

**Brant Historical Society
Board of Directors Meeting
December 4, 2018**

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

Present: Tim Philp (Chair), Jean Kendall, Colleen Armstrong, Willy Hilgendag (Treasurer), Doug Summerhayes, Annette Minutillo (Secretary)

Regrets: Leisah Marie Jansen, John Anderson

Absent: Michael St. Amant (Past President)

Staff: No staff present.

Meeting called to order at 6:57 pm.

1. Additions to the Agenda:

8(c) BHS Policy Updates - Annette

8(d) Orchestra Brevia and Laura Ingersoll Secord - Doug

8(e) Facility Rentals

2. Approval of the Agenda

Moved by Willy Hilgendag and seconded by Jean Kendall that the Agenda for the Meeting be approved. Carried unanimously.

3. Approval of the Minutes of the October 30, 2018 Directors meeting (sent previously) with an amendment at 7 (a) ACTION: Willy, Colleen, **Leisah** and Tim will work on a press release and other media promotion.

Moved by Colleen Armstrong and seconded by Jean Kendall that the Minutes of the October 30, 2018 meeting be approved as amended. Carried unanimously.

4. Executive Director's Report - Tim Philp

Tim reported that the George Brown event was extremely successful; he extended congratulations to Willy Hilgendag on a great presentation. Tim noted that there was an excellent turnout, especially for City Council, with Dan McCreary, Joshua Wall, John Sless, David Neumann and the new Mayor Kevin Davis. The event had great press and significant exposure on social media.

Tim reported that all paperwork to get final money from last year's grant cheque is completed and BHS has \$7000 still coming. Also Nathan had reported to Tim that a grant has been received for scanners for archive room. Tim will be meeting with a roofing contractor to get a final quote (metal or plastic roofing that looks like slate). The required electrical work will be pushed off into the new year as it will necessitate closing the museum for several weeks. The grant to pay for the electrical and roof will be paid out with half up front and the remainder on completion.

Tim noted that in January he will begin performance reviews. He shared that Sarah will be extending her maternity leave from 12 months to 18 months and he believed that it is unlikely that she will return once her maternity leave is up. Esther has been filling in for Sarah at Myrtleville but has recently requested that she be able to return to the main museum. Esther knows someone who would take her place at Myrtleville but at this there is no money to add another staff person. Tim noted that he has arranged meetings with the new mayors (city and county) to discuss increasing funding for BHS to be more in line with other municipalities. He has also met with Marc Laferriere in an effort to improve relationships with the county; John Wehrstein (CKPC, lives in St. George) was also suggested by Doug as a good contact to make.

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

5. **Treasurer's Report** - Financials were circulated at the meeting.

Willy noted that the building has never been included as an asset in the financial statements, as these have been primarily cash flow statements. Tim indicated that there will be a revision of the statement of accounts in the new year.

ACTION: **Willy** will connect with Marion McGeein (bookkeeper) to discuss any changes he'd like made.

Tim noted that the accumulated debt in operational income/expense is typical for this time of the year. There will be additional monies continuing to come from Myrtleville programing. It was also agreed that events are helpful to raise exposure of the museum.

There was some discussion regarding the accounting/legal fees line which required clarification as to whether it includes both the audit costs and the expenses for the BHS bookkeeper.

ACTION: **Tim** will review the costs included in this line and report back to the Board.

Moved by Willy Hilgendag and seconded by Doug Summerhayes that the Treasurer's Report be approved. Carried unanimously

6. **Member Event Planning Committee** - Jean Kendall

Jean circulated the Member Event Planning Committee Report by email prior to the meeting.

The Christmas Social planned for December 13 is all arranged. Willy agreed to welcome and make comments on behalf of the Board that evening. An invitation was sent out today to the membership.

The Edwardian Tea on a Saturday (March 30) is welcome as it opens events up to working people.

Jean also shared the committee's willingness to support other planned events. A suggestion was made to have a 'Night at the Museum' event (like the movie). Jean will take this back to the committee.

