

**Brant Historical Society
Board of Directors Meeting
May 7, 2019**

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

Present: Tim Philp (Chair), Colleen Armstrong, Willy Hilgendag (Treasurer), Doug Summerhayes, Leisah Marie Jansen (filling in as Secretary),

Regrets: Jean Kendall, Annette Minutillo (Secretary)

Absent: Michael St. Amant (Past President)

Staff: no staff present

Guest: Denise Methot

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

1. **Approval of the Agenda:** Addition of Election of Officers to #2 - it was noted that not all Board members were present, but as per BHS Policy/Bylaws the Election of Officers must be done as soon as there is quorum. Tim noted that potential Officers had agreed to nomination prior to the meeting.

Moved by Tim Philp and seconded by Colleen Armstrong that the Agenda for the Meeting be approved as amended. Carried unanimously.

2. **Election of Officers for 2019**

President/Chair: Tim Philp was nominated by Colleen Armstrong, and he accepted the nomination.

Moved by Colleen Armstrong and seconded by Willy Hilgendag that Tim Philp be Elected as the President/Chair. Carried unanimously

Vice President/Vice Chair: No nominations. Opening for nominations of the Vice President/Vice Chair at a future meeting?

Treasurer: Willy Hilgendag was nominated by Colleen Armstrong, and he accepted the nomination.

Moved by Colleen Armstrong and seconded by Doug Summerhayes that Willy Hilgendag be Elected as the Treasurer. Carried unanimously

Secretary: Annette Minutillo was nominated by Tim Philp, and he advised Annette would accept for another year.

Moved by Tim Philp and seconded by Leisah Marie Jansen that Annette Minutillo be Elected as the Secretary. Carried unanimously

3. **Approval of the Minutes of the March 26, 2019 Directors meeting** (sent previously).

Moved by Colleen Armstrong and seconded by Leisah Marie Jansen that the Minutes of the March 26, 2019 meeting be approved. Carried unanimously.

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

Tim reported that he is applying for a City Grant for another server in September 2019. BHS needs specialized equipment, and Tim has provided cost estimates to the City. Not an urgent need, and September good to apply for City Grant. Tim has noted prior that the Brant Museum and Archives should control its own website instead of on another server.

The Archival project is a long term goal, as there are huge piles of data and images etc. We have a couple years until at capacity and then will need to add new hard drives. It was noted that it is too costly for Cloud data option.

Tim reminded the Board that the Brant Museum and Archives has a huge collection, as Brantford-Brant has a rich history. Nathan is re-cataloging and scanning what is likely one of the largest collections in all of Ontario - it will take ten years or so to archive everything.

Tim reassured the Board that he backs up off site to his server/computer, with 2 systems re-syncing to keep a backup of all data.

Moved by Colleen Armstrong and seconded by Doug Summerhayes that the meeting be moved In Camera. Carried unanimously.

Moved by Leisah Marie Jansen and seconded by Doug Summerhayes that the meeting be moved Out of Camera. Carried unanimously.

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

5. Treasurer's Report

Willy advised no copies of the financials had been circulated prior to the meeting, with regrets.

ACTION: Willy will email Financials to all Board members.

ACTION: Tim will ensure that Marion McGeein (Payroll/Bookkeeper) provides Willy with updated April 2019 Financials.

Willy advised that there had been only \$113.00 for Membership revenue until end of March 2019. Concerns were raised about that being so low. Tim confirmed there is more revenue there for Memberships from events and AGM membership renewals

ACTION: Tim will follow up with staff re membership revenues.

Tim advised there is no grant coming from County of Brant, despite his presentation at County of Brant Council meeting. Tim noted that the County of Brant would like to see ALL Historical Societies combined and then BHS, as the leading historical society, would get entire grant and distribute as directed by the County of Brant Council to the other 5 Historical Society groups: Brant Historical Society, Paris, Scotland, South Dumfries, and Onondaga.

