

**Brant Historical Society
Board of Directors Meeting
April 24, 2018**

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

Present: Tim Philp (Chair), Willy Hilgendag (Treasurer), Leisah Marie Jansen, Jean Kendall, Doug Summerhayes (late), Annette Minutillo (Secretary)

Guest: Colleen Armstrong

Regrets: John Anderson

Absent: Michael St. Amant (Past President)

Staff: no staff present

1. Meeting called to order at 7:00 pm.
2. **Additions to Agenda** - Repayment of Loan at 7. b Treasurer's Report

3. **Approval of the Agenda**

Moved by Leisah Marie Jansen and seconded by Willy Hilgendag that the Agenda for the Meeting be approved.

Carried unanimously

4. **Approval of the Minutes** of the March 27 and 28, 2018 Directors meetings (sent previously).

Moved by Willy Hilgendag and seconded by Jean Kendall that the Minutes of March 27 and 28, 2018 meetings be approved.

Carried unanimously

5. **Proposed New Board Member** - Colleen Armstrong. Colleen was introduced; she shared a bit about herself, noting her early relationship with Ruth Lefler, its influence on her, and her love of Brantford's historic core.

Moved by Annette Minutillo and seconded by Leisah Marie Jansen that Colleen Armstrong be appointed to the Board of Directors of the Brant Historical Society.

Carried unanimously

6. **Executive Director's Report** - Tim Philp

Tim reported that BHS has received approval for the Summer Student grant for three students for 8 weeks. There is another grant outstanding for a 12 week placement. We are also awaiting approval for the final part of a submitted grant to purchase the server. Tim noted that we have now received the city grant for the year.

Tim shared that he has received an email from Natalie Bull at the National Trust regarding cleanliness at Myrtleville; apparently the National Trust has had complaints from the public. Tim responded to NT that that Myrtleville should indeed be kept well and that he will speak further with Esther this week on how this can be accomplished. Tim will report back to the National Trust.

Tim noted that the museum's opening on Saturdays seems to be bearing fruit, with more people coming in.

Tim shared a discussion he had with Dan McCreary this morning regarding the Mohawk Lake application (more later in the agenda), in which had shared his concern regarding the city's support of the museum and the challenge of the '50 cent grants' which require matching funds. He noted that once a prior follow-up report is completed, he is considering submitting a new one for the replacement of the electrical system in our building, including running cable and installing a security system, both inside and out. However, the project is anticipated to cost \$80,000, and BHS would have to come up with too much money if we receive a 50 cent grant. Tim had cautioned Dan that the museum would give such a grant back. McCreary urged Tim to put the submission in anyway and to trust McCreary's ability to manage it effectively for the museum. Tim noted that Glenhyrst had received \$90,000 through the same grant program.

Tim confirmed that he will meet with staff soon to sign new contracts and to develop new HR policies and procedures. Intending to continue to work with current staff, new contracts may cost us close to \$1500 to transition them to new responsibilities.

Moved by Annette Minutillo and seconded by Colleen Armstrong that the Executive Director's Report be received. Carried unanimously

Doug Summerhayes arrived.

7. Treasurer's Report - Willy Hilgendag circulated Financials prior to the meeting.

- a. Willy identified for the Board his experience with finances, both as a business owner and as a treasurer for his church. Willy has met with Marion McGeein (our bookkeeper) and with Tim, and has reviewed the cash flow budget. He commented that it will take a bit of time to adjust to the different structures of BHS, but that he intends to stay the course following Bill Hanna's conservative lead, with an eye to ensuring money is well spent. He noted that there are significant capital outlays required, largely due to previous inattention in some areas. He hopes to seek out grants in order to update the facility in order to make it more interesting to visitors.

Tim confirmed that we are sitting at a \$37,000 deficit which is not unusual given that the museum relies on grants for funding, while at the mercy of expensive overhead costs.

