

**Brant Historical Society
Board of Directors Meeting
June 26, 2018**

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

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

Absent: Michael St. Amant (Past President), Colleen Armstrong

Staff: No staff present.

1. **Meeting called to order at 7:00 pm.**

2. **Additions to Agenda** - Addition of Chamber of Commerce Membership at 6. b) - Annette

3. **Approval of the Agenda**

Moved by Lisa Marie Jansen and seconded by Jean Kendall that the Agenda for the Meeting be approved. Carried unanimously.

4. **Approval of the Minutes of the May 29, 2018 Directors meeting** (sent previously).

Moved by Annette Minutillo and seconded by Jean Kendall that the Minutes of the May 29, 2018 meeting be approved. Carried unanimously.

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

Tim reported that two summer students have already been hired and are working under Nathan doing archival work. We are awaiting final paperwork to go ahead with our hires for the Myrtleville students.

Tim noted that the Server is still working fine, although memory requirements grow every day.

BHS has submitted the application for the City Infrastructure Grant - some clarification had been requested for materials included. We have indicated we need just over \$90,000, but with the city's typical 50 cent grant process, we expect \$46,000. However Tim has been adamant with the city that we require the full amount. Initial contact has been made with Enterprise Brant to take a mortgage (\$100,000) on building dependent upon whether the city comes through with the full grant. The BHS still owes \$50,000 to the endowment fund as well.

Tim confirmed that he and Colleen (who was on the Trillium Board) are looking at Trillium for funding for a big project, perhaps the addition.

There was nothing new to report re the Mohawk Lake project.

Moved by Doug Summerhayes and seconded by John Anderson that the Executive Director's Report be received. Carried unanimously

6. **Treasurer's Report** - Financials were circulated just prior to the meeting.

- a. Willy reported that the financials seem to be in good shape all things considered. Total grants of \$76,000 with programs, memberships contributing to a total of just under \$90,000 YTD.

Expense lines show that staffing as expected remains our biggest expense, and with overhead and operational costs totals \$88,472.

The Net Income is in the positive, though by only \$985. BHA will continue to look at outside funding, especially grants, which will be needed for the capital projects planned.

Willy referred to the Balance Sheet and noted the Endowment Fund loan which needs to be repaid; a payment plan must be established by the end of 2018.

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

- b. Board discussed the pros and cons of a Chamber Membership and decided to renew the BHS membership. There may be opportunity at some point to host a Business After Hours event at the Museum, although there will be some expense to that.

ACTION: Annette will forward the invoice to Marion for payment.

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

Jean Kendall shared her report, making special note of the Dundurn Castle garden tour which had revealed that it would require extensive volunteerism (that we don't have) to start a garden at Myrtleville. She shared that such a venture is not part of the Events Committee plans and they are not interested in taking this on.

It was noted that sixty people attended the Members' BBQ at Bow Park Farms, but the Committee does not know how many new memberships might have been taken. Given that it was a members' event, there may not have been any non-members there. It was suggested that at all events, an invitation/encouragement should be made to take a membership.

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

8. **No Business arising from the Meeting of May 29, 2018**

9. **New Business**

There is a conflict for Doug Summerhayes in the current meeting date (last Tuesday of the month) going forward, so the Board will consider changing the BHS meeting date to either the last Monday or Wednesday evening of each month instead.

ACTION: Annette will poll the Board members regarding their availability for the last Monday or Wednesday evening of each month.

10. No Announcements

Next Meeting: September 25, 2018 or at the Call of the Chair

John Anderson moved that the Meeting be adjourned at 7:36 pm

TP/am