

**Brant Historical Society
Board of Directors Meeting
August 9, 2016**

Brant Museum and Archives, 57 Charlotte St., Brantford
Meeting Minutes

Present: Michael St. Amant (President), Cody Groat, Bill Hanna, Doug Summerhayes, Jack Jackowetz, Zig Misiak, Annette Minutillo (Secretary)

Regrets: Christopher Greenlaw, Maggie McAdams

Staff: no staff present

Meeting called to order at 7:00 pm

1. No Delegations
2. Additions to the Agenda - 9. Publications Committee Report
3. Approval of the Agenda

Moved by Cody Groat and seconded by Bill Hanna that the Agenda for the Meeting be approved. Carried unanimously

4. Approval of the Minutes of the July 12, 2016 meeting (updated and sent previously).

Moved by Bill Hanna and seconded by Cody Groat that the updated Minutes of the July 12, 2016 meeting be approved. Carried unanimously

5. **Treasurer's Report** - presented by Bill Hanna. The August 2016 Budget Report and comparative Income Statements to July 31, 2016 (revised) were circulated prior to the meeting.

MONTH'S RESULTS: With the continuing delay in receiving the city grant to enable a move, Bill proposed that the \$100,000 OLG culture grant be removed from the July budget column - both revenue and expense lines are affected and removing this item will give a truer picture of where we stand. With strong performances from the Camps/PA days (dramatically ahead of last year and budget), research and photocopy, the receipt of the city grant, and a major donation, we show a profit of nearly \$60,000 for the month. With the removal of the \$100,000 budget item, we remain ahead of budget by approximately \$56,000. Year-to-date still shows a deficit of close to \$23,000 caused by shortfalls in the city grant of \$5000 and \$8500 in project specific grants. At the same time expenses on a year-to-date basis are down \$4500 largely due to savings in salaries and benefits but partly offset by higher than expected professional fees largely due to the MM MC project. This results in more than \$6000 increase in actual losses over YTD budget. When looking at the annual budget, more work in trying to get donations and project specific grants on budget or ahead while making cuts in the expense budget (which at rough calculation could be at least \$33,000). It should be possible therefore to come in very close to a breakeven or small profit.

CASH: The receipt of the city grant, donation and HST rebate resulted in a good cash flow position.

BALANCE SHEET: Bill proposed that the name for operating funds and endowment funds be changed from Scotia to Dominion Securities (RBC). He noted that the endowment fund line in Assets will be lowered by close to \$15,000 as a donation incorrectly allocated is transferred to operating funds. The other change results from the higher than budgeted profit for the month.

Michael noted that the discrepancy between 2015 and 2016 summer student grants line are a matter of timing - last year funds were received in advance while this year we will recover costs of \$15,000.

**Moved by Bill Hanna and seconded by Zig Misiak that the Treasurer's Report be approved.
Carried unanimously**

- 6. Comparison BHS-OMA Report** - the OMA Report was circulated at the previous Board meeting. Michael circulated to the Board an analysis of that report, which identifies how BHS compares to other museums, both provincially and more specifically in Southwestern Ontario. He noted that the Report was based on responses made by museums in 2014. 215 museums participated and BHS fell into the \$160K to \$350K category, based on revenues. Michael noted that allocations weren't always explained. Michael compared the following: Sources of Revenue, Government Revenue, Staff Costs, Number of Staff, Attendance numbers, and Education Statistics. The Board observed that BHS scored noticeably lower in Municipal support than comparable museums, that Volunteer Hours are less than average, and that School Visits on average provincially are significantly higher (Ontario is 2471 children and BHS 900). Overall BHS seems to be doing well in comparison to other museums, and all museums have the same complaints - financing, government support, and facilities.

Moved by Bill Hanna and seconded by Doug Summerhayes to receive the OMA Report Analysis.

Carried unanimously

- 7. Update on Laurier/Market Square** - Michael St. Amant
Michael's meeting with City Counsellors encourages BHS to remain patient. The most recent meeting with the mayor was a month ago.
- 8. Event Planning Committee** – Annette Minutillo
The next scheduled meeting for the Events Committee is August 17, 2016 to plan for the Potluck Picnic. No Report provided.

ACTION: Annette will follow up regarding the Canada 150 funding for the 3 Confederation events planned for next year.

9. Publications Committee Report - Bill Hanna

Doing Our Bit by Vincent Ball: Bill was happy to report that Coles has put in a reorder. An email blast is going to all BHS members advising them of where the book is being stocked so they can buy copies.

Discussions have been underway about BHS' future publishing program. Proposal for the next 12 months includes a major biography of the Gilkison family who were major players in Ontario's history in the 19th and early 20th centuries by Michael St. Amant, the second play in the trilogy *Veteran of Vimy* by Vincent Ball, a revised, redesigned and updated edition of *Brantford: A Passage Through Time*, one of our best-selling books ever, and finally a new revised updated edition of *A History of the Grand River Navigation Company* by Bruce Hill.

Some discussion ensued around short print runs and the opportunity to use high school students in the process. Bill and Michael continue to work on the Governor General's Award for *Doing Our Bit*. Bill raised the issue of the museum and on-line store, noting concerns around procedure and information passing.

**Moved by Cody Groat and seconded by Doug Summerhayes to receive the Publications Report.
Carried unanimously**

10. Business arising from the Meeting of June 14, 2016

- a. Wall of Fame Policy – Michael sent the Wall of Fame Policy to Board after last meeting. Some discussion on the current Policy ensued and whether it should be altered and whether we might consider in 2017 “catching up” adding several more than the one per year limit.

Moved by Doug Summerhayes and seconded by Bill Hanna that the Policy Committee review the Wall of Fame Policy in light of the mandate of the society.

Carried unanimously.

ACTION: Doug will submit suggestions for an updated Wall of Fame Policy to the Policy Committee for consideration.

- b. Brant News Column - Brant News is providing the Society with space each month to tell our (hi)stories and allowing the Society to keep the community up-to-date on the Society's activities. The Board has affirmed that the Newsletter Committee will repackage the newsletter content, and have a role in identifying and editing content.

11. Operational Report - Michael St. Amant - circulated prior to the meeting.

Moved by Bill Hanna and seconded by Cody Groat that the Operations' Report be approved.

Carried unanimously

12. Coming Events

All Noted in Operational Report

13. No Announcements

Next Meeting - September 13, 2016

Annette Minutillo moved that the **Meeting be adjourned** at 8:35 pm

MS/am