

**Brant Historical Society
Board of Directors Meeting
March 27, 2018**

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

Present: Tim Philp (Chair), Willy Hilgendag, Doug Summerhayes, Bill Hanna (Treasurer), Annette Minutillo (Secretary)

Regrets: John Anderson

Absent: Michael St. Amant (Past President)

Staff: no staff present

1. Meeting called to order at 7:05 pm.

2. **Approval of the Agenda**

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

3. **Approval of the Minutes** of the March 8, 2018 meeting (sent previously).

Moved by Doug Summerhayes and seconded by Bill Hanna that the Minutes of the March 8, 2018 meeting be approved. Carried unanimously

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

Tim shared that when Robert Pajot and Eliot McRae from the National Trust visited Myrtleville last week for the Survey follow-up, they had noted to him that the conditions in which the house was found (dead mouse in basement, cleanliness etc) and although right after March Break programming the week before (which would have aggravated it) were not acceptable

ACTION: Tim is to meet with Esther next week to establish responsibilities.

ACTION: Tim will send the instructions given Esther regarding her responsibilities for the maintenance of Myrtleville to the National Trust as requested by them to help them understand and manage expectations.

National Trust has hired a company to clean the all the windows of Myrtleville in the coming weeks.

Tim also confirmed that a new water heater was installed at the museum after BML MultiTrades came in to do a routine inspection of the back-flow preventer valve. They had noticed that the hot water heater was leaking. There was no damage to anything in the basement. Cost will be somewhere around \$1000.

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

5. **Treasurer's Report** - Bill Hanna shared that there were no financial numbers available for the month due to holidays. He noted that the Endowment Committee loan of \$20,000 must be repaid when the City grant is received. The Report for the City under our Funding agreement is almost complete and must be submitted as soon as possible.

ACTION: Tim will follow up on the Report to the City with Nathan.

Bill noted that the grant application for the Canadian Cultural Spaces Fund must be submitted at once as the program shuts down at the end of this month. It provides for capital funds at 40%/50% to be used for capital expenses that could fund the refinishing of rooms and floors in the galleries, as well electrical upgrades and HVAC issues.

ACTION: Tim will connect with Nathan immediately about the progress of the Canadian Cultural Spaces grant application.

The Board discussed procuring a small mortgage on the museum (notably with Enterprise Brant) to allow for a line of credit of around \$50,000 to be used towards needed electrical work and the HVAC. Doug noted that Enterprise Brant has a community grant program as well that Doug could assist with. Tim noted he is also approaching the City for these funds.

ACTION: Tim to meet with Cindy Swanson, Enterprise Brant, to discuss further.

Moved by Bill Hanna and seconded by Doug Summerhayes that Tim Philp be given authority to negotiate with potential mortgage lenders with the object of obtaining a medium sized mortgage subject to approval by the Board.

Carried unanimously

Bill shared that he has notified the banks that he will not be standing for another term in order to facilitate the changes required in signing authority.

It was also noted that BHS has received approval from YCW for the position of Assistant Archivist but was declined the Educational Assistant position requested for this summer.

Bill also made note of the effectiveness of being open on Saturdays (10:00 to 5:00), and it was suggested that we consider being open on Sunday and then perhaps closed on Mondays and /or Tuesdays, which allows the museum to be more customer oriented.

Myrtleville Summer Camps have increased fees to be more in line with other summer camps being offered in the community.

There was also discussion to explore a fee for service model with Octopus Red as opposed to retainer. Tim will pursue this at some point in the future.

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

Carried unanimously

6. **Member Event Planning Committee** – No report - the Events Committee meeting will be held tomorrow Wednesday March 28, 2018 right before the AGM. Tim noted that \$500 was requested by the Committee and authorized by Tim for the deposit for the bus for the Heritage Tour.

7. **No Business arising from the Meeting of March 8, 2018**

8. **Board Members:**

Tim Philp presented Leis Marie Jansen for nomination to the Board. Leis sits on the Heritage Committee and is quite passionate about history. She will make a fine addition to the Board.

Moved by Bill Hanna and seconded by Doug that the appointment of Leis Marie Jansen to the Board of Directors to complete Carolyn Purden's term be approved.

Carried unanimously

9. **New Business:**

AGM Preparation - A second draft agenda was circulated. Each membership will receive a voting 'paper' to be used to count votes. Staff and the Events Committee will be here setting up Wednesday afternoon. Octopus Red was not approached to coordinate the Annual Report this year in the interests of time and budget.

10. Announcements: Tim expressed his thanks to the Board for their support in this very dynamic year, as the museum underwent such momentous change. He noted that we have been left with reasonably good financials and offered special acknowledgement to Bill as a mentor. Bill has been an excellent Treasurer who has left the financials in as good a shape as possible. Bill in turn noted that it has been a fascinating adventure.

Willy expressed the Board's appreciation of Tim for his leadership, energy, and the sheer number of hours he put into the museum, which has become a worthwhile investment in capturing the history of the community.

Willy shared that he will bring his George Brown cutout to the AGM, to stir up interest for planned celebrations around Brown's birthday in November.

Next Meeting: March 28, 2018 AGM at 7:00 pm

The Board will meet immediately after AGM to elect Officers.

The Meeting schedule for the next year will be established at that time

Willy Hilgendag moved that the **Meeting be adjourned** at 8:10 pm

TP/am