

**Brant Historical Society  
Board of Directors Meeting  
August 11<sup>th</sup>, 2015  
Brant Museum and Archives, 57 Charlotte St., Brantford  
Meeting Minutes**

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Present: Michael St. Amant (President), Chris Greenlaw (1<sup>st</sup> Vice), Bill Hanna (Treasurer), Jack Jackowetz, Zig Misiak, Anita Menon, Annette Minutillo (Secretary)

Regrets: Cody Groat

Absent: Kevin Raymond

Staff: no staff present

1. Meeting called to order at 7:10 pm
2. No Delegations
3. Additions to the Agenda - report regarding Retail Operation #12
4. Approval of the Agenda

**Moved by Jack Jackowetz and seconded by Bill Hanna that the Agenda for the Meeting as amended of August 11<sup>th</sup>, 2015 be approved.**

**Carried unanimously.**

5. Approval of the Minutes of the July 14<sup>th</sup>, 2015 meeting (attached)

**Moved by Jack Jackowetz and seconded by Anita Menon that the Minutes of the July 14<sup>th</sup>, 2015 meeting be approved.**

**Carried unanimously.**

6. Receive the Minutes of the Special Meeting of the Membership, July 27th, 2014.

**Moved by Chris Greenlaw and seconded by Bill Hanna that the Minutes of the Special Meeting of the Membership, July 27th, 2014, meeting be received to be approved at the next AGM.**

**Carried unanimously.**

7. Report: Treasurer's Report - presented by Bill Hanna. Draft July 2015 Budget was circulated prior to the meeting

Revenues: Seniors Program ahead of budget and if present pace continues will probably double forecast. Educational programming and P.A. Days are doing well and should meet budget. Gift Shop revenue is seriously behind budget which will require significant effort in the next 5 months. Donations require attention as well - only 2/3 towards our budget. Employment grants figure is behind budget due to timing but will be resolved within the next two months and the endowment fund interest will come later this month. CMOG comes in October/November. Overall revenues are ahead of budget by \$18,000 and last year by \$14,000.

Expenses: Salaries are under budget and well behind last year. Total facility costs are nearing annual budget. Professional Fees out of line due to invoicing for Audit 2014 was paid in July instead of August as last year (should meet budget). On YTD basis, ahead of last year's actual by \$8,000 but over budget by \$32,000, due primarily to \$17,000 in total program and projects, resale purchases of \$2,500 (both of these noted in earlier Board Minutes) and early payment of audit invoice. August should show a much better result.

Board agreed that there is a need to establish seasonality in the budget and that in future Grants received but used over multiple years will be accrued (carried forward) to be disbursed as required. Monthly budget is currently cumbersome, and Mark and Bill intend to streamline the process.

Area of greatest vulnerability at this time has been identified as the retail operation.

**Moved by Anita Menon and seconded by Christopher Greenlaw that the Treasurer's Report be approved.**

**Carried unanimously.**

8. Report on the status of Grant Reports – Chris Greenlaw (circulated prior to meeting)

As of 7 August 2015, all three outstanding grant reports have been completed and submitted to Brant Community Foundation. Two smaller grants accepted and now complete, larger grant (for architectural drawings) has been given an extension until April 2016, although may already be able to account for almost \$5,000. Pre-approval for ArtsVest funding with sample proposal (used the Culture Days sponsorship proposal currently being developed) and registration for the 2016 Ontario Trillium Fund applications has been completed. Two deadlines for Trillium Grants - Capital Funding Grant (registration has been made for the August 12 deadline - Application due December). A list of all anticipated Grant Application dates were included in the Grant Report. Canada 150 Grant was not successful, although other businesses in town received funding. More opportunities will be available.

**ACTION:** Zig will send Christopher contact information for Eva Salter, Regional Advisor for Ministry of Tourism.

**Moved by Bill Hanna and seconded by Jack Jackowetz that the Grant Report be approved.**

**Carried unanimously.**

9. Report on the Newsletter – Anita Menon

Meeting was held August 10 with Anita, Nathan, Michael and Annette forming a Newsletter working group. Once Carolee returns from maternity leave, she will take responsibility for the newsletter again. Anita has been provided with a BHS Newsletter template to work with. Publication dates for 2015/2016 have been set as the third Wednesday of August, October, January and April. Newsletters will be sent electronically via MailChimp and hard copy mailed to members without email for receipt a few days later. Internal deadlines were established - submission of articles on the first day of the month issued and draft ready for approval by second Wednesday of month. Additional copies will be printed for the Museum. Newsletter includes Note from the Board (Michael) with Board Members listed in a box in every newsletter, Operational Report (currently will be done by Nathan and Sarah), Save the Date (Upcoming Events), Our Collection (historical piece contributed by Carissa), and a column about Members/Volunteers/Students (featuring a different person). Will be four pages with each column about 250 to 300 words.

Suggestion made to consider advertising opportunities. Board agreed that initially the newsletter should focus on communication and relationship-building with membership, and that advertising would be explored at a later date. Suggestion to look at other Museum newsletters as well. Suggestion to add a Welcome to New Members and a Sponsor Appreciation column.

**ACTION:** Bill Hanna to forward to Anita a sample Newsletter that features New and Renewing Members.

**ACTION:** Christopher will forward his Henderson Survey article for October or January issue.

**Moved by Christopher Greenlaw and seconded by Bill Hanna that the Newsletter Report be approved.**

**Carried unanimously.**

10. Report on the update of the website - Michael St. Amant

All Minutes have been posted to the website, along with audited statements from the AGM. Board photos (taken earlier in the evening) and bios will be posted.

