

**Brant Historical Society
Board of Directors Meeting
June 14, 2016**

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

Present: Michael St. Amant (President), Bill Hanna, Doug Summerhayes, Jack Jackowitz, Maggie McAdams, Annette Minutillo (Secretary)

Late: Christopher Greenlaw

Regrets: Cody Groat, Zig Misiak

Staff: no staff present

Meeting called to order at 7:02 pm

1. No Delegations
2. Additions to the Agenda - Publications Report add to 10 c.
3. Approval of the Agenda

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

4. Approval of the Minutes of the April 12, 2016 meeting (sent previously)

Moved by Bill Hanna and seconded by Jack Jackowitz that the Minutes of the April 12, 2016 meeting be approved. Carried unanimously

5. **Treasurer's Report** - presented by Bill Hanna. The June 2016 Budget Report and comparative Income Statements to May 31, 2016 were circulated prior to the meeting.

Monthly Budget: Revenues are up largely due to the Samuel Stedman Foundation grant's and a strong showing in special events including an unexpected \$3300 grant from the Film Festival Group (no Report is required by them), with the result that the month came in at \$6500 over budget.

However accounting and professional fees together with overages in website and marketing (\$8500) wiped out that gain resulting in a \$2000 higher- than -budgeted deficit.

Year-to-date Budget: Revenues are off due to \$11,000 shortfall in donations and \$5,000 in project specific grants. At the same program revenues for the most part are ahead of budget and last year. On the expense side employment costs are approximately 10% less than budgeted but no comparison is possible to the previous year (had an entirely different structure during this comparable period).

Notable expense is the Architect bill from MMMC at \$8829. Together with the two items causing the shortfall in revenues, the deficit is \$16,000 higher than budgeted.

Overall 2016 Budget: With the delays in anticipated funding and grants, Bill Hanna presented and circulated an alternative budget, which shows a deficit instead of the budgeted profit from the original budget.

Budgetary Reporting: for the next meeting we hope to refine the report in two ways:

- 1.) In view of the extraordinary item from MMMC, line 20 will be divided in two: 20 (a) will show the regular professional, bookkeeping and auditing fees and 20 (b) will cover the extraordinary expense from MMMC. This will allow for better monitoring of regular expenses.

- 2.) A column will be added on the right side showing the total previous years' financial results, in order to provide a better way of analysing where we are going.

Cash Flow: Because of the delays in receiving the city grant even after activating the line of credit from the endowment fund, cash flow is getting tight. A new donation is expected shortly which will help BHS get through this difficult time. As well, the GST HST rebate will probably arrive in early July and will be approximately \$6000.

Balance Sheet: the major changes in the balance sheet for this month from last was the addition of \$25,000 to the liabilities arising from the exercise of the line of credit from the Endowment fund and the loss this month of \$13,185.

Michael has had three prior meetings with the city identifying the difficulties that arise when organizations are penalized for good management i.e. BHS' grant could potentially be reduced to \$43,000 from the \$51,000 normally expected. Prior to the meeting Michael was informed by a City Councillor that the Grant contract was going to City Council this evening, with a motion to restructure the Museum's funding parameters, which could bring funding back to the \$51,000, with perhaps the additional \$100,000 from the earlier OLG funds proposal (which have direction to support capital projects). Michael noted that at minimum BHS could expect \$43,000, and quite possibly \$51,000 from the City, and hopefully the full \$151,000.

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

6. **Fundraising Discussion** - Donor Lists were circulated prior to the meeting. Assuming there is no change in the City's funding we will have a deficit of \$27,747. A donor campaign might allow BHS to address that deficit. With Cody Groat leaving the Board in the fall, the Board agreed that a new Board member with fundraising experience should be sought out, or even two or three individuals to form a sub-committee. Phil Gillies is considered to have the necessary skillset to reach the appropriate market.

Moved by Jack Jackowetz and seconded by Bill Hanna that Michael St. Amant be given the authority to approach Phil Gillies to determine his interest in heading up a Fundraising Campaign and may offer remuneration to a maximum of \$5000 to lead that campaign.
Carried unanimously

ACTION: The Board will go through the donor lists to identify people the Board and fundraising 'committee' should be contacting.

