

**Brant Historical Society
Board of Directors Meeting
June 13, 2017**

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

Present: Tim Philp (Chair), Bill Hanna (Treasurer), Esther Brouwer, Doug Summerhayes, Annette Minutillo (Secretary)

Regrets: Carolyn Purden

Absent: Willy Hilgendag, Michael St. Amant (Past President)

Staff: no staff present

1. Meeting called to order at 7:01 pm.
2. Additions to the Agenda - Leave of Absence at #3
3. Leave of Absence: Esther Brouwer has accepted a summer position with the Museum working on the clean-up project. While she would not be receiving remuneration as a Board Member, there may still be some concerns with optics as a Board employee.

Moved by Doug Summerhayes and seconded by Bill Hanna that Esther Brouwer's request for a Leave of Absence for the term of her employment with the Brant Historical Society be approved. Carried unanimously

4. Approval of the Agenda

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

5. Approval of the Minutes of the May 9, 2017 and May 23, 2017 meetings (sent previously).

Moved by Bill Hanna and seconded by Doug Summerhayes that the Minutes of the May 9, 2017 and May 23, 2017 meetings be approved. Carried unanimously

6. **Treasurer's Report** - Bill Hanna. The May 31, 2017 Report was circulated by email prior to the meeting.

Predictably, as was stated in last month's report, the early receipt of the city grant distorted both last month and this month's results in terms of net income. So, the best comparison to look at is year-to-date. We nearly broke even but fell short of making our budget by nearly \$23,000

While expenses were under budget by approximately \$8000 (largely due to under expense in the area of salaries and accounting fees as previously noted and lower expenses in total program expenses), our revenues fell short by over \$30,000. Here shortfalls in membership income, research, sponsorship, special events, Seniors' program, donations and the lack of a county grant affected results.

Of particular concern is the weakness in membership income indicating substantially fewer members than last year, something that is very worrisome. We need more volunteers and financial support from members in the form of donations and participation in programs. Myrtleville operations look very strong this year and the forecasts for the summer camps are particularly excellent.

Also of concern is the future of the Seniors' program with no revenue received in the last two months. Finally, major computer upgrades together with the new server account for the major cost recorded this month.

Bill shared that Mark Rozad is stepping away due to a heavier workload in Cambridge - his last day will be June 22. BHS accounting will now go in-house to Rosewood. Rosewood uses the same software program and our accounting will be done by Rosewood's Administrative Manager, Marion McGeein, who has already begun to work on the files. There is the opportunity to have Mark provide assistance or advice if necessary. Tim anticipates that BHS will save about \$500 a month. Bill noted that some of our accounting procedures are cumbersome and will need to be streamlined.

Apart from the minor deficit recorded this month the balance sheet remains relatively unchanged.

At the present time our cash position will carry us through the summer and will be aided by revenue coming in from camps. Tim shared that Dan McCreary has told him we will be getting the City Grant.

Doug noted that a proposal will be forthcoming from Pos-I-Net for point of sale efficiency.

Annette has submitted Charity Tax Return for 2016 well in advance of the June 30, 2017 due date.

Tim has requested that the Financial Statements in the Treasurer's Report include a date-stamped statement that all withheld taxes have been paid each month.

Moved by Doug Summerhayes and seconded by Annette Minutillo that the Treasurer's Report be received. Carried unanimously

7. Publications Committee Report - provided by Bill Hanna

- a) We have concluded a distribution agreement with a major Canadian publisher/distributor Fitzhenry & Whiteside for our two recently published plays which will be available for sale in North America. One should note that this company has been in business in Canada for the past 40+ years. Depending on our success which by no means is guaranteed, we will be looking in the future at expanding the number of publications for distribution.
- b) VETERAN OF VIMY by Vincent Ball has been entered into this year's Governor Generals Literary Awards competition in the Drama section. As we have national distribution we will be eligible for consideration.

Moved by Bill Hanna and seconded by Annette Minutillo that the Publications Committee Report be received. Carried unanimously.

8. Member Event Planning Committee – Esther Brouwer

Esther attended the meeting as a guest to present on behalf of the Member Event Committee. Request for as many Board Members as possible attend the Fathers of Confederation Picnic on June 17, 2017 (11:00 am to 5:00 pm) most notably for the 2:00 pm presentation. Plans underway for Christmas decorations for that event - may be expensive but sponsorship money will be raised.

9. Business arising from the Meeting of May 9, 2017 and May 23, 2017

No business arising.

10. Operational Report - Tim Philp

The Museum is currently in disarray, as most of the work has been done at the Mall location. There has been fruitful double checking of the material set aside for deaccessioning, and we've had great

success in moving materials to other museums. At the Museum, there is some trouble in having space to work in while also relocating office space and collections.

Computer replacement has been extremely timely as the current server has shown signs of potential breakdown.

Front gallery is being cleaned out and offices are moving to back rooms. This empty gallery needs to be cleaned professionally (about \$125 per day) as do all the rooms as they are emptied. Cleaning of plaster must be done carefully without water etc. Ongoing maintenance will be required on a one day a month basis.

Moved by Bill Hanna and seconded by Doug Summerhayes that Tim Philp be authorized to engage a cleaner to a total of approximately \$2500. Carried unanimously

ACTION: Doug will follow through with Mohawk Moving for the use of a heavy duty hand truck

The Metals Room will be the first room to address for deaccessioning and will be moved to the basement due to weight.

ACTION: Doug will connect with Jack Jackowitz to identify the Volunteer lists.

ACTION: Tim will pursue savings on the Bell internet bill.

Moved by Bill Hanna and seconded by Doug Summerhayes that the Operational Report be accepted. Carried unanimously

11. **Board Members:** There is still one vacancy. Carolyn has indicated that she will leave the board once a replacement has been found, and by year-end at the latest, because of the perception of conflict of interest. Cody Groat remains an option and Tim will approach others as well. To be tabled until September.

12. **Coming Events:**

- a. Confederation Day Picnic June 17
- b. The Board discussed whether we would be having a Canada Day exhibit at Lion's Park for Canada 150 on July 1. Volunteers would be required to man the exhibit. The Board was particularly concerned to minimize any effect on staff time and focus.

ACTION: Doug will coordinate and provide volunteer schedule. Bill will identify books and other gift shop items that could be sold. Set up a booth with signage from last year.

13. No Announcements

14. The Board discussed meetings in July and August - everyone agreed that summer meetings were not necessary. Special Board meetings as required will be called at the discretion of the Chair.

Next Meeting - September 12, 2017

Tim moved that the **Meeting be adjourned** at 8:17 pm

TP/am