

**Brant Historical Society
Board of Directors Meeting
January 12, 2016**

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

Present: Michael St. Amant (President), Bill Hanna (Treasurer), Jack Jackowitz, Zig Misiak, Anita Menon, Cody Groat, Annette Minutillo (Secretary)
Regrets: Chris Greenlaw, Kevin Raymond
Staff: no staff present

Meeting called to order at 7:05 pm

1. No Delegations
2. Additions to the Agenda - Organization Management (Executive Director) and Membership Models added to New Business
3. Approval of the Agenda

Moved by Anita Menon and seconded by Bill Hanna that the Agenda for the Meeting as amended be approved. Carried unanimously

4. Approval of the Minutes of the December 1, 2016 meeting (sent previously)

Moved by Cody Groat and seconded by Bill Hanna that the Minutes of the December 1, 2016 meeting be approved. Carried unanimously

5. **Treasurer's Report** - presented by Bill Hanna. December 2016 Budget Report and comparative Income Statements were circulated prior to the meeting.

Revenue is up by \$24,000 in comparison to last year, with significant increases seen in programming areas. Our loss from last year has been narrowed nearly \$100,000 and this turn around has been accomplished in about 7 months' time.

Program revenue is up by \$20,000 from last year. Gift Shop remains off from last year, although December did very well (\$1000 over last year). Grants are below budget, most noticeably in Employment Grants, since we took on fewer people for which we would have received grant funds. Donations did well, although analysis shows the number of donors is down from last year.

Expenses are down by \$73,000, with half of our line items under budget. Accounting costs are higher than budgeted (amounting to 11% of total revenues), but this has been addressed with a reduction in hours. Facility costs will probably stay about the same.

Discussion regarding BHS' financial institution: Scotia Capital has been uncooperative - access by our accountant is limited, and customer service (returning calls) has been frustrating. Having one within walking distance would assist with deposits. Suggestion that a change in bank should be synced with the AGM to efficiently handle signing authority.

Endowment fund has not been performing well and the Endowment Committee has been talking about moving elsewhere -i.e. another bank or the Brant Community Foundation. Discussion ensued with respect to the Board's access to funds under various scenarios and the necessity for the Foundation Bylaws regarding investment strategy to be addressed prior to any change.

ACTION: Michael to review donor lists to identify the differences to/changes from previous years.

ACTION: Bill Hanna to call Ed Pancoe to discuss moving the Endowment Fund to another institution.

ACTION: Michael to approach Toronto Dominion Bank to identify programs available for not-for-profits for comparative purposes.

**Moved by Cody Groat and seconded by Anita Menon that the Treasurer's Report be approved.
Carried unanimously**

6. Report on the **Status of Grants** – Christopher Greenlaw reported via email prior to the meeting, with this additional discussion.

Two Ontario Trillium Fund applications have been submitted, both very strong in their scope, proposal, and feasibility. Annette applied for a Seed grant of \$29,200 to digitize the Chamber of Commerce's archival materials to make them accessible and available to researchers, economists, strategists and city planners. Christopher submitted a Capital grant for \$150,000 for leasehold improvements and equipment associated with engaging youth in our new space by way of our partnership with WLU. Nathan has completed the Community Cultural Investment Program grant - the three-year "big-one" from the City that is due on 15 January. Numerous other grants have been suggested for the museum to pursue and Michael remains active in identifying these.

ArtsVest continues with a series of webinars the months of January and February. Christopher noted that this is an extremely labour-intensive program. Similar concerns around ArtsVest were voiced by other large organizations at the last BMGA. There was informal consensus reached at the BMGA meeting to express a collective displeasure with the ArtsVest programme.

The Grant Report for Architectural Drawings to the Brant Community Foundation, which is not due until 30 April, will be completed by Christopher by end-week and submitted early.

Carolee has taken charge of the "walkable city map" that was funded by a Community Improvement Fund grant from the City, with an extension until 31 March for this report.

**Moved by Cody Groat and seconded by Bill Hanna that the Grant Report be approved.
Carried unanimously**

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

Eight meetings have been held in December with Laurier, MMMC architects and the city. Various estimates regarding costs have been received, and the construction company approached about doing an "all-in" contract as project managers were quite comfortable with the lower cost estimates. Currently waiting for all the "pieces" to fall into place for a target date in August/September. February should see approval from City and an advance in April.

Michael has been invited to a meeting with the Chief Archivist from Ontario to look at what came out of the dig (shoes, bullets, pottery, toys, clothing), intending to request that it remain in Brantford instead of going to the Ontario Archives. This would quite appropriately be our first exhibit as we launch a new museum- Michael will report back at March Board Meeting. Max Blouw has been very supportive of all that has been proposed. Currently awaiting receipt of the Letter of Intent. Additional discussion was held around fittings, racks, display units etc, as well as street advertising including banners ,and the attractions of the walk-in space.

**Moved by Cody Groat and seconded by Zig Misiak that the Laurier Update Report be approved.
Carried unanimously**

8. Report on the **Newsletter** – Anita Menon

Carolee will be replacing Nathan on the Newsletter team as the staff contact. Anita has updated her with what has been going on, what her responsibilities will be, and shared the schedule. First newsletter of 2016 will be January 29. With Anita stepping off the Board at the AGM in March, her contribution as the Newsletter Coordinator will now be made as a volunteer.

ACTION: Nathan will forward copy for the Operational Report, The Myrtleville House Museum news, and From Our Collection.

ACTION: Carolee will submit the BHS Calendar of Events by Friday, January 22nd. Calendar of Events should include everything starting end of January 2016. Ensure AGM date is noted.

ACTION: Jack will forward an article about volunteering by January 22.

ACTION: Michael will do a report from the Board by January 22.

**Moved by Jack Jackowetz and seconded by Bill Hanna that the Newsletter Report be approved.
Carried unanimously**

9. **Event Planning Committee** – Annette Minutillo

December 2015 Committee Report, List of Events for 2016/2017, and Draft Committee Terms of Reference circulated prior to meeting.

The Member's Event Planning Committee has been successfully planning the Speakers events over the fall and has expressed interest in taking on the coordination of other/additional events (see events suggested for 2016 and 2017). They are a very keen group and eager to assist. Discussion ensued around the Terms of Reference for this Event Committee and the following changes made: reflect that a paid employee acts as a liaison on the Committee; budgets were to be presented and reviewed as part of the Committee's monthly report to the Board; inclusion of ED on Committee in anticipation of filling that position. Annette would like to present the Terms of Reference to the Committee at their scheduled meeting next week.

ACTION: Annette will forward Terms of Reference immediately for Board approval via email. These will be ratified at the next Board meeting.

ACTION: Michael will approach Sarah regarding being on Committee.

ACTION: The Committee will begin to plan and budget for the list of events as presented.

**Moved by Cody Groat and seconded by Bill Hanna that the Event Committee Report be approved.
Carried unanimously**

10. Motion to Approve **Volunteer Brochure** – Jack Jackowetz (circulated prior to and at the meeting)

**Moved by Annette Minutillo and seconded by Cody Groat that the Volunteer Brochure be approved as presented.
Carried unanimously**

11. Business arising from the Meeting of October 13, 2015

- a. Motion to establish an Exhibits Committee

**Moved by Jack and seconded by Anita Menon that an Exhibits Committee be established.
Carried unanimously**

ACTION: Jack will develop a Terms of Reference to be presented for approval to the Board..

- b. Retail Operation – Zig Misiak

A great deal was accomplished given the limitations of our outreach this year (perhaps 5% of the marketing potential). Native materials have proven promising - great relationship with Irocraft. Website store has been improved. The Museum must consider increasing hours of operation (especially Saturdays), advertise more widely, pursue local authors as they have no venue right now (local independent bookstores are struggling - take on a role here).

**Moved by Cody Groat and seconded by Bill Hanna that the Retail Operation Report be approved.
Carried unanimously**

c. Follow-up: "Five reasons why BHS is relevant to me" – Jack Jackowetz

ACTION: ALL Board members must email to Jack by **January 31** your five compelling reasons as to why BHS is relevant - ensure they are short and to the point. Snappy!

12. Operational Report - Michael St. Amant

Budget is being developed on a twelve month cycle over three years, incorporating costs of moving to Market Square. Strategic Plan is also being developed for presentation. Both will be presented at the next Board meeting.

Michael has been reviewing staff salaries (comparing to Woodland, Guelph, etc) - Nathan and Sarah are significantly underpaid.

Moved by Annette Minutillo and seconded by Bill Hanna that Nathan Etherington and Sarah Thomas' salaries be increased to \$34,000 each, effective first pay period in February 2016. Carried unanimously

Moved by Annette Minutillo and seconded by Zig Misiak that the Operational report be approved. Carried unanimously

13. Other Business

- a. Executive Director - Discussion is necessary around management leadership beyond the Board. This may be manifested as an Executive Director or General Manager. Curatorial needs must be addressed, as well as input respect to the transition to a new location. Timing is difficult and budget constraints a concern.
- b. Members as Volunteers - Discussion around whether there are other membership models that are more relevant to the Society's needs? Does the cost of the membership cover the cost of communicating with the members?

ACTION: Discussion around the position of the Executive Director and membership models will be addressed as part of the Strategic Plan at the next Board meeting.

14. Announcements

- a. 2016 Budget will be presented at February 9th, 2016 Board Meeting
- b. Strategic Plan will be presented at February 9th, 2016 Board Meeting
- c. Expositor has asked us to do a regular daily feature on page 2 of photo with caption, in exchange for advertising space. Will be coordinated by Carolee.
- d. Bank of Montreal has collection of art by Grand'maître (Indian Chiefs in 1920's/30's) and accompanying book, which could be exhibited in manner similar to the Lawren Harris exhibit. Board encourages Michael to pursue this.

15. Next Meeting - February 9th, 2016

Anita moved that the **Meeting be adjourned** at 9:35 pm

MS/am