There would be specific guidelines/direction from the Brant County Council and Tim noted that there might be a 10% management fee for BHS. Brant County decides grant amount and BHS distributes that money to other Historical Societies. It was noted that BHS has many more active programs, and that some other facilities are not well maintained, but that Heritage groups need to come together for the benefit of all.

Tim advised that the electrical work is complete - \$57,000 cost, and \$25,000 already paid. Cat 6 Cable for computers will be installed with backroom work pending this week.

Willy noted that the city budget is late, and BHS will not get a grant until June this year. This has resulted in a horrendous cash flow. It was suggested that discussion with the Endowment Committee might be necessary; however the Treasurer noted that that he is not in favour of going there. The Endowment Fund Committee is Michael, Colleen, Tim, Willy, and Bruce Hill. The Endowment Fund Committee needs good essential projects list, a list of grants applied/applying for, timelines, with all that info to go back to the Endowment Fund Committee for discussion. The Endowment Fund Committee meets at call of the Chair, Michael St. Amant.

Tim noted outstanding expenses - every 2 weeks is payroll, monthly facility maintenance costs, roof still needs work which cannot wait (BHS has made application for Emergency Grant, citing costs and pressure to get roof done), increased annual memberships in the Museums and Galleries of Ontario, etc, but noted that the deficit is typical for this time of year between grants and revenues not yet received.

Tim advised that Nathan does the grants applications, applies and researches what all grants available, etc. Tim gives final approval after going over all that.

Doug suggested Corporations/Businesses to offer Financial Support and will target Industrial and Commercial people, encouraging corporate funding. Perhaps a small working group of Doug, Willy, and Colleen could manage this.

ACTION: Doug will work on finding potential Sponsorship members for the Brant Historical Society.

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

6. **Member Event Planning Committee** – Jean Kendall (absent with regrets) had circulated an April Event Committee Report by email prior to the meeting on April 29. It was noted that there was good publicity about events, good attendance.

7. **No Business arising from the Meeting of March 26, 2019**

8. **New Business:**

a. **Brant Historical Society Strategic Plan**

Copies of Draft Brant Historical Society Strategic Plan were distributed to all Board members prior to meeting. Tim advised everything is draft form, not set in stone yet. Nathan included previously submitted content from when applying for grants.

It was suggested that an evening or half day be set aside for a Special Meeting to go over the Strategic Master Plan with ALL Board members and ALL Staff members, so we can interact more with Staff, talk about shared vision, and get Staff input. Colleen offered to facilitate the meeting, and Tim will chair the meeting. The Meeting will identify current and future goals of the BHS and may be done instead of the next Board meeting (May 30), or in addition to next Board meeting in May (May 28th or perhaps a Saturday in June)

ACTION: Tim and Colleen to meet with Nathan and go over what day/time works for Staff and Board to have a meeting to specifically to go over the Draft Brant Historical Society Strategic Plan

Tim advised BHS does not have an official Museum Curator as required, and that Nathan is defacto curator. Tim believes that Nathan has the credentials to be the BHS Curator.

ACTION: Tim will check/research qualifications for an official Curator, and will speak to Nathan about that.

9. **Announcements** – Doug gave notice about the Event “Summer Nights Lawn Bowling for Cystic Fibrosis” on Saturday, July 20th, 2019 @ 4:00 pm. Doug wants at least 4 members of the Board to come out and play lawn bowling, and represent the BHS at the Summer Lawn Bowling for Cystic Fibrosis event. Doug advised would be great publicity for the BHS, Vince Ball/Brantford Expositor should be covering the event. 60th Anniversary of the Brant-Brantford/Canadian Cystic Fibrosis Foundation that Doug and his wife Donna started. Fun event for everyone. Everyone welcome!

ACTION: Doug will send Tim all of the info for this event.

Next Meeting: May 30, 2019

Doug Summerhayes moved that the Meeting be adjourned at 8:00 pm

TP/lmj