

**Brant Historical Society  
Board of Directors Meeting  
September 8<sup>th</sup>, 2015**

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

Present: Michael St. Amant (President), Chris Greenlaw (1<sup>st</sup> Vice), Bill Hanna (Treasurer), Jack Jackowetz, Zig Misiak, Anita Menon, Cody Groat, Annette Minutillo (Secretary)  
Regrets: Kevin Raymond  
Staff: no staff present

1. Meeting called to order at 7:10 pm
2. No Delegations
3. Additions to the Agenda - three items - Retail Operation, Summer Camps, and Advocate
4. Approval of the Agenda

**Moved by Bill Hanna and seconded by Chris Greenlaw that the Agenda as amended for the Meeting of September 8<sup>th</sup>, 2015 be approved.**

**Carried unanimously.**

5. Approval of the Minutes of the August 11<sup>th</sup>, 2015 meeting (sent previously)

**Moved by Jack Jackowetz and seconded by Zig Misiak that the Minutes of the August 11<sup>th</sup>, 2015 meeting be approved.**

**Carried unanimously.**

6. **Treasurer's Report** - presented by Bill Hanna. Draft August 2015. Budget was circulated prior to the meeting

Mark Rozad was complimented for his effectiveness, with a note that he has uncovered some unusual allocations in the YTD that have now been corrected. Accounting, Bookkeeping and Professional Fees should now come in on budget, as his efficiency will reduce total hours.

Overall, Revenue, while good, is down by \$6000; the Expenses side is under budget by \$3000, with thanks to Michael St. Amant for his efforts in managing expenditures. Bill reported on the YTD numbers line by line. Membership Income is down (expressed concern that with only 4 months left we don't have a mechanism in place to spearhead a membership drive). Research is out by \$350 on the YTD, but significantly down on the annual budget (however another 4 months at this month's level would make it). Special events is down, but Culture Days and the Lawren Harris event may assist. The Senior's program continues to do well. Educational programs will start to show income now that school is in. Gift Shop continues to be a weakness. Revenue in Grants is down but this may be more of a timing issue - e.g. CMOG application in with receipt in November and Employment Grants will now start to come in with summer season finished. Bill noted that Facility Costs will go over budget, primarily due to water and electricity. Salaries and payroll remittance will be over but not too much

**ACTION:** Christopher will look into the County Grant.

**Moved by Chris Greenlaw and seconded by Cody Groat that the Treasurer's Report be approved.**

**Carried unanimously.**

7. Report on the **Status of Grants** – Christopher Greenlaw

Unfortunately, a challenging timeline for the Trillium Grant application resulted in our application not being accepted. The next due date for application registration is November, for a January 6 application submission and a March pay-out. Chris will ensure these submission deadlines are met.

Chris is pursuing two City Operating Grants of \$5000 each through the Community Foundation.

BHS received preapproval for up to \$5000 in matching grant for Artsvest. The Board discussed how best to translate a business' sponsorship with these matching funds to meet necessary investments that would be made as part of a move, considering as an example shelving with a consequent sponsorship approach to RediRack or Jeff's at Work, etc.

**ACTION:** Nine mentorship programmes (either web-based or done in person) are required which Christopher will attend as lead contact with Michael and/or Annette. Other Board members can also attend if interested.

**Moved by Zig Misiak and seconded by Bill Hanna that the Grant Report be approved.  
Carried unanimously.**

8. Report on the **Newsletter** – Anita Menon

Anita was congratulated on an excellent first newsletter. She noted that she now has a template for future newsletters to work from, and acknowledged good teamwork amongst the Newsletter Committee. A tight schedule and the challenge of confirming the presenter for the first Member's event resulted in the newsletter going out 11 days past the original deadline. The Board discussed timing of future newsletters, previously scheduled for August, October, January and April, and the addition of a fifth newsletter in June.

**ACTION:** Publication date for the next Newsletter will be November 6<sup>th</sup> which is sufficiently ahead of the Member's Event on November 18.

