



Camp numbers will be limited to past performance because of space issues. Membership renewals are very encouraging in response to Nathan's phone campaign. The Vibrant article seems to have caught people's attention and new membership is up. Project specific grants will be limited by the projects taken on.

Expenditures; Lease for Laurier has been budgeted for \$120,000 with presumption that 2016 will be \$40,000 - anticipate that we may not even pay that this year, so some surplus cash could be expected. Facility costs have been kept at \$22,000 with assumption that BHS will continue to operate out of the current building for some time, with accompanying insurance costs. Accounting and professional fees should stabilize. Cost to renew SAGE accounting program is \$640, included in administrative costs. Sponsorship revenue will increase on exhibits (ie the washing machine exhibit has gained a notable sponsor), especially in a new space. Jump in salary costs in 2017 /18 result of addition of staff member. Salary increases identified for 2017 relate to hiring a curator and/or manager. 2016 shows the three current staff. Part-time costs budgeted are for summer students - difference of \$7000 is the portion BHS pays (line 13 employment grants). BHS is aiming for a target of 25 to 30% of revenue to be generated in house.

Adjustments required to budget: \$19,000 bill from MMMC, to be divided between January and May 2016. Board agreement that increases to salary line is necessary to accommodate a higher wage for managerial position.

Discussion around website and marketing - budget numbers seem low for the branding necessary to launch a new facility - requires professional management. Question raised as the need for a custom website and high costs for email. It was noted that budget number reflects continuation of status quo.

It was noted that PastPerfect software program is frequently down - costing time and efficiency. POS for Gift Shop is also of concern. New equipment and/or server should be considered in move to new space, which doesn't have to be the best quality but should be newest available.

**ACTION:** Bill and Michael will make changes to the Three Year Budget and bring to next Board meeting

Other discussion: The National Trust may be persuaded to hire a second person in addition to Sarah at Myrtleville. The Board confirmed that BHS is not interested in sharing Sarah.

The Trade Bank (run by Steven Porter) was suggested to assist in gaining services (eg. web hosting) although something exchangeable required - discussion focused on exhibits or events.

**ACTION:** Chris will coordinate a Trade Bank presentation to the Board as a delegation in April.

**7. Strategic Plan – Michael St. Amant (circulated prior to the meeting)**

Michael noted that this Strategic Plan is built on previous plans that have been presented to the City. It's a work in progress to comply with City requirements. Discussion ensued and comments and suggestions were made and noted by Michael, including corrections to copy on the first page, as well as the role/place of exhibits, events, presentations, and temporary relevant displays.

Discussion on highway directional highway signs to museum - Board agreed to forego in the interest of best use of funds

**ACTION:** Michael to bring new draft to next meeting

**8. Policy Committee : Confidentiality Agreement and Communications Policy circulated prior to the meeting - Jack Jackowitz**

**Moved by Cody Groat and seconded by Bill Hanna that the Confidentiality Agreement and Communications Policy be approved as presented.**

**Carried unanimously**

9. Annual General Meeting - March 30, 2016

The Board agreed that it would be appropriate to provide membership with a glossier annual report, to use as a kick off for the move.

**ACTION:** Michael will contact Lucas to prepare a formalized annual report for the membership.

Michael noted that the audit will be done by March 21.

Anita, Zig, Bill and Annette's terms are up with Anita now having completed three terms. Annette, Bill and Zig have agreed to stand for re-election for another two year term.

**ACTION:** Michael will reach out to Kevin to confirm his intention regarding Board membership.

**ACTION:** Michael will post on his personal Facebook a call for Board nominations

**ACTION:** Board members are invited to recruit and should coordinate with Michael any approach to prospective nominees.

**ACTION:** Nathan will post the requisite 30 day notice of the AGM with a call for nominations.

10. Report on the **Newsletter** – Michael commented that the Newsletter had gone out as scheduled and had been nicely done.

11. Update on **Laurier/Market Square** - Michael St. Amant

Michael noted that Laurier received a grant from the City to create an entrance to the Museum on Dalhousie St of the Eaton Market Square building. He shared that there will be a meeting on February 22 with Laurier: 1) for presentation of the 400,000 artefacts unearthed from the future YMCA property which are currently in the possession of the Ontario Archives, and 2) to go over the Laurier proposal to BHS in anticipation of a presentation at the AGM. Michael shared that individuals who have heard about the potential move have extended to him their support.

**Moved by Cody Groat and seconded by Bill Hanna that the Laurier Update Report be approved. Carried unanimously**

12. **Event Planning Committee** – Annette Minutillo

Minutes of the Event Committee January 20, 2016 Planning Meeting were circulated prior to the meeting.

**Moved by Bill Hanna and seconded by Cody Groat that the Event Committee Report be approved. Carried unanimously**

13. **Report: Multicultural Community Volunteer Plan** – Jack Jackowetz (draft letter circulated prior to the meeting)

the updated Letter is intended to go to Brantford's ethnic communities with poster and brochure, to reach out to them to tell their stories and to recruit as volunteers.

To date Jack has circulated 60 volunteer posters at 27 locations.

**Moved by Chris Greenlaw and seconded by Zig Misiak that the Multicultural Community Volunteer Plan be approved as presented. Carried unanimously**

14. Business arising from the Meeting of January 12, 2016

a. **Retail Operation** – Zig Misiak

Carolee has brought in some books (school comic books and War of 1812). The on-line store is being turned over to staff for management.

**ACTION:** Zig will check with Carolee regarding the posting of Paint-Club activities to the on-line store.

**Moved by Cody Groat and seconded by Zig Misiak that the Retail Operation Report be approved. Carried unanimously**

- b. Follow-up: “**Five reasons why BHS is relevant to me**” – Jack Jackowetz

The Board agreed that it is difficult to identify what it is that draws one to the BHS.

**ACTION:** ALL Board members must email to Jack **by February 26** your five compelling reasons as to why BHS is relevant - ensure they are short and to the point. Snappy!

#### **15. Operational Report - Michael St. Amant**

The Seniors Program in January was successful; however there were several cancellations due to flu outbreaks. Carolee has begun presenting.

**ACTION:** Jack will suggest Amber Lea to Nathan as another possibility.

Sarah has had excellent sign-up for PA Days. Bookings for class presentations have increased at a rapid pace, and Sarah is doing Outreach programs most of this month.

Three new volunteers have started at Myrtleville over the last few weeks.

**Moved by Bill Hanna and seconded by Cody Groat that the Operational Report as delivered be approved. Carried unanimously**

#### **16. No Other Business**

#### **17. Announcements**

- a. Bill shared that at last meeting the Board had discussed taking on publishing of Vince Ball's play 'Doing Our Bit'. Bill circulated a publishing plan that identified a viable project that would require a 72 page document, saddle stitched with a price of 9.95 and a print run of 100 copies for May 1.

**ACTION:** Michael will discuss with Vincent; Bill will prepare a publishing contract.

- b. Typewriter was donated to the Toronto Symphony Orchestra, which generated some thought by Nathan on directing other materials likewise.
- c. Brantford Symphony is hosting a concert in honour of Mary Stedman's generosity. Chris will be setting up an exhibit about Mary Stedman in the Sanderson lobby.

#### **18. Next Meeting - March 8, 2016**

Jack moved that the **Meeting be adjourned** at 9:35 pm

MS/am