

**Brant Historical Society
Board of Directors Meeting
December 13, 2016**

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

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

Regrets: Maggie McAdams, Zig Misiak

Staff: no staff present

1. Meeting called to order at 7:05 pm - Michael circulated a message from Maggie McAdams, dated December 2, 2016, regarding her resignation from the Board due to her relocation to the U.S. in early January.
2. No Delegations
3. Additions to the Agenda - Report regarding the Meeting with Vince Ball under 'Business Arising'.
4. Approval of the Agenda

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

5. Approval of the Minutes of the November 8, 2016 meeting (sent previously).

Moved by Bill Hanna and seconded by Jack Jackowetz that the Minutes of the November 8, 2016 meeting be approved. Carried unanimously

6. Treasurer's Report - November Report circulated at the meeting

MONTH'S RESULTS: The shortfall in revenues was balanced by a similar shortfall in expenses resulting in almost making the budget. Bill noted that major shortfalls in revenues were in Donations and Gift shop. Given this trend it is likely that we will miss the Gift Shop budget target for December unless a very fast marketing effort is put forward. Expenses were very much under control.

YEAR-TO-DATE RESULTS: We are very close to meeting budget for Year-to-Date with some \$2500 to make up in December. With a substantial donation of nearly \$12,000 in on the first of the month together with a \$2500 summer employment grant we should easily beat December's budget by some \$5000 and meet the budget target of \$33,700. Looking ahead to next year it would be strongly advisable to check on any grant situation where we get the grant this year and have to pay the expenses next year so that we avoid the problem we ran into with MMMC. As well we should spend time working to streamline our accounting procedures in order to cut fairly heavy bookkeeping expenses for the following year.

BALANCE SHEET: There is no change except for the results from this month.

CASH FLOW: Our position is quite good even with the repayment of the loan from the Endowment Fund and should last us through the end of February, even without additional sources of revenue.

Moved by Bill Hanna and seconded by Jack Jackowetz that the Treasurer's Report be approved. Carried unanimously

7. Update on **Laurier/Market Square** - Michael St. Amant

Michael had a meeting organized with mayor which has now been rescheduled to the New Year.

8. Member Event Planning Committee – Annette Minutillo

The Minutes of the November and December Event Committee meetings were circulated beforehand.

The Board wondered how many tickets had been sold (Annette confirmed after the meeting that sales were now at 18 tickets). She was also able to confirm that the Brantford Club will accommodate any dietary restrictions. Jason and Nathan are enquiring and recording with each ticket purchase.

Doug has asked for additional posters for the John A MacDonald event - Board members can circulate them as they like.

Doug reported on his outreach to donors with a personal letter and the sponsorship form: Bow Park Farms will be giving a \$300 sponsorship and \$150 for tickets (Doug offered them a membership with their donation). Wilhelm Heldendag has expressed interest in coming on the Board; Doug has received an email from Chris Friel's assistant that he isn't available and they won't sponsor; Dave Levac has purchased a ticket but we won't know if he's coming until early January; Phil McColeman will be making a \$250 sponsorship and his Admin Ass't will purchase tickets and make remarks; Ron Eddy will make a \$150 sponsorship and has purchased 2 tickets at \$150.

Discussion ensued as to whether a sponsorship would/should buy a membership. The Board agreed that the BHS doesn't want to give memberships away but that under circumstances such as this, donors might receive the membership rate for ticket purchases.

Also noted: Jack Jackowitz's donation of \$300 and Dr Willem Bouma's (St. George Optometrist) donation of \$300.

It was suggested that the re-enactment of the first telephone call (Paris to Brantford) could be done as part of the Excursion Day planned by the Event Committee.

ACTION: Doug will forward the two telephone call re-enactment locations to Annette for further discussion with the Event Committee.

Moved by Bill Hanna and seconded by Doug Summerhayes that the Event Committee Minutes of the November 16, 2016 and December 7, 2016 meetings be approved.

Carried unanimously.

9. **Business arising** from the Meeting of November 8, 2016

- a. Vince Ball Play - Michael met at the Brantford Armoury with Karl Fitzgerald-Sloman, Adjutant, 56th Field Artillery Regiment, Peter Muir from Brant Theatre Workshop and Glenn Brown from the Sanderson Centre to review the site with respect to presenting Vince's second play on April 8. Very positive with the additional suggestion to organize a dinner in the Mess Hall (as a fundraiser). All must be cleared with Paul Williamson (Colonel in charge) and Michael will meet with him. Costs to put on play will be about \$10,000, but BHS would be source for making applications for various grants (Vimy Ridge Foundation, Enterprise Brant, Community Foundation, etc). Michael has contacted the Vimy Ridge Foundation which provides support primarily for educational programming for high schools students, and they have encouraged us to apply to see if this project would be eligible. Request for permission to use the armoury must be given to Adjutant to be forwarded to Ministry of Defence and there may be facility rental fee charged (won't know what that will be yet). Bill has also met with Vince, who is now in his third and final draft. Play is expected to be ready to be published on anniversary of Vimy (April 9). Final draft due at end of

- January and editorial review due March 1. Bill noted there would be increased marketability if Vince's articles on Vimy are included (which would have to be permitted by PostMedia). Forward may be done by someone else and there may be a coupon selling ad in Expositor.
- b. Passages of Time files are in-house and the mystery of why the original files were so faded might now be addressed (transfer of files on to plate with offset press requires careful vigilance of ink levels). Reducing the size will improve the appearance but presents some technical problems which will likely be overcome.

10. Operational Report - Michael St. Amant

Michael noted that tomorrow night is the Volunteer Thank You for Myrtleville, which has been arranged by Michael and the staff. BHS will implement a Volunteer of the Year award, and this first year's recipient will be Benedict Sarabura.

Sarah is booking programs for January and February; Educational programming is strong and will generate significant revenue for the Museum. Michael has been doing the Seniors' Programs for the last several months, but cannot continue to do it indefinitely. Customer base is consistent and response has been very good. Ongoing coverage will need to be addressed at end of January. Doug offered his assistance.

ACTION: Nathan will forward the upcoming themes for the Seniors Programs.

Moved by Bill Hanna and seconded by Doug Summerhayes that the Operations' Report be received. Carried unanimously

- 11. Staffing -** The Board discussed staffing moving forward and the need to develop some plan/vision. Jason's contract is done at end of December 2016. Understanding that we need to improve our revenue, that we require the additional staffing, and that we can trim some deficits, the Board decided to renew Jason's contract. We have received lots of positive comments about Jason. Suggestion that he be encouraged to take on some courses for accreditation.

Moved by Bill Hanna and seconded by Jack Jackowitz that Jason Davis' contract be renewed. Carried unanimously

These discussions need to be continued at the next Board meeting to identify what we want to do from a staffing perspective going forward. With Michael and Jack's term fulfilment at the next AGM, the Board needs to address the role of the new President

ACTION: the next meeting Agenda item

- 12. New Board Members -** Tim Phelps is willing to come in January. Michael will meet with Wilhelm Heldendag (Doug's contact) as well as the student Cody Groat had recommended.

13. Coming Events -

- a. CHRISTMAS SOCIAL – December 14, 2016 – Myrtleville House - Board Directed
- b. JOHN A MACDONALD DINNER - January 11, 2016
- c. SPEAKER EVENT – February 22, 2017 – Zig Misiak – Walter's Father in WW1.

14. No Announcements

Next Meeting - January 10, 2017

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

MS/am