Moved by Jean Kendall and seconded by Doug Summerhayes that the Event Committee Report be received. Carried unanimously

7. **Business arising from the Meeting of October 30, 2018**

- a. George Brown - Willy offered kudos to Tim and Nathan for pulling together the press release and getting the Expositor to cover the event so effectively. He expressed his appreciation that everything came together well and noted that the George Brown exhibit will stay up into the new year. Willy suggested that the Board consider adding George Brown on the Wall of Honour.

ACTION: **Annette** will circulate the Policy for the Wall of Honour to the Board for their review.

8. **New Business**

- a. Myrtleville Management Agreement: Robert Pajot from the National Trust will be in Brantford and will be meeting with Tim and Annette at the Museum on December 5, likely to discuss the not yet signed Myrtleville Agreement. He plans to meet also with a number of the National Trust's regular contractors to talk about work needed at Myrtleville next summer and to meet on site with a consultant who will be hired to help them move forward with their revitalization initiative.
- b. Meeting dates - Doug shared that his conflict for Tuesday nights may be resolved so discussion around a change in meeting dates will be tabled until Doug determines his schedule. The Board will continue with the last Tuesday of the month, except December and the summer.
- c. Policy updates - Annette recently attended a Policy session on the new legislation around cannabis use. BHS has addressed substance use in the HR Manual (last approved by the

Board in May 2009) but this is badly in need of updating. There is definite need to review existing HR policies and identify missing policies. Colleen will be attending information sessions in January which will be helpful.

ACTION: Colleen and Annette will address the updating of the HR Manual

ACTION: Annette will circulate the existing HR Manual to Colleen and Tim

- d. Orchestra Brevia and Laura Ingersoll Secord - Doug followed up on the email sent to Jason from Melanie Paul Tanovich (director of Orchestra Brevia), in which she outlined that she is looking to tour an orchestra around this part of the province (Ingersoll, Stoney Creek, Niagara on the Lake and Brantford) to commemorate Laura Ingersoll Secord (1775-1868) and has secured the Sanderson Centre (the orchestra is normally between 27 and 30 performers and would require a performance venue to suit) for Friday June 21, 2019. She has invited the Brant Historical Society to come alongside as a supporter with our assistance, time and media contacts. Tim stipulated that BHS could make no financial contributions. The Board agreed that exposure for BHS would be good, and this could be an event worth pursuing.

ACTION: Doug will coordinate a meeting between Melanie Tanovich and the Event Committee

ACTION: Annette will recirculate the email attachments sent from Melanie for the Board's review

- e. Facility Rentals/Agreements - Colleen shared her findings on comparable rental spaces. She spoke with Brian Wood at the Bell Homestead. They charge \$150 to \$175 depending upon space used. Brian had noted that while rentals help to attract people to a facility, it is not advisable to rent areas that are set up as displays/exhibits and that discussion with the National Trust is necessary.

9. Information Item:

The Sanderson Centre 100th Anniversary. Annette shared that the Sanderson Centre, opened as the Temple Theatre in December 1919, will be celebrating its 100th Anniversary next season. An intern at the library is doing research for the Sanderson Centre's centennial preparations and the Sanderson Centre Foundation has hired a researcher to assist in publishing a commemorative coffee table book. BHS has customarily been responsible for maintaining/changing the window display units at the Sanderson Centre, so material uncovered by the researchers could be used in these and also incorporated into a fuller display in one of the exhibit rooms at the museum next fall. Tim noted that payment of research assistant fees would be expected, although the Board agreed that involvement in this will provide excellent exposure for the museum. It would be efficient for the research efforts to be shared by the Centre, the Foundation, and the Museum. Annette approached Tim already about assisting in the coordination of these research efforts, and will be meeting with Nathan next week to plan.

10. No Announcements

Next Meeting: Tuesday January 29, 2019

Willy Hilgendag moved that the Meeting be adjourned at 8:00 pm

TP/am