7. **Approval of the City of Brantford Financing Contract** - the contract was circulated prior to the meeting. In the absence of a Board meeting last month, the changes that Michael had proposed could not be given Board approval before submission.

Several concerns were raised by Board members who had reviewed the contract prior to the meeting, notably around wording regarding the City's intentions to ensure BHS' long-term viability, the role of Myrtleville in maintaining funding, the maintenance of the building for its heritage aspects in light of our impending move, and the parameters for funding that reward keeping expenses high

It was suggested that funding should/could be tied to a position (i.e. ED or Curator) to ensure long term stability. It was also noted that 4.1 does permit use of the funds for almost anything.

Moved by Doug Summerhayes and seconded by Bill Hanna that the signing and submission of the City of Brantford Financing Contract by Michael St. Amant be approved.
Carried unanimously

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

Michael reported that the lease has been drawn up - we are simply waiting for the City to confirm funding.

9. Event Planning Committee – Annette Minutillo

Minutes of the Event Committee Meeting of May 16, 2016 and updates were circulated prior to the meeting. It was noted that the connection with Robin Harding from the Museum was excellent and that the addition of *Lifescapes*, a memoir writing program sponsored by the Brantford Public Library be added to our Bookstore.

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

10. Business arising from the Meeting of April 12, 2016

- a. Expanded newsletter distribution - the newsletter currently goes to members only.

ACTION: Jack will approach Jason Frieze at BScene about including the Newsletter.

Suggestions made to place copies of the newsletter at the library, City Hall and dental/medical offices etc. Discussion deferred to next meeting.

- b. Escape Room - Michael will try to arrange for September
- c. Publications Report - Bill Hanna

May 24 we published *DOING OUR BIT* by Vincent Ball, the Society's first publication in 10 years. The launch, held at the Sanderson Centre was well attended and well-staged, including a dramatic presentation. We sold 31 books which for a launch event is quite good.

In addition to being on sale at our own shop, the play is or will be shortly on sale in five other locations in both Brantford and in Paris. Plans are afoot to increase this number to hopefully 10. Our stock is running low and we may well have to consider a reprint.

Carolee has sent out posters to all high schools in the county urging them to consider using the play as one of their teaching resources and to consider producing the play in their drama program. Review copies will be shortly sent out to book and drama trade media.

We are seriously considering submitting the publication for the Gov. Gen.'s literary awards Drama section. We are eligible with one exception and that relates to the size of our print run. As you know, we only printed 100 copies and there is in eligibility criteria for the GG's of 350 copies minimum print run. As the deadline for submission for the award is August 1 we do have a chance if we can build enough sales to go back for a print run that will make us eligible. I'm trying for an exemption in view of the genre which generally does not lead to big print runs. However, the officer in charge of this program is away until June 23 – I have left a message and expect to hear back from her around that time

Suggestions were made to approach the War Museum in Ottawa and the Warplane Heritage Museum in Hamilton to take on copies of the book.

Moved by Doug Summerhayes and seconded by Maggie McAdams that the Publications Report be approved. Carried unanimously

Christopher arrives.

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

- Discussion on Canada Day exhibit, with suggestions to use balloons, popcorn or buttons to attract kids. Michael will coordinate one of these suggestions.
- Michael drew attention to the Fall workshops which will be an exciting new venture, as well as the barbeque at Myrtleville at the end of the summer.
- Nathan's Exhibit Schedule was well received, with the suggestion made to combine or group themes for exhibits, to ensure continuity and efficiency eg. *Maps* more closely presented to *Forgotten Landscapes*.
- There was discussion around Galas and whether people should be expected to pay to attend, be free or be simply members only events. It was identified that a "value added" component to the Gala event (insight, a speaker, curatorial interpretation etc) would justify charging a fee to attend (offering a member discount always), and then present the exhibit in the period following free to members with a cost for non-members.
- query made as to the criteria for nomination to the Wall of Honour

ACTION: Michael will look for Wall of Honour criteria.

Moved by Bill Hanna and seconded by Christopher Greenlaw that the Publications Report be approved. Carried unanimously

12. Coming Events

Noted in operational report

13. No Announcements

Next Meeting - July 12, 2016 (Michael's Birthday)

Christopher Greenlaw moved that the **Meeting be adjourned** at 9:10 pm

MS/am