless option (key issue for us is wiring); the roof - some shingles require replacement; new signage; repair to the walkway; computer servers; parking lot repair; and/or reorganizing the textile collection with proper boxes and shelving.

Moved by Tim Philp and seconded by Zig Misiak that the Cultural and Built Heritage Funding Report be received. Carried unanimously.

12. **National Trust – request for Meeting**

Natalie Bull and Robert Pajot from the National Trust made a request through Julie Normandeau (Manager, Sites and Partnerships) to be added to the agenda for the next Board meeting.

ACTION: Annette will invite Natalie Bull and Robert Pajot to the next Board meeting. They will present under Delegations at the beginning of the meeting's agenda.

13. **Business arising** from the Meeting of March 14, 2017

Tim Philp is reviewing By-Laws and will extend invitations to the Board to assist in the future.

ACTION: Annette to send By-Laws to Doug

14. **Operational Report** - Michael St. Amant

Michael will circulate a report after the meeting.

15. **Board Members:** There is still one vacancy. Cody Groats will be returning to Brantford in September and has expressed interest in returning to the Board.

Cindy MacDonald has expressed interest in assisting the BHS with writing grants.

ACTION: Michael will connect Cindy with Tim Philp.

16. **Coming Events:** identified in the Member Event Committee Update

- a. HerStory event
- b. Confederation Day Picnic
- c. Canada Day exhibit at Lion's Park for Canada 150.

17. No Announcements

- Zig will donate a package of books to events like Easter Egg Hunt and Confederation Picnic.
- Zig noted that there are plans to create a corporate campaign for Habitat for Humanity that we might be able to be part of
- Doug shared that Willy's display for Canada Day is coming together beautifully, which will be set up close to the Museum display.

Next Meeting - May 9, 2017

Michael moved that the **Meeting be adjourned** at 8:20 pm

MS/am