

**Brant Historical Society
Board of Directors Meeting
October 30, 2017**

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

Present: Tim Philp (Chair), Bill Hanna (Treasurer), Carolyn Purden, Willy Hilgendag, Doug Summerhayes,

Absent: Annette Minutillo (Secretary), Michael St. Amant (Past President)

Staff: no staff present

1. Meeting called to order at 7:00 pm. Quorum declared.
2. Additions to the Agenda - Tim added monitor computer system at #9.
3. Approval of the Agenda

Moved by Carolyn Purden and seconded by Doug Summerhayes that the Agenda for the Meeting be approved. Carried unanimously

4. Approval of the Minutes of the September 12, 2017 meeting (sent previously).

Moved by Bill Hanna and seconded by Doug Summerhayes that the Minutes of the September 12, 2017 meeting be approved. Carried unanimously

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

Tim anticipates that the Museum will reopen in mid to late November. There have been continuing discussions with Octopus Red and staff to plan a reopening event.

There has been no progress on any of the possible new homes for the museum.

Following the discussion at the last board meeting regarding a docent program, Tim is happy to report that Brian has volunteered to head up this program

No communication has been received from the National Trust and he feels that there will be no change for at least another year

6. **Treasurer's Report** - Bill Hanna.

Bill circulated by email the financial statements for year-to-date ending September 30, 2017 and his report ahead of the meeting to facilitate review by members prior to the meeting for efficiency and time.

NET INCOME

BHS showed a net deficit of \$40,879.83 against a budgeted deficit of \$46,851.91 or a \$5972.08 lower than the forecasted deficit.

Revenues are off by over \$77,000 but have been counterbalanced by a similar decrease in total expense of over \$74,000.

Understandably because of the closure over the summer for overhaul of the Charlotte Street Museum and the commitment of all staff there to carry this out, the revenue programs including seniors, special events and gift shop have been curtailed for that period. As well, donations are off target.

Except for marketing and communications, all major areas of expense are under budget with substantial drops in administration (lower accounting and professional fees), programs and projects (impacted by the summer overhaul program previously referred to) and payroll.

At the present time, the cash position is in good shape.

The statements reflect our present chart of accounts. Previously Mark Rozad would aggregate the sums in these accounts into fewer lines when he presented the actual versus budget position. Understandably this took work and beginning next year we will reform the chart of accounts, dramatically reducing the number of lines resulting in a similar presentation without the extra work.

Finally, we have filed grant applications for three programs: the first, city of Brantford cultural grants administered by BCF, a BCF grant and an Aviva Community Fund grant totaling \$42,000. Two more grant applications are due to go this week, the Museum Assistance Program and the Canadian Cultural Spaces Fund concerning given the push for memberships made by Doug at the Canada Day exhibit.

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

7. **Publications Committee Report** - provided by Bill Hanna

Bill reported that we did not get nominated as a finalist in the drama section of the Canada Council Literary Awards and on reviewing who did, realized that this year saw the publication of many very strong plays in contrast to previous years.

8. **Member Event Planning Committee** – no report.

9. **Additional agenda item** – Tim reported that he had discovered a new computer assisted system “raspberry pie” that we could use to them dramatically improve the controls and presentation on our new electronic monitors due to be installed for the opening of the Museum.

10. **Business arising** from the Meeting of September 12, 2017

Tim will address the outstanding Action item to address the Bell Internet bill.

11. **Board Members:** No progress in obtaining new board members. Tim announced that Carolyn Purden had submitted her resignation to take effect at the end of this year and thanked her for her service.

Next Meeting - November 28, 2017

Tim moved that the **Meeting be adjourned** at 7:45 pm

TP/bh