

**Brant Historical Society  
Board of Directors Meeting  
November 8, 2016**

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

Present: Michael St. Amant (President), Doug Summerhayes, Jack Jackowetz, Annette Minutillo (Secretary)

Regrets: Maggie McAdams, Bill Hanna, Zig Misiak

Staff: no staff present

1. Meeting called to order at 7:05 pm
2. No Delegations
3. Additions to the Agenda - none
4. Approval of the Agenda

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

5. Approval of the Minutes of the October 11, 2016 meeting (sent previously).

**Moved by Jack Jackowetz and seconded by Doug Summerhayes that the Minutes of the October 11, 2016 meeting be approved. Carried unanimously**

6. Treasurer's Report - October Report circulated prior to the meeting

MONTH'S RESULTS: An unexpected and very welcome nearly \$20,000 donation made a tremendous impact on the month's results and coupled with \$1000 decrease in expenses, puts us \$16,000 ahead of the monthly budget and within \$2000 of the year-to-date budget. Shortfalls on the revenue side in membership income, research, sponsorship revenue, seniors programs, educational programs camps/PA days, and gift shop were minor in comparison to the impact of the donation. In expenses, one significant item was the overage of \$2300 caused by a massive water bill. Salaries in general continue to remain under budget. Michael noted that the CMOG donation came in as well.

YEAR-TO-DATE RESULTS: We are now running over \$2500 ahead in revenues compared to budget and \$5000 ahead in expenses giving us a \$2200 shortfall actual to budget. It should be noted that the super performance of our Myrtleville operation is now nearly 50% ahead of budget in revenues and over 25% ahead of budget.

Looking at the year end, with this donation and another one anticipated, it seems likely that we will come in \$25,000 ahead in revenue and \$7000 higher in expenses, giving us a final result probably in the range of a deficit of \$15,000.

BALANCE SHEET and CASH FLOW: noted again the major improvement as a result of the donation and the resulting increase in our cash.

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

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

Michael has met with Laurier and they will assist us in discussions with the Mayor. A meeting with the Mayor has been delayed as a result of both Chris Friel's and Michael's recent illnesses.

8. **Member Event Planning Committee** – Annette Minutillo

The Minutes of the October 19 Event Committee meeting were circulated before the meeting along with a request from the Event Committee for the Board to assist with setting the Ticket prices for the John A MacDonald Dinner. Annette clarified that Zig is not on the Event Committee as she had suggested at the last meeting, so Annette will continue to act as the contact from the Board to the Committee.

The Board discussed several ticket pricing strategies, concluding finally that the Event Committee should set prices to ensure there would not be a loss, and there is no expectation by the Board that this event will make any profit.

**Moved by Jack Jackowitz and seconded by Doug Summerhayes that the Board is satisfied that the Member Event Committee be given responsibility to set ticket prices for the John A MacDonald Dinner, such that there is no loss to BHS. Carried unanimously**

The Board discussed the opportunity for a sponsor to donate to the event to cover promotion, entertainment and decorating costs, and therefore provide a fundraising opportunity to the BHS through the Dinner.

ACTION: Annette will provide Board members with a breakdown in costs for the Dinner so that they can approach potential sponsors.

ACTION: Doug will approach local Radio Stations and the Expositor to contribute advertising and promotion, and BowPark Farms to make a donation.

ACTION: Michael will approach his Conservative contacts regarding a sponsorship donation.

The Board discussed the Bell Memorial Unveiling Re-Enactment scheduled for October 24th, 2017 (Tuesday) and noted that it did not need to be done on that day if it did not lend itself to a student experience. A re-enactment of the first long distance telephone call from Brantford to Paris was also suggested (the first long distance telephone call took place on 10-August-1876, 140 years ago this past August) which could be done in partnership with the Bell Homestead and Doug offered to assist with the long distance phone call event. Annette noted that both suggestions would be brought to the Committee to determine whether there was sufficient interest and energy on the Committee to deliver these.

ACTION: Doug will arrange for copies of Laurier's Sputnik newspaper to be delivered monthly to the Museum as a distribution point for students.

**Moved by Jack Jackowitz and seconded by Doug Summerhayes that the Event Committee Minutes of the October 19, 2016 meeting be approved. Carried unanimously**

9. **Business arising** from the Meeting of October 11, 2016

Wall of Fame Policy – an amended BHS Wall of Honour Policy was circulated to the Board prior to the meeting.

**Moved by Doug Summerhayes and seconded by Jack Jackowitz that the BHS Wall of Honour Policy be approved as circulated. Carried unanimously**

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

Michael noted that the Board will be responsible for coordinating the Christmas Volunteer Thank You. Michael will coordinate a date with the staff, targeting December 14 as the date (7:00 to 9:00 at Myrtleville).

Doug noted that he would be willing to assist Michael with delivering the Seniors' programs, offering to do 2 or 3 a month beginning in the New Year.

Michael confirmed that BHS has been included in the grant proposal made by Scott Nicholson at Laurier Brantford for \$10,000.

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

**11. Staffing -** Jason has worked out very well. He has become familiar with the workings of the Museum and can deal effectively with requests etc. Nathan, Sarah and Jason are working well together.

**12. Coming Events -**

- a. SPEAKER EVENT – November 23rd, 2016 – Paul Racher (Archaeologist on S. side of Colborne).
- b. CHRISTMAS SOCIAL – December 14th 2016 – Myrtleville House - Board directed
- c. JOHN A MACDONALD DINNER - January 11, 2016
- d. SPEAKER EVENT – February 22nd, 2017 – Zig Misiak – Walter's Father in WW1.

**13. Notice of Motion for the next meeting that the Board discuss Staffing issues, with particular attention to the first quarter 2017, and the future securing of a curator/access to a curator.**

**14. No Announcements**

Next Meeting - December 13, 2016

Doug moved that the **Meeting be adjourned** at 8:30 pm

MS/am