

5. **Treasurer's Report** - presented by Bill Hanna. The February 2015 Budget Report and comparative Income Statements were circulated prior to the meeting.

Bill noted that for February we are under our net budget by \$2300, over by \$2500 in expenses (accounting expenses, SAGE were identified), but doing much better than last year's February numbers. Proceeds have not yet been received from Scotia Capital which puts our YTD revenues down. Bill shared that Scotia Capital has been expensive because of investment mismanagement. He noted the additional and previously discussed variances with the MMMC invoice.

The cheque from Stedman Foundation has been lost and will be replaced (after indemnity), which will improve cash flow to end of April. Cash flow will be tight after March 18. The City Grant isn't expected until May, so Bill noted there may be a requirement to activate the line of credit.

Board will begin receiving the Balance Sheet as part of financial package after March, now readable and accurate. Stephen Spinks has been in to the Museum and had commented that everything in good shape - will have statements to us by March 21st. Mark is making adjustments to monthly budget lines as his experience with the museum increases.

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

Carried unanimously

6. **Annual General Meeting** - March 30, 2016

Christopher is unable to attend the AGM however the Board will have quorum given confirmations by all other Board members. Annette will take the AGM Minutes. A glossier Annual Report has been developed with Lucas doing layout. Printing is being quoted on and 200 copies will be ready in time (extra copies will be used for marketing and business approaches). Events Committee will provide coffee and tea. Notice has gone out, although the notice did not call for nominations. Michael has had interest expressed in Board membership.

Michael circulated a comparative report that will make up the bulk of his AGM President's report which shows increases in all areas of activity (memberships, program participation and visitors), with the exception of research projects (which is being measured more accurately this year). Donations are up year over year (particular note to private sector contributions) and expenses are lower than previously. Bill will give the Treasurers Report, Ed Pancoe will give the Endowment Fund report, and Michael will manage the election process.

ACTION: Annette will send thank you to Events Committee for coffee and tea preparation for AGM

Moved by Anita Menon and seconded by Christopher Greenlaw that the AGM Report be approved.

Carried unanimously

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

A proposal from Laurier has been received which Michael has returned with revisions (including request to pay market rate only for exhibit space and a much lower rate for archival space). Laurier is also planning for its own archival space and a proposed shared space with BHS for common areas, computers etc potentially downstairs where our archival space should eventually be, with intent to be there in two years. Laurier would like to lock in several programs that would be affiliated with the museum. BHS won't sign a lease until the City money is received - there is a document circulating which seems to be sufficient support - may be done as part of OLG funding. Michael is very optimistic that this will come together nicely.

Moved by Anita Menon and seconded by Cody Groat that the Laurier Update Report be approved.

Carried unanimously

8. Event Planning Committee – Annette Minutillo

Minutes of the Event Committee February 17, 2016 Planning Meeting were circulated prior to the meeting.

Budget outline for events were reviewed by Board. Concern had been expressed that the draft Erebus poster circulated runs contrary to the brand (look and feel) that BHS is developing. The poster was provided by the publicity and marketing person for the national project. Lucas should be used to develop all posters for museum events as part of his retainer. The existing Erebus handout will be used for circulation at the Laurier History Department presentation on Wednesday afternoon (9th).

ACTION: Annette will forward copy to Lucas to prepare posters for all Museum events including the May 2nd Heritage Excursion event, Easter Egg Hunt, and the Erebus event.

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

9. Business arising from the Meeting of January 12, 2016

a. **Approval of 2016-2018 Budget** - circulated prior to the Board meeting

Moved by Bill Hanna and seconded by Christopher Greenlaw that the 2016-2018 Budget be approved. Carried unanimously

b. **Approval of Strategic Plan 2016-2018** - circulated prior to the Board meeting

Michael has incorporated the six points approved by the Board in 2014, which are then identified where they were encompassed.

Moved by Jack Jackowitz and seconded by Cody Groat that the Strategic Plan 2016-2018 be approved. Carried unanimously

c. Follow-up: **“Five reasons why BHS is relevant to me”** – Jack Jackowitz

Jack was appreciative of the Board’s response and identified that ‘lots of meat’ had been provided in the material submitted.

He shared that the essence of what was provided is **“To understand how you got to where you are, it’s essential to understand the lessons learned from where you’ve been”**.

Moved by Bill Hanna and seconded by Anita Menon that the Five Reasons Report be approved. Carried unanimously

d. **Publishing Report** - Bill Hanna - BHS is proceeding with the publication of Vince Ball’s play. A publishing contract has been sent. The play does need a polish by an editor. Publication in May.

Moved by Cody Groat and seconded by Zig Misiak that the Publishing Report be approved. Carried unanimously

e. **Retail Report** - Carolee and Zig have developed a two page outline based on opening in the new location, to be shared with the Board at a later date. Details were included in Carolee’s circulated report. YTD profit from bookstore is \$428 - improving.

Moved by Bill Hanna and seconded by Anita Menon that the Retail Report be approved. Carried unanimously

10. Operational Report - Michael St. Amant

See reports circulated by Michael and Carolee under previous agenda items. Michael noted that the Grant for the aerial display requires invoices and written cheques.

Moved by Chris Greenlaw and seconded by Bill Hanna that the Operational Report as delivered be approved. Carried unanimously

11. Other Business - a copy of National Trust Operating Agreement renewal was circulated. The National Trust is interested in revenue generation and has indicated that they would share in cost of a staff person, which the Board is adamant will not be Sarah.

Moved by Chris Greenlaw and seconded by Bill Hanna that the National Trust Operating Agreement Renewal be signed by Michael St. Amant.

Carried unanimously

12. Announcements

- a. Chris shared that there is available a webinar for the Tradebank - in advance of next month's delegation -

ACTION: Chris will circulate the link this evening.

- b. The Board expressed thanks to Anita for her service to the BHS and presented her with a gift. Anita shared that it has been a pleasure and wonderful learning experience being on the Board of BHS.

13. Next Meeting - April 12, 2016

Anita moved that the **Meeting be adjourned** at 9:00 pm

MS/am