- b. Tim shared that the received City Grant provided sufficient funds with which to pay back the owed monies from the Endowment Fund

Moved by Doug Summerhayes and seconded by Leisah Marie Jansen that the \$20,000 outstanding loan be repaid to the BHS Endowment Fund.

Carried unanimously

Moved by Leisah Marie Jansen and seconded by Colleen Armstrong that the Treasurer's Report be approved. Carried unanimously

8. Member Event Planning Committee – the Event Committee's Report was circulated by email prior to the meeting.

Jean Kendall shared that advertising is desperately needed to promote the Heritage Excursion event. Tim confirmed that permission has been given to use Octopus Red and he has responded to Brian's email. Jean noted that the planned Members' Potluck BBQ (to be held at BowPark Farm) requires funds for the burgers/ hot dogs (Michael paid for it last year), and it was agreed that it should come out of museum funds. Jean and Willy will be meeting about the BBQ after the Board meeting.

It was suggested that a year's budget should be developed by the Event Committee for every event planned, which can be submitted to the Board annually for approval. The Board would still encourage that donations be sought out by the committee where possible. This is easily accomplished as events have been largely planned well in advance.

The Easter Egg Hunt was discussed briefly, with comparisons to the Adelaide Hunter Hoodless event which raises significant funds. The Event Committee will explore ways of improving the Myrtleville event.

Tim expressed the Board's appreciation for the work of the Event Committee.

Moved by Leisah Marie Jansen and seconded by Doug Summerhayes that the Event Committee Report be received. Carried unanimously

9. No Business arising from the Meeting of March 27 and 28, 2018

10. New Business:

- a. Mohawk Lake District - Tim Philp was unable to attend the City's planning meeting but he has been well briefed. Ed Pancoe did attend and circulated material to the Executive. The city is looking to gather historically focused organizations (societies, military museum, Cockshutt people etc) in a shared place that would also offer much needed performance space; it would be built and maintained by the city. The challenge is that even as the museum struggles to get to its feet here in this location, it is being called to make a submission to express interest in moving. This has been a reoccurring issue for the museum, with BHS repeatedly failing to put money into the current building on the promise/hope that we might be moving. The Board agreed that we can't be diverted from the necessary work here, and that until we see details and have some confidence that it will fly, we can't commit. Tim noted that there are too many details that we don't yet know about (governance, rents/leases, costs of moving, space etc). It also raises questions as to whether the County and City could work together to bring all the groups in? Can the personalities work together? Colleen noted that there have been numerous efforts to do this in the past, but these have most often been led by the groups who sought to gain the city's support - this time it's the city that is leading this.

ACTION: Tim will discuss with members of Council the City's commitment to and support of the museum, in light of this proposal.

ACTION: Tim will submit an expression of interest by the museum for the Mohawk Lake District proposal, with the caveat that we are seeking tangible indications of the City's support for the museum.

ACTION: Annette will provide Tim with material from earlier grant applications in order to answer the first questions for the submission.

- b. Membership Packages - Annette circulated prior to the meeting a proposed membership structure that introduces Single, Couple, Family and Group/Affiliate packages. The Board made several suggestions including wording to open up the Family package for families with more children.

Moved by Annette Minutillo and seconded by Doug Summerhayes that the Membership Package Structure be approved as amended.

Carried unanimously

ACTION: Annette will draft a cover letter for Tim to sign to be included in the membership mailing being sent out by staff.

- c. Myrtleville - Doug Summerhayes suggested that the National Trust seems to be concerned that Myrtleville does not seem to be reaching out to the community effectively and Doug wondered whether the museum could do more to host events. Tim clarified that the National Trust's Board is hoping that Myrtleville could start to cover its own expenses, and that museum events at Myrtleville wouldn't meet that priority. The Board decided to discuss this further at a future meeting.

11. Board Members - While the Board has begun to address vacancies, it must continue to look for new Board members. Current Board members are invited to discuss potential candidates with Tim.

12. No Announcements

Next Meeting: May 29, 2018

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

TP/am