**ACTION:** Board members to forward bios to Nathan ASAP.

11. Update on Laurier/Market Square - Michael St. Amant

Architectural layout currently being done by Laurier. Michael has talked to suppliers regarding metal shelving seeking to identify opportunities for donation/support. Michael has approached the National Trust for Canada (formerly known as Heritage Canada) regarding funding for revitalization projects (Canada Cultural Spaces Fund?). Additional discussion ensued around the BCF Grant and opportunities to apply it to anticipated architectural drawings. Board discussed the potential for a Laurier Faculty Club to take over the building at 57 Charlotte if the museum relocates to the Eaton Market Square Mall or to use the residential rental building located on the Myrtleville property. Michael's objective is to submit to the Board a formal report with respect to the Museum, Laurier and the Market Square once details are more definite.

12. Retail Operation - Zig Misiak

Meeting today with Carol Deville (Branding Company) and Michael St. Amant. They have identified the on-line retail store launch for this October. Details around drop shipping, stock levels, and website coordination will be worked out. Zig is forwarding to the Branding Company images of items already on site. The intention is to incorporate the existing on-line store with the Branding Company's setup, for consistency of presentation. The issue of website maintenance was discussed. There continues to be a timely focus on native content, and it is hoped that the retail operation will support sales of native studies curriculum content and connect with teachers and students as consumers.

**ACTION:** Zig and Michael will continue to build up inventory in advance of October's launch.

**Moved by Zig Misiak and seconded by Bill Hanna that the Retail Operation Report be approved.**

**Carried unanimously.**

13. Business arising from the Board Meeting of July 14th, 2015

- a) Follow-up on the Motion to transfer outstanding interest from the Endowment Fund and the action item for Bill Hanna and Jack Jackowitz. Letter from Ed Pancoe was circulated to the Board, detailing the Endowment Committee's agreement to transfer \$22,000 to the Operating Fund and the Committee's further discussion about the restrictive nature of the by-laws governing Endowment Fund investments. Anticipated By-Law changes as a consequence of ONCA were also considered.

**Moved by Zig Misiak and seconded by Christopher Greenlaw that a By-Law Committee, consisting of Jack Jackowitz, Bill Hanna, Anita Menon, and Annette Minutillo, be struck to review both the Brant Historical Society's and the Endowment Fund's By-Laws in advance of the 2016 AGM.**

**Carried unanimously.**

- b) Status of the Lawren Harris event – Cody Groat

October 23, 2015 is 130<sup>th</sup> Anniversary of the birth of Lawren Harris. Potential to get paintings from Trinity College, Art Gallery of Hamilton, and the Canadian War Museum to borrow Harris works.

**ACTION:** Cody will provide a report to the Board by Friday.

- c) Report on the Status of Culture Days Event – Chris Greenlaw (circulated prior to meeting)

Suggestion to increase the time at the business site to more than one month, to as much as six months, in order to ensure maximum exposure to each business' clientele. Suggestion to approach Ken's Towing and/or Fred's Moving to assist with the moving of the museum to Market Square Mall. We'll require about 12 volunteers for the weekend.

**Moved by Jack Jackowitz and seconded by Bill Hanna that the Status of Culture Days Event Report be approved.**

**Carried unanimously.**

- d) Status of Archival Bus Tour – Michael St. Amant

27 people signed up in total - BHS 5, Ontario Genealogy Society 7, Simcoe's Eva Brook Donly Museum 15.

14. Business Arising from Previous Minutes

- a) Follow-up on the General/Special Meeting scheduled July 27th, 2015. Minutes complete and received. Will be presented at the 2016 AGM for approval.
- b) Follow-up on the Motion presented by Brian Moore at the Special Meeting - Board has been moving to meet that requirement.
- c) Collection Management Policy – Appointment of Collection Management Committee. Brian Wood has agreed to be an advisor, and Carissa will be staff member on Committee. Sean Murphy from Paris and Carolee will also be invited. Chad Martin will be invited to participate as Chad was the sole remaining member on the old committee. Copies of the binders are being made and boxes set aside.

**ACTION:** Michael will contact Chad Martin and Ray Wright.

**Approval given from the Board to approach individuals as noted. A Motion to strike a Collection Management Committee will be made at next Board Meeting.**

15. Operational Report (circulated prior to meeting) - Michael St. Amant

Michael made special note of the success of the Senior's Program. Discussion around how best to leverage Research Requests so that there's a positive return - it was noted that BHS currently benefits by building up files and identifying opportunities for more extensive research.

**Moved by Jack Jackowitz and seconded by Anita Menon that the Operations Report be approved.**

**Carried unanimously.**

16. Other Business

- Building/Location Ancestry Project - Michael circulated samples based on 60 Colborne St done by Lucas Duguid to the Board. Enthusiastic agreement that such a project could be a valuable fundraiser from both the commercial and residential sectors.

**ACTION:** Michael to approach Lyndsey about setting up a step by step process

17. Announcements

- Carissa will be able to work into the fall on the Inventory Project

18. Next Meeting - **September 8th, 2015**

19. **Anita Menon moved that the Meeting be adjourned at 9:15 pm**