

**Brant Historical Society**  
**Board of Directors Meeting**  
**September 13, 2016**  
Brant Museum and Archives, 57 Charlotte St., Brantford  
**Meeting Minutes**

Present: Michael St. Amant (President), Maggie McAdams Cody Groat, Bill Hanna, Doug Summerhayes, Jack Jackowetz, Zig Misiak, Annette Minutillo (Secretary)

Staff: no staff present

Meeting called to order at 7:00 pm

1. No Delegations
2. Additions to the Agenda - 9. Publications Committee Report and 8.b. Business Arising - Brant News Column
3. Approval of the Agenda

**Moved by Bill Hanna and seconded by Cody Groat that the Agenda for the Meeting be approved. Carried unanimously**

4. Approval of the Minutes of the August 9, 2016 meeting (sent previously).

**Moved by Jack Jackowetz and seconded by Cody Groat that the Minutes of the August 9, 2016 meeting be approved. Carried unanimously**

5. **Treasurer's Report** - Bill Hanna. The September 2016 Budget Report and comparative Income Statements to August 31, 2016 (revised) were circulated at the meeting.

As discussed at the last board meeting, the entry for the \$100,000 OLG culture grant has been removed from the budget, along with the lease item budgeted for \$40,000, as it seems very unlikely given the delay in the grant situation that we will move this year. This is reflected in the revised financial figures for the month and year for 2016.

MONTH'S RESULTS: Overall with revenues up nearly \$6500, but expenses up by nearly \$9000, we will be \$2400 short of budget. Of particular interest has been the superb showing of the Summer Camps program coming in again ahead of budget by nearly \$1500 (50% over last year same month). Research continues to grow nicely. Bill noted there is a \$732 item resulting from a review at Scotia Bank on the endowment fund, and that interest from the endowment fund will be drawn shortly. Employment Grants is short by a little over \$7000 but further payments are expected of at least \$5000. On the expense side salaries are a little over \$2000 under budget but an additional benefit payment relating to the much higher Benefits costs for Carolee (family coverage - her husband and children) has effectively neutralized the gains on Salaries. Computer Software expense is under budget, but as previously reported the big hit comes with the payment to MMMC for architectural drawings which were covered by a grant received last year. Facility costs continue to come in over budget as our original budget assumptions included moving to more cost effective facility from Charlotte Street. Finally administration is still over budget.

YEAR-TO-DATE: Revenues are running a little over \$4000 less than forecast. The strong showing of a number of sectors including Membership Income, Research, Special Events, the addition of a high school component to our Educational Programs, and the improved inventory situation with our gift store, should close that gap. Bill recommended that additional fundraising is required to make the donation budget.

Expenses are running approximately \$4500 over budget but some lost ground can be made up by curtailing excessive accounting and professional fee costs.

With the changes to the budget a loss of \$33,700 is predicted. Hopefully we will be able to hold it to that or do better if we can find increased revenues and/or savings of \$9000 or better.

BALANCE SHEET: Very little change here except for the reduction in assets stemming from the removal of \$15,000 in donations from the endowment fund to the operating account and the reduction of accounts receivable from last month \$3300 as we received rebates on GST and PST.

CASH FLOW: At present there is \$43,500 on hand and another \$18-\$20,000 is expected from CMOG and employment grants for summer students. That gives us at least three months before we would run out of cash assuming that no other revenue would come in which is very unlikely.

**Moved by Bill Hanna and seconded by Doug Summerhayes that the Treasurer's Report be approved.**

**Carried unanimously**

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

Michael has met with Laurier who are planning to meet with the Mayor to see about moving things along.

**7. Event Planning Committee – Annette Minutillo**

The Board offered several suggestions for speaker events: Vimy Ridge as a topic; Zig speaking about Walter Gretzky's father's involvement in WW1 (while Walter can still be present); and the Six Nations connection to WW1.

**ACTION:** Annette will confirm whether Wayne Hunter and William Darfler were invited to Marsha Skrypuch's presentation later this month.

**Moved by Cody Groat and seconded by Bill Hanna that the Event Committee Minutes of the August 17, 2016 meeting be approved.**

**Carried unanimously**

**8. Business arising from the Meeting of August 9, 2016**

- a. Wall of Fame Policy – Doug reviewed the Policy and made the following recommendations:

Change “notable for a historically significant achievement within Brant” “as a resident of Brant”. Achievements may have been made by Brant residents but not in Brant County.

Change “...demonstrated leadership qualities that can serve as an inspiration to residents within Brant” to “that residents of Brant could emulate”.

“has broken existing accepted barriers or whose new insight or product has improved the quality of life within Brant” - put period right after life (not within Brant but as resident of Brant). Contributions may have been made beyond the County of Brant, eg to the province.

Doug tabled his Report for consideration by the Policy Committee which will be presented to the Board for approval

- b. Brant News - Jack went through the last 4 newsletters to choose an article to be the first entry in the monthly Brant News column. Michael’s article from the July newsletter (about 670 words) will be submitted.

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

Bill reported that the submission of DOING OUR BIT by Vincent Ball to the Canada Council for entry into the 2016 Gov. Gen.’s literary awards (drama) competition was turned down with the explanation that it is not eligible since it does not have national distribution. However Bill had arranged through a National wholesaler to ensure promotion to all book stores across the country. The decision seems final but without a formal letter, Bill is hopeful that they are having second thoughts.

**Moved by Cody Groat and seconded by Jack Jackowitz that the Publications Committee Report be approved. Carried unanimously**

#### **10. Operational Report - Michael St. Amant - circulated at the meeting.**

Michael noted that traffic coming into the museum has been minimal since Sept 6, when Michael began covering for Nathan’s absence. Michael has handled requests/phone calls/office duties as well as delivering the Seniors’ programming for the last two weeks. Michael noted that the Paris Museum has been presenting at both Telfer and Hardy Terrace in place of BHS.

Michael noted that Sarah has been working on registration for PD Days and fall bookings. Sarah has offered to do the children’s program for Culture Days.

Applefest is too expensive (\$1100 for balloons etc) and little has been prepared for it - the Board supported the decision to not attend.

**ACTION:** Michael will talk to Sarah about the Outdoor Survival Skills program.

**Moved by Bill Hanna and seconded by Doug Summerhayes that the Operations’ Report be approved. Carried unanimously**

**Moved by Bill Hanna and seconded by Jack Jackowitz that the Board move In-Camera at 7:55 pm. Carried unanimously**

**Moved by Cody Groat and seconded by Bill Hanna that the Board move Out-of-Camera at 8:40 pm. Carried unanimously**

## 11. Coming Events

All Noted in Operational Report

## 12. Announcements

- Sanderson Centre 3:00 to 5:00 this Thursday September 15 - Book Launch for Cody's book (Granny Garbanzo from Big Comfy Couch will be in attendance). All Board members welcome.
- Michael offered a sincere Thank You to Cody for his work on the Board, noting that we have enjoyed having him on the Board and that Cody has been a breath of fresh air!
- Michael will be circulating information regarding a potential Board member to replace Cody.

Next Meeting - October 11, 2016

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

MS/am