

**Brant Historical Society
Board of Directors Meeting
March 14, 2017**

Brant Museum and Archives, 57 Charlotte St., Brantford

Meeting Minutes

Present: Michael St. Amant (President), Bill Hanna, Jack Jackowetz, Willi Hilgendag, Tim Philp, Zig Misiak, Annette Minutillo (Secretary)

Regrets: Doug Summerhayes

Staff: no staff present

1. Meeting called to order at 7:10 pm.
2. No Delegations
3. Additions to the Agenda - Canada Day Exhibit and Brantford Red Sox, both at # 17
4. Approval of the Agenda

**Moved by Zig Misiak and seconded by Tim Philp that the Agenda for the Meeting be approved.
Carried unanimously**

5. Approval of the Minutes of the February 15, 2017 meeting (sent previously).

**Moved by Jack Jackowetz and seconded by Bill Hanna that the Minutes of the February 14,
2017 meeting be approved. Carried unanimously**

6. **Treasurer's Report** - Bill Hanna. The February 28, 2017 Report was circulated by email prior to the meeting.

P/L STATEMENT for the Month of February: After a good start in January, February was a difficult month for revenues with all profit centres (with the exception of the gift shop) down from budget and last year, resulting in a shortfall of nearly \$7000. Fortunately, expenses were also down from budget by nearly \$5000, mainly in Program and Special Events. This resulted in \$1900 greater than budgeted deficit and almost the same as 2016. One area of concern is membership revenue which was significantly off. Hopefully this will improve in March, and is simply that people are not renewing as soon as they did last year.

Year-to-date: We are showing an increased loss of \$3000 over the budgeted deficit caused largely by the shortfalls in profit centres in February as noted above. The less than budgeted expenses are also due to February. The overall result is approximately \$4000 increase in the deficit over budget but an improvement of over \$12,000 from 2016.

Adjustments: there will be a \$4000 restatement in March year-to-date to reflect a grant of \$4000 (see Operational Report) and a subsequent pay-out of \$4000 in February which was treated as a wash but should be properly shown as income and expense on the P&L sheet to properly reflect the month's transactions.

BALANCE SHEET: The major changes are the loan for \$25,000 to the operating account from the endowment fund and the impact of the deficit.

CASH FLOW: At present, we would appear to be okay at least until the end of April. Hopefully the city grant will arrive early in May or we will have to activate the increased loan capability with the endowment fund. We've increased our available limit to \$50,000.

With respect to the 2017 Budget, we had overestimated the employer's portion of EI/CPP by approximately \$1600 which increased our profit to \$1900. Unfortunately, we will have to make provision in the facilities expense for roof repairs which will wipe out that profit.

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

7. **2017 Budget** - Bill Hanna

Bill shared as information that a month-to-month budget /calendar developed by Michael will help significantly in cash flow forecasting. There is not much left to trim, so we will need to meet the numbers on the revenue side.

8. **Ballots for the Endowment Fund Vote:** With the upcoming vote for changes to the Endowment Fund, a current member had questioned the number of voting ballots that would accompany a family membership (a single membership provides for one vote). It was suggested that perhaps a family membership should receive two ballots. The Board discussed at length the various options, as precedent has been somewhat ambiguous.

Moved by Bill Hanna and seconded by Zig Misiak that the Board meeting be Moved In Camera. Carried unanimously

Moved by Tim Philp and seconded by Bill Hanna that the Board meeting be Moved Out of Camera. Carried unanimously

The By-Laws were reviewed and clause 3.3(b) *Members shall be entitled to one vote per motion / resolution at all membership meetings, including the annual general meeting, either personally or by proxy, confirms that it is one vote per membership.* The By-Laws speak to only one membership category and do not make any reference to a Family Membership which was introduced a number of years ago as a marketing promotion to share the benefits of membership (discounts and admission etc) with family members. The clause 3.3(c) *The interest of a Member in the Society is not transferable* would imply that membership was not intended to be 'shared'. Given that membership is at the Board's *absolute discretion* (3.1(c)) the Board has confirmed that one membership equals one vote, regardless of its designation as a single or family membership i.e. Family Memberships are only entitled to one vote.

ACTION: Tim Philp will establish a By-Law Review Committee.

9. **Publications Committee Report** - Bill Hanna

VETERAN OF VIMY: The final interior text is coming in tomorrow and if Lucas has finished the cover as expected, we may be able to go to press for first proof tomorrow. This means that we may have books early next week in time to send out copies for review to both print and electronic media before April 9. One small note, the play is coming in at 72 pages instead of the original 68 planned pages.