**ACTION:** Anita will establish new internal deadlines (previously set as submission of articles on the first day of the month issued and draft ready for approval by second Wednesday of month).

**ACTION:** Christopher will forward his Henderson Survey article for October or January issue.

**Moved by Chris Greenlaw and seconded by Jack Jackowetz that the Newsletter Report be approved.**

**Carried unanimously.**

9. Report on the **By-Law Committee** – Jack Jackowetz

The Committee met on August 27 and September 5, and discussed at length the changes coming when ONCA comes into force, supposedly sometime next year, after which organisations will still have three years to make by-law changes to be in compliance. A supporting bill, Bill 85, which was to make changes to various Acts in addition to ONCA, must still be passed (it died on the order paper when the government was dissolved for last year's election). The Committee is concerned that efforts made to rewrite the By-Laws are premature given that ONCA may yet be changed.

The Committee suggested it be constituted as a Policy Review Committee to undertake the review and writing of policies for the Society that contemplate changes due to be enacted with ONCA. This will provide the Society the opportunity to move some specifics from the by-laws to policies in order to reduce future changes to the by-laws after ONCA is proclaimed.

**ACTION:** A Conflict of Interest Policy is the very first policy to be reviewed.

**Moved by Bill Hanna and seconded by Anita Menon that the By-Law Committee Report be approved.**

**Carried unanimously.**

10. Update on Laurier/Market Square - Michael St. Amant

The architectural layout is currently being done by Laurier, having approached MMMC to do the work (benefit of familiarity with the Museum's needs). Michael met with them several weeks ago, and Laurier is drafting up the lease to be returned to BHS within the next few weeks. Brian Moore has volunteered to assist with the move, expressing a particular interest in exhibits and displays.

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

**Carried unanimously**

11. Business arising from the Meeting of August 11<sup>th</sup>, 2015

- a. **Endowment Fund** - Michael will follow-up on the transfer of outstanding interest.
- b. Status of the **Lawren Harris** event – Cody Groat

October 23, 2015 is 130<sup>th</sup> Anniversary of the birth of Lawren Harris. BHS will run an exhibit October 22<sup>nd</sup> to the 30<sup>th</sup>.

The Art Gallery of Hamilton will lend us three pieces. A formal letter and agreement are required. They are willing to bring the pieces to us as part of an Art Transfer.

Tyndall University College in Toronto is willing to lend to the BHS four artefacts relating to William Boyd Stewart (former President of Toronto Bible College), the maternal grandfather of Harris. This includes an obituary from The Canadian Baptist magazine, a portrait, a 1909 invitation to celebrate his 50th ordination anniversary, and a 32-page book for greetings from said 1909 event.

Bill has secured an original Lawren Harris painting from Trinity College. They are willing to pack it and it is transportable by car.

**ACTION:** Coordinate the pick-up of the painting from Trinity and the artefacts from Tyndall to save costs.

**ACTION:** Trinity College will complete forward reports and Cody will complete back report.

Michael and Cody have been in touch with Glenhyrst (Ana Olson). Glenhyrst is doing two events - bus ride on 23<sup>rd</sup> to McMichael Gallery and small exhibit with an evening presentation. BHS has worked diligently to collaborate with Glenhyrst and will share in advertising and community announcements. Agreements with loaning organizations precludes any loan to Glenhyrst by BHS.

Just about 2 months to advertise, invite schools for trips, and do the final planning (including staffing, admission costs, etc.)

**ACTION:** Cody will meet with BCI next week to begin advertising and coordinating class trips. Some discussion around whether to charge students

**ACTION:** Michael will be approaching Brant Mutual as sponsor.

**ACTION:** Investigate opportunity to acquire Lawren Harris prints to sell through the gift shop.

**Moved by Christopher Greenlaw and seconded by Anita Mennon that the Status of the Lawren Harris Event Report be approved.**

**Carried unanimously.**

- c. Report on the Status of **Culture Days Event** – Chris Greenlaw

There is commitment to date from Clarence St Dental (\$250), Marvelous Toy (toys), and Personal Coffee (\$50). Still working on textiles. Advertising will be done through the Culture Days network as part of Doors Unhinged.

