

**Brant Historical Society  
Board of Directors Meeting  
July 14<sup>th</sup>, 2015  
Brant Museum and Archives, 57 Charlotte St., Brantford  
Meeting Minutes**

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Present: Michael St. Amant (President), Chris Greenlaw (1<sup>st</sup> Vice), Bill Hanna (Treasurer), Jack Jackowetz, Cody Groat, Annette Minutillo (Secretary)

Regrets: Anita Menon

Absent: Zig Misiak, Kevin Raymond

Staff: no staff present

1. Meeting called to order at 7:10
2. No Delegations
3. No Addition to the Agenda
4. Approval of the Agenda

**Moved by Chris Greenlaw and seconded by Bill Hanna that the Agenda for the Meeting of July 14<sup>th</sup>, 2015 be approved. Carried unanimously.**

5. Approval of the Minutes of the June 9<sup>th</sup>, 2015 meeting (attached)

**Moved by Bill Hanna and seconded by Jack Jackowetz that the Minutes of the June 9<sup>th</sup>, 2015 meeting be approved. Carried unanimously.**

6. Report: Treasurer's Report - Draft June 2015 Budget was circulated prior to the meeting - presented by Bill Hanna.

Reasonably good month! June Revenues over budget by \$9400 and \$3400 over last June. Research, Camps, Seniors Programs all up. Membership and Gift shop remain low. CMOG and City Grants accounted for.

Expenses slightly over June budget. Administration costs due to photocopying/printing, however Ricoh contract is being renegotiated. Bell bill has been reduced considerably which will positively affect Facility expenses. POS/ Credit Card fees down (largely due to inactivity in Gift shop). Debit Card has been acquired to streamline and manage staff purchasing.

Two items of note - 1. Re-Org project was supposed to be revenue neutral (line item 22). As previously noted ReOrg Project had not been budgeted for but is now covered in the Revised Budget as presented. 2. Resale Purchases (line item 23) are Gift Shop goods (candles, souvenirs, etc) that we believed were on consignment, and had to be reimbursed for.

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

7. Report on the utilization of the Scheak Fund to cover the cost of the Inventory Project. Bill Hanna presented. The total spent on the Inventory Project excluding the Re-Org grant and matching expense came to \$173,307.41. Salaries involved in the IP totalled \$166,183, materials \$7000. Additional withdrawals of \$26-\$30,000 were taken out of the fund at the request of

John Robertson (Executive Director at that time), although the purpose of these remains unclear. Additional expenses for supplies (boxes) are also being investigated.

**ACTION:** Bill and Michael will continue to review the financials associated with the Scheak Fund.

8. Human Resource: Revised job description was circulated for the Program and Community Coordinator position. Recommendation that current incumbent (Nathan Etherington) be appointed to permanent staff and that he be entitled to receive the Benefit Package offered by the Brant Historical Society. Discussion ensued around the degree to which the job description as proposed would imply a managerial role and the job description was amended to remove 3(c).

**Moved by Christopher Greenlaw and seconded by Cody Groat that Nathan Etherington be appointed to permanent staff and that he be entitled to receive the Benefit Package offered by the Brant Historical Society. Carried unanimously.**

9. Business arising from the Meeting of June 9th, 2015

a) **ACTION:** Michael and Bill will follow-up on the previous meeting's Motion to transfer outstanding interest from the Endowment Fund to the Brant Historical Society's Operating Account.

b) Status of the Lawren Harris event - presented by Cody Groat

October 23, 2015 is 130<sup>th</sup> Anniversary of the birth of Lawren Harris (Group of Seven - Brantford born).

It's been decided that to move forward with the exhibit, the BHS should obtain at least 3 loaned Lawren Harris works for display.

The need for a formal facility report has presented itself for both these loans and future ones, which will further be compiled by BHS staff or volunteers.

Communication has been made with Museum London, McMaster Art Gallery, Art Gallery of Hamilton and The McMichael collection to borrow Harris works. Other institutions will be contacted.

Glenhyrst will be contacted to understand their Harris commemoration plans (to possibly collaborate). BCI has been contacted, and has agreed to discuss a field trip to the exhibit for both history and art students.

**ACTION:** Cody will contact Ana Olsen at Glenhyrst

**ACTION:** Christopher will contact the War Museum (Carissa may have a contact).

10. Business Arising from Previous Minutes

a) Preparation for the General / Special Meeting scheduled for July 27th, 2015. Chris is compiling a report for presentation to the attending Membership which will detail the situation and how BHS has come to this point (PowerPoint?). Past Minutes have provided helpful details. Intent is to be conciliatory, but firm.

**ACTION:** Chris to show Board his presentation before the meeting.

b) Five Motions were presented by Brian Moore for the Special Meeting and circulated at this Board Meeting. Copies of Motions are attached. The Motions were delivered to Nathan the day before, Monday July 14, 2015, which is not 30 days prior to the scheduled meeting as is required by the By-Laws in order to be added to the Agenda. The Board discussed each Motion, exploring ways that these could be addressed on behalf of the Membership, and in consideration of the effect on BHS staff and resources.

c) Collection Management Policy for the Brant Historical Society

The Collection Management Policy for the Brant Historical Society was voted on and carried at the last meeting. The Board, upon reflection, considered the following amendments be made:

- I. Change the name of the Museum & Archives Management Committee to Collections Management Committee.

Under Deaccessioning Considerations

- II. Revenue from the sale of deaccessioned artefacts will be deposited in the Reserve Fund for Acquisitions and can be used for the upkeep and maintenance of the collection.

**Moved by Cody Groat and seconded by Chris Greenlaw to approve the Collection Management Policy as presented with amendment.**

**Carried unanimously.**

11. Operational Report (circulated prior to meeting) presented by Michael St. Amant. Of particular note was Michael's meeting with Laurier re lease space - meeting went very well. Discussion included the establishment of archival space on the lower floor, with exhibit space on the main floor. Still some work to do before a signed deal. Considerations: design the space, manage deaccession, gather community input regarding what a museum should be (TDG material?). Timeline ~ November.

**Moved by Cody Groat and seconded by Jack Jackowetz to accept the Operations Report presented by Michael St. Amant.**

**Carried unanimously.**

12. Announcements

- a) Annette will take a position on the Education Committee of the Brant/Brantford Chamber of Commerce in September, representing BHS.

13. Next Meeting - **August 11<sup>th</sup>, 2015**

14. **Jack Jackowetz** moved that the Meeting be adjourned at 9:20pm