BRANTFORD – A PASSAGE THROUGH TIME: Original print run was around 10,000 copies 10 years ago. There is some concern around faded photos. Following Bill's meeting with Lori Rennie, national account manager of Marquis Printing, she sent a quotation for 200 and 500 copies printed both digitally and offset. With the smaller quantity, digital would cost us less and for the larger, sheet

offset would be better. In view of our financial situation it would seem that we should go for the smaller quantity which would cost us \$2000 or \$10 per unit. As we have established a price of \$30, with no royalties to pay and assuming an average discount of 20% (trade and through the gift store), we would make \$14 per copy. Amazon was suggested as an alternative publishing venue; however the exchange rate and Amazon fees for publishing would likely be discouraging.

Marquis sent the book and thumb drive to their specialists and determined that we would need to do some work on re-scanning several photographs which are very washed out. Having examined the thumb drive it would seem that we should be able to rescan these images ourselves (total of 26 affected photos). If they do it they charge \$60 an hour.

Reprinting of Bruce Hill's Grand River Navigation Company book may not be feasible - Michael continues to explore this.

Moved by Tim Philp and seconded by Willi Hilgendag that the Publications Committee Report be received. Carried unanimously.

10. Member Event Planning Committee – Annette Minutillo

For the Board's information, an update of planned events by the Event Committee was circulated by email prior to the meeting.

11. Research Committee – Jack Jackowitz

Jack proposed the establishment of a new committee way that would seek out subjects that are not well researched and have them written about, e.g. the schools of Brantford and Brant County, or the restaurants; these are subjects that residents interact with on a regular basis. This committee could also undertake updating some titles, like the history of the City and the County, as well as the timeline project. Podcasts and video content can also be identified.

This committee would engage membership and could work with the publications committee or be an extension of the publications committee.

Moved by Bill Hanna and seconded by Zig Misiak that a Brant Research Committee be established for the purpose of carrying out historical research on Brant County and the First Nations. Carried unanimously.

ACTION: Jack will present this new Brant Research Committee to the membership at the AGM.

12. Business arising from the Meeting of February 15, 2017

Tim reported on an ACTION item from the January 10 Board meeting: he met with Jason regarding the dissemination of historical information on topics that would not be the length of a book - "small bites". They identified paper articles, census data, publications on street railways etc that could be retyped or scanned, and posted on the website as 'Community History' and perhaps sold for a minimal fee. Could use material from Seniors Programs or Walking Tour notes, as well as any material generated by the new Research Committee. Nathan has already begun scanning the documents.

13. **Operational Report** - Michael St. Amant

Michael circulated his report. He noted that a roofer was coming in to repair the shingles lost last week - it was estimated that the roof was now 25 years old. He also noted concerns regarding the HVAC, and a decision is still to be made as whether to convert to one system given the electrical may not support it (knob and tube still in the old part of the museum). Suggestions made to experiment with turning off the old AC in the attic and move any affected collections (notably fabrics), as well as to change fluorescent to LED. All will be explored.

Michael shared details of the Vimy event on April 9, including entertainment, dinner gala (\$75 includes book), with the \$4000 grant for book mentioned in the Treasurer's Report, as well as a second \$4000 grant. Tickets are already available through the Museum and the Sanderson.

Michael introduced the Lawren Harris event partnership opportunity with Sanderson Centre and Brant Theatre Workshop. This one day event (October 15) would start with a film followed by dinner on stage, with the play enacted during dinner. An Enterprise Brant grant is a possibility.

The Board for the Endowment Fund shall see changes this year. With the anticipated success for changes to the Endowment Fund with the ballot vote, that Board will require significant financial expertise in its directors.

**Moved by Jack Jackowitz and seconded by Tim Philp that the Operational Report be received.
Carried unanimously.**

14. **Board Members** - One or perhaps two Board members are still required to make a full slate. Lynn Haylock is still considering.

ACTION: Board members are invited to recruit and should coordinate with Michael any approach to prospective nominees.

15. **Coming Events:** identified in the Member Event Committee Update and in the Operational Report

- a. **Canada Day** exhibit at Lion's Park for Canada 150. Willi shared that Bow Park Farms will host an exhibit. Their history coincides with the 150 Years celebrations, going back to 1866. Willi shared many interesting points which may provide some interesting connections for the new Research Committee. It would be advantageous if Willi's exhibit could be set up close to the Society's exhibit to provide shared manning of the booths.
- b. **Brantford Red Sox** - Ron Birkett has 30 historical photographs of key players for the Brantford Red Sox. BHS already has a collection for the Brantford Alerts, another Brantford baseball team (1911 to 1940s). An exhibit that appealed to sports enthusiasts would be ideal and may be another project for the Research Committee.

ACTION: Bill Hanna to pursue further action with Ron Birkett.

16. No Announcements

Next Meeting - April 11, 2017

Bill Hanna moved that the **Meeting be adjourned** at 8:45 pm

MS/am