**Moved by Bill Hanna and seconded by Zig Misiak that the Status of Culture Days Event Report be approved.**

**Carried unanimously.**

- d. Status of **Archival Bus Tour** – Michael St. Amant

BHS at 4 registrants - we should target for 10 from here, although it has already broken even. It will be a great day.

**Moved by Christopher Greenlaw and seconded by Cody Groat that the Archival Bus Tour Report be approved.**

**Carried unanimously.**

- e. Status of **Collection Management Committee** – Michael St. Amant

Brian Wood, Sean Murphy, and Carolee Dunn have agreed to be on the Committee. Michael has left a message for Chad Martin

**ACTION:** Jack will contact Chad Martin

**Moved by Bill Hanna and seconded by Christopher Greenlaw that the Collection Management Committee as identified above be struck.**

**Carried unanimously.**

- f. Status of **Education Committee** – Annette Minutillo /Zig Misiak

Met on August 19<sup>th</sup> with Marg Szoke from the BHNCDSD to discuss curriculum guidelines and teacher expectations around field trip and outreach programming. Excellent tips on how to improve program descriptions and website. The committee will meet on Wednesday September 16<sup>th</sup> at Myrtleville with Danielle Becks (BHNCDSD) with Zig, Sarah and Annette to strategize how to get the word out to their teachers and to explore a presentation at a Professional Development day in November. . The GEDSB contacts have not yet returned emails, but they will be approached again next week. The Committee has confirmed new higher price points for programs.

Some discussion ensued around Victoria Academy - they are seeking assistance on a historical survey of the school. BHS has connected Ruth Lefler to work with them. BHS photographs will be used and appropriate fees charged.

**ACTION:** ensure Victoria Academy is on the Education Committee radar.

**Moved by Jack Jackowetz and seconded by Christopher Greenlaw that the Education Committee Report be approved.**

**Carried unanimously.**

g. Retail Operation

Some delays in getting together - Carol and Zig went to Six Nations to connect with Iroqraft and explore their comfort level with the technology required. There is significant local opportunity. Carol has deadline to put together something by mid-October which will be in time to launch with our November 18<sup>th</sup> Member's Event.

**ACTION:** Advertise in the November 6<sup>th</sup> Newsletter, along with local papers.

**Moved by Christopher Greenlaw and seconded by Bill Hanna that the Retail operation Report be struck.**

**Carried unanimously.**

h. Advocate - Jack

**ACTION:** Discussion of the Advocate to be tabled to the next meeting

12. Business Arising from Previous Minutes:

Report on **Timeline Project** - Michael circulated the final version of 60 Colborne St. He suggested two options for revenue generation: charge businesses \$500 with the intention of writing it off over time or ask for \$1000 donation (with a charitable tax receipt) and provide an appreciation gift of the poster.

Discussion ensued around the acquisition of Brant Mutual archives and its potential to augment BHS archives very appropriately in support of this project.

**ACTION:** Michael to field-test both options and report back to the Board

13. Operational Report (circulated at meeting - see attached) - Michael St. Amant

There was further discussion regarding Summer Camps and the need to plan next year for additional staffing particularly in the last week to maximize enrolment while observing appropriate capacity. Earlier marketing would also be helpful.

Discussion around having an overnight Haunted House as part of Halloween; decorating and transition from Lawren Harris, vulnerable sector screening were all considered.

**ACTION:** Michael to approach staff about Haunted House scenario.

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

14. No Other Business

15. Announcements

- Bill noted that Arthur Hawkins (millwright) will assist in the moving of the clock and the printing press when we move.

16. Next Meeting - **October 13th, 2015**

**Cody Groat moved that the Meeting be adjourned at 9:30 pm**