

**Brant Historical Society  
Board of Directors Meeting  
September 12, 2017**

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

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

Absent: Michael St. Amant (Past President)

Guest: Esther Brouwer

Staff: no staff present

1. Meeting called to order at 7:03 pm. Quorum declared.
2. Additions to the Agenda - Discussion of Myrtleville at #9. The Executive Director's Report will replace the Operational Report in the future.
3. Approval of the Agenda

**Moved by Bill Hanna and seconded by Doug Summerhayes that the Agenda for the Meeting be approved. Carried unanimously**

4. Approval of the Minutes of the June 13, 2017 meeting (sent previously).

**Moved by Bill Hanna and seconded by Doug Summerhayes that the Minutes of the June 13, 2017 meeting be approved. Carried unanimously**

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

Tim noted that it had been a very busy summer. A Newsletter was issued at the end of the summer to reassure membership that great things are happening, given concerns that have been shared with Tim regarding the Museum's future. Tim is confident that the membership will be pleased with the result, and Tim noted that he has been pleased with the efforts of staff.

Tim highlighted several of the changes that have been made, which include space usage, storage and gallery allocation (potential for four or five galleries), and he detailed the various activities undertaken by the staff over the summer. He noted that new items have been uncovered and are now catalogued in Pastperfect. Esther shared a few of the staff ideas for exhibits in each of the galleries, which were well received by the Board.

Tim anticipates that the Museum will reopen in early November, however if that is unattainable then it will be January so as not to interfere with Christmas. There have been early discussions with Octopus Red and staff to plan a reopening event.

Tim shared several plans presented for the future of the museum including proposals from Mary Welsh, Laurier Brantford, and the city regarding the old brownfields (which Tim is reviewing through Dan McCreary). Tim will keep the Board apprised of any developments.

Tim also discussed the use of volunteers to provide tours and engage with the schools etc, allowing professional staff to address more 'behind the scenes' needs. He suggested the museum develop a 'docent program', where individuals serve as guides and educators on a voluntary basis.

Tim noted that the Executive Director's Report will replace the Operational Report previously on the Agenda.

**Moved by Doug Summerhayes and seconded by Carolyn Purden that the Executive Director's Report be received. Carried unanimously**

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

Financial results to July 31, 2017 were circulated at the meeting. Because of changes in the bookkeeping system to use Rosewood's administrator, Bill was only able to present the results to the end of July. It is hoped that we will be able to get our results much more closely aligned with our board meetings as we have in the past.

There is now a shortfall on the Income Statement of \$24,000 from budget. Our deficit stands at a \$18,000 instead of a profit of around \$6000 as budgeted. The major problem is the shortfall in revenue which now totals over \$42,000, due to reduced revenues from gift shop, seniors programs, donations and grants. Fortunately expenses are \$18,000 less than budget.

The areas of concern with revenue remain as they were reported last meeting. In looking at the next few months we will face the same problems until we reopen the Charlotte Street museum and hopefully resume the seniors program

Bill noted that one should not finish the revenue statement without saying a word of thanks to the fine work Sarah and her people have been doing. Their results have been wonderful.

Fundraising and donations are two crucial areas that need to be addressed as soon as possible. As well we must continue to apply for every possible grant we can qualify for.

Cash flow has been tight over the past month. However there is some grant money coming in and Bill has activated the second \$25,000 loan from the Endowment Fund

An interesting piece of news is the increase by \$2500 in the endowment fund as a result of the change in the investment policy. This change has occurred over a period of three months and if it continues we should be seeing the first decent increase in years.

No membership income was recorded for June or July, which was 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 circulated the Fitzhenry & Whiteside catalogue highlighting the entry our two plays, part of a distribution agreement making them available for sale in North America. VETERAN OF VIMY by Vincent Ball has been submitted to Canada Council for entry into the Gov. Gen.'s literary awards in the drama section.

**Moved by Willy Hilgendag and seconded by Doug Summerhayes that the Publications Committee Report be received. Carried unanimously.**

8. **Member Event Planning Committee** – no report as Esther has not been attending since she's been on leave.

Sarah Thomas did report that there was disappointment by the Member's Event Committee in the turnout for the Confederation Picnic. The Board discussed as to how BHS could more effectively connect with the media for publicity and marketing, and engage in social media, especially in advance

of the Museum Re-opening. Tim noted that the Expositor will do a follow up article to the Museum clean-up.

ACTION: Doug will put thoughts/ideas for promotion on to paper for future discussion by the Board.

#### 9. Myrtleville Discussion

Doug expressed his hope that the BHS Membership will attend the planned National Trust meetings to show their support for BHS' ongoing partnership. The question was raised whether the Bell Homestead, which is maintained by the City, might also be a National Trust property - could the City maintain Myrtleville?

ACTION: Tim and Doug will pursue this with the appropriate Ward Councillors.

Esther left the meeting.

#### 10. In Camera

**Moved by Bill Hanna and seconded by Willy Hilgendag that the Board Meeting be moved In Camera. Carried unanimously.**

**Moved by Carolyn Purden and seconded by Bill Hanna that the Board Meeting be moved Ex Camera. Carried unanimously.**

#### 11. Business arising from the Meeting of June 13, 2017

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

#### 12. Board Members: Annette and Tim will meet with Cody Groat this week to explore his return to the Board.

#### 13. Coming Events:

- a. Speakers Series as advertised in the Newsletter
- b. Myrtleville - National Trust meeting  
Tuesday, September 19 from 4 to 8 p.m.  
Wednesday September 20 from 11 a.m. to 4 p.m.

#### 14. No Announcements

#### 15. New Business: The Board agreed that changing Board meetings to the last Thursday of each month would accommodate more effective financial reporting. Given that the October meeting would then fall on Halloween, the Board decided to meet on Monday October 30.

Upcoming Board dates:

2017 - October 30, November 28, December 26 (at the call of the Chair)

2018 - January 30, February 27, March 27, April 24, May 29, June 26.

#### Next Meeting - October 30, 2017

Tim moved that the Meeting be adjourned at 8:45 pm

TP/am