

Brant Historical Society
Board of Directors Meeting
February 15, 2017
Brant Museum and Archives, 57 Charlotte St., Brantford
Meeting Minutes

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

Regrets: Tim Philp, Zig Misiak

Staff: no staff present

1. Meeting called to order at 7:05 pm.

2. No Delegations

3. Appointment of Willi Hilgendag to Board of Directors – Replacing Cody Groat

Moved by Bill Hanna and seconded by Doug Summerhayes that Willi Hilgendag be appointed to the Brant Historical Society Board of Directors.

Carried unanimously

4. No Additions to the Agenda

5. Approval of the Agenda

Moved by Jack Jackowetz and seconded by Bill Hanna that the Agenda for the Meeting be approved.

Carried unanimously

6. Approval of the Minutes of the January 10, 2017 meeting (sent previously).

Moved by Jack Jackowetz and seconded by Bill Hanna that the Minutes of the January 10, 2017 meeting be approved.

Carried unanimously

7. **Treasurer's Report** - Bill Hanna. The January 30, 2017 Report was circulated by email prior to the meeting.

Net income for the month showed a deficit of nearly \$6200 as compared to a deficit last year of nearly \$19,000. This was made possible by a very strong showing in revenues driven by our special event JAM Dinner, strong revenues from Myrtleville, and good donation results. Expenses were lower this year by nearly \$2500 largely due to the normalization of our accounting, financial bookkeeping and professional fees. The program and special events was higher owing to the costs of the JAM dinner. Bill made note of a particularly interesting pattern from January 2015 to the present: when one removes a donation that was not promptly processed and should have been credited in 2014 and a foundation grant that came in earlier than expected, the actual revenue for 2015 came in at a little over \$2500 and produced a deficit of nearly \$16,500. The trend line therefore is very positive, quadrupling from last year to this.

Balance sheet shows little change except for the accrued deficit.

Cash flow is getting tight and while we can cover next week's cheques including payroll, we now have to activate the line of credit with the endowment fund for \$25,000. Subject to approval of the minutes of that committee next Tuesday we will be able to draw up to \$50,000 should we run into delays, particularly with the city grant.

Moved by Jack Jackowetz and seconded by Willi Hilgendag that the Treasurer's Report be approved.

Carried unanimously

8. 2017 Budget - Bill presented a new revised Budget

The initial budget that was presented at the last meeting showed a deficit of \$23,000 which was an improvement of \$12,000 over 2016. However, as discussed during the last meeting, more refinements were needed to try to get this budget to a positive state. On the expense side, we plan not to use the air conditioner in the attic this summer as it does nothing but cool the attic. The items that need climate control will be moved elsewhere. This will save \$3600.

Encouraged by this month's results, we have projected modestly higher numbers on the revenue side. Now armed with the new calendar of events we should be able to ramp up the number of events thus raising a stronger profile, greater attractiveness to draw new members and customers, improve fundraising (particularly with sponsorships) and generate increased revenues to meet these goals. Of particular importance - improve the performance of the gift store as profit margins are significant. The result is a projected profit of \$300.

**Moved by Jack and seconded by Doug Summerhayes that the 2017 Budget Report be accepted.
Carried unanimously**

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

Michael's meeting with the Mayor was cancelled a week and a half ago due to the mayor's illness and the mayor is now on leave until end of March. Michael will pursue a meeting with the mayor, as well as continue with investigations regarding potential building/addition on the museum's existing lot.

10. Member Event Planning Committee – Annette Minutillo

The Minutes of the February 13 Event Committee meetings were circulated by email prior to the meeting and paper copies were made available. The Board noted that prior written contracts should be undertaken by the Committee for any significant expense; this will avoid discrepancies or misunderstandings after an event has been delivered.

Moved by Doug Summerhayes and seconded by Bill Hanna that the Event Committee Minutes for the February 13, 2017 meeting be received. Carried unanimously.

11. No Business arising from the Meeting of January 10, 2017

12. Operational Report - Michael St. Amant

Michael circulated an Event calendar for the year. Michael made special note of the BHS Board event scheduled for April 9th - presentation of Vince Ball's *Veterans of Vimy* play at the Armoury (presented as a matinee and evening performance). The event will be hosted by BHS and will include a Gala Dinner in partnership with Six Nations for entertainment and meal ('3 Sisters'). Other partners include the Expositor, Sanderson Centre (providing seating and stage), the Armoury (tours and bar). Tickets for the Gala will include autographed copy of the play. We will need sponsors (several already committed), and arrange sales of tickets (here and through Sanderson).

Moved by Jack Jackowitz and seconded by Bill Hanna that the Operational Report be received. Carried unanimously.

13. Annual General Meeting – the AGM has been set for **Monday March 27, 2017**. An Annual Report and the Financial Statements are in preparation.

ACTION: Nathan will post the requisite 30 day notice of the AGM with a call for nominations

14. New Board Members - Jack Jackowetz and Michael St. Amant will be off the Board as they have completed the maximum number of terms.

Bill Hanna, Zig Misiak and Annette Minutillo each have one year left in their terms. Tim Philp has Maggie McAdam's position which also runs to March 2018.

Willi Hilgendag (Cody Groat's replacement) and Doug Summerhayes (Kevin Raymond's replacement) will stand for re-election as their terms only went to March 2017.

Lynn Haylock was suggested by Sarah Thomas as a new Board member. She is a former teacher and is involved in the Brantford Music Club and the CFUW.

ACTION: Michael will reach out to Lynn to invite her to Board membership.

ACTION: Board members are invited to recruit and should coordinate with Michael any approach to prospective nominees.

15. Coming Events: Discussed in the Member Event Committee Report and in the Operational Report

a. **SPEAKER EVENT** – February 22, 2017 – Zig Misiak – Walter's Father in WW1.

16. No Announcements

Next Meeting - March 14, 2017

Bill Hanna moved that the **Meeting be adjourned** at 7:55 pm

MS/am