

**Brant Historical Society
Board of Directors Meeting
February 26, 2019**

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

Present: Tim Philp (Chair), Jean Kendall, Colleen Armstrong, Leisah Marie Jansen, Willy Hilgendag (Treasurer), Annette Minutillo (Secretary)

Regrets: Doug Summerhayes, John Anderson

Absent: Michael St. Amant (Past President)

Staff: No staff present.

Meeting called to order at 6:00 pm.

1. No Additions to the Agenda

2. Approval of the Agenda

Moved by Willy Hilgendag and seconded by Jean Kendall that the Agenda for the Meeting be approved. Carried unanimously.

3. Approval of the Minutes of the December 4, 2018 Directors meeting (sent previously).

Moved by Willy Hilgendag and seconded by Jean Kendall that the Minutes of the December 4, 2018 meeting be approved. Carried unanimously.

4. Executive Director's Report - Tim Philp

Tim shared the details of the plaque honouring Arthur Sturgis Hardy that was stolen, and which is now back at the Brant County Museum. There had been two articles in The Expositor, and Tim noted that one side had been damaged.

The museum will be closed for several weeks to have the electrical work done, beginning March 4. It should take about three weeks, reopening the week of the AGM. Staff will still be on-site, as the work will be done in stages room to room.

We have had some challenging plumbing problems, with freezing to a main drain sewage line that runs outside of the building; a heating cable and pipe insulation wrap should prevent further issues.

Computer issues continue and Tim will be seeking grants to add another server to ensure that everything is backed up properly.

ACTION: Tim will determine whether the new scanners have arrived.

Tim noted that there is a meeting scheduled next week with Sara Munroe at the Brantford Tourism office regarding advertising and promotion for the museum.

ACTION: Tim will raise the need for the Museum to have greater exposure and promotion through tourism channels.

In the absence of financial reports Tim reported that we have about \$70,000 in the bank with the electrical bill coming in at around \$50,000.

Tim noted that the Bookkeeper is currently away.

Moved by Leisah Marie Jansen and seconded by Willy Hilgendag that the Executive Director's Report be received. Carried unanimously

5. **Treasurer's Report** - Financials were not circulated at the meeting.

It was suggested that BHS pursue an auditor that is local; while Spinks and Company was chosen for their competitive pricing it was felt that local companies would likely match that pricing. This will need to be presented to the membership at the AGM.

ACTION: Tim will approach Millards about auditing the BHS financial statements.

ACTION: Tim will provide an update on the various building projects, their costs, and timelines, for Willy's review in advance of the AGM.

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

6. **Member Event Planning Committee** - Jean Kendall

Jean circulated the Member Event Planning Committee Report of February 2019 by email prior to the meeting.

ACTION: Jean will contact Doug Summerhayes to explain the Orchestra Brevia situation

Moved by Jean Kendall and seconded by Colleen Armstrong that a budget of \$400 be approved for Emma Verity's Edwardian Tea and Tour to be held at the Museum on March 30th be approved. Carried unanimously

The Board encouraged the Committee to begin planning for the June Members Potluck event.

Moved by Jean Kendall and seconded by Willy Hilgendag that the Event Committee Report be received. Carried unanimously

7. **New Business**

- a. Discussion of Myrtleville - ongoing discussions with National Trust have identified that they may be willing to turn control of Myrtleville over to an organization like BHS. They have shared that their maintenance costs are around \$40,000, which could be quite manageable if given city support around grass cutting, snow removal, etc. It is believed that there would be some interest by the City but that any agreement should be carefully thought out.

Moved by Annette Minutillo and seconded by Willy Hilgendag that Tim Philp be given authority to negotiate with the National Trust, with any agreement and any proposed support from the City coming back to the Board for ratification. Carried unanimously

- b. Representative to the Brantford Heritage Committee

Moved by Annette