

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

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

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

Regrets: Zig Misiak, Maggie McAdams

Staff: no staff present

Meeting called to order at 7:00 pm

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

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

4. Approval of the Minutes of the June 14, 2016 meeting (sent previously).

Moved by Bill Hanna and seconded by Cody Groat that the Minutes of the June 14, 2016 meeting be approved. Carried unanimously

5. **Treasurer's Report** - presented by Bill Hanna. The July 2016 Budget Report and comparative Income Statements to June 30, 2016 were circulated prior to the meeting.

Monthly Results: Instead of a profit, we came in with a loss of over \$15,000 - in spite of being nearly \$10,000 under budget in Expenses, the delay of the city grant for \$51,500 and an expected donation of \$15,000 were responsible. We will be getting the city grant (which has been reduced to \$46,000) in July and the donation was received early this month. These should correct this deficit on a year-to-date basis. The \$1500 Myrtleville Grant was received from the Brant Community Foundation.

Year-To-Date Results: As noted above, the two revenue items would bring us back to within \$4000 of our forecasted deficit of \$18,715. On the revenue side we do need to do work to ensure that we reach the \$30,000 goal for donations and the \$20,000 goal for project specific grants.

Cash Flow: We had a brief cash crisis this month but managed to navigate around it. The receipt of the donation, as well as the city grant and the HST rebate which should come in around \$6000, will see us achieve a considerably improved position. Together with the camp revenues we should be good for about another three to four months.

Balance Sheet: The only change to the balance sheet was the additional month loss.

Budgetary statement reporting: Unfortunately the eighth column listing the previous year's total actuals as promised at the last meeting was not included in the financial report but will appear next month.

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

6. **OMA Report** - was circulated prior to the meeting by Michael. Michael apologized for the late circulation - difficult to forward link.

Based on 2014 data, Michael noted that this report provides a fairly substantial comparative analysis of various sized museums and funding distribution, in areas like Government Funding, Municipal levels of support, Exhibition and Education Programming trends, museum attendance and entrance fees. He commented that it raises some good questions, notably the ability of OMA to support museums, the efficiency and equity in CMOG, and the need for a provincial strategy to support museums.

The Board identified that BHS has not tapped into federal government funding; Christopher noted that Young Canada Works and Canada 150 funds applications have been circulated (these focus on upgrading physical plant and accessibility). Also of note, the Heritage Trust will finance interns under Young Canada Works, which Christopher is pursuing.

It was clarified that the Heritage Trust pays for maintenance and upkeep of Myrtleville, which doesn't hit our financial statements. The stipend formerly paid to BHS ended 3 years ago. BHS is committed to keeping Myrtleville staffed, and retaining ownership and management of all the educational and camp programs.

**Moved by Christopher Greenlaw and seconded by Bill Hanna to receive the OMA Report.
Carried unanimously**

ACTION: The Board is encouraged to read through the OMA Report in anticipation of further discussion at the next meeting.

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

Proposal was not presented to City Council as planned, given that OLG funds can only be applied to Capital projects, not Operational Expenses. Michael noted that there is a 'will' to see this accomplished, and it is now in Chris Friel's and Dan McCreary's hands. Discussions are continuing.

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

Minutes of the Event Committee Meeting of June 23, 2016 were circulated prior to the meeting. Annette made the following additional comments: the Member's Potluck Picnic is confirmed for August 24, the Laurier room is being booked through Nathan for the Paul Racher event, and the Committee has established an excellent partnership with the Library.

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

9. **Publications Committee** - Bill Hanna re *Doing Our Bit*

Sales: our stock is now down to 14 copies. Consignment sales of been arranged with the Bell Homestead Museum, the Military History Museum, The Bookworm, Stedman's, Serenity Gift Shop, Cole's, Framing and Art Centre Framing, and a sale of three copies to Green Heron Bookshop in Paris.

The Canada Council Governor General literary awards (drama) application form has been prepared and a draft letter drawn up for Michael's signature. The Ontario Speaker's Award was suggested.

**Moved by Cody Groat and seconded by Christopher Greenlaw that the Publications Committee Report be approved.
Carried unanimously**

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

- a. Expanded newsletter distribution - the newsletter currently goes to members only. Jack has approached BScene. We could do a single page in each issue for \$300 monthly or a 4 page insert at \$600 each time or we print and they insert for \$500. Full distribution is to over 100 drop points (one can filter to certain areas if desired). The first two options would include electronic distribution. We would want to ensure that we issue the newsletter with regularity. BScene is issued monthly. No reader impact/reach statistics are available at this time.

Brant News was discussed. Inserts might not be well placed - people just toss them or never see them. Possibility to create content for a regular article.

Regardless of any public circulation, our newsletter would continue to be distributed to members - 100. .

- b. Escape Room - Michael will try to arrange for September.

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

- Michael noted that on the Summer Camps we are almost at 100% every week - this will increase this year's revenue over last year's by \$7000 (generates about \$3500/week in revenue)
- Michael's note on Heritage Trust hiring of coordinator at Myrtleville will likely happen at the end of the summer.
- Michael continues to search for the criteria for nomination to the Wall of Honour.
- Michael met with Rick Shaver, who again raised the issue of swapping military uniforms for guns borrowed from BHS and currently in his possession. Rick had suggested that the guns are of general interest while the uniforms are of historical significance. The Board discussed whether the weapons may in fact be more valuable and could be sold as a batch for cash, rather than trading them for another bulky addition to our already large textile collection.

Moved by Christopher Greenlaw and seconded by Cody Groat that the Collections Management Committee be directed to review the guns and uniforms trade, and return a recommendation to the Board. Carried unanimously

Moved Christopher Greenlaw and seconded by Cody Groat that the Operations' Report be approved. Carried unanimously

12. Coming Events

Noted in Operational Report

13. Announcements

1. Cody shared a connection which could bring the Cardinal Flahiff collection from the Basilian Order in Toronto as an exhibit at the Museum. Flahiff was from Paris.

ACTION: Michael will approach the Basilian Fathers about hosting the collection and sharing in exhibit costs.

2. Doug will be meeting with The Sputnik staff to be interviewed about the birth of the CF Foundation. This is Laurier Brantford's campus newspaper. He will take the opportunity to encourage them to do an article(s) about BHS etc to inform students.
3. Christopher will clean a collection of gears that had been deaccessioned, and prepare them for sale in the Gift Shop.

Next Meeting - August 9, 2016

Jack Jackowitz moved that the **Meeting be adjourned** at 8:45 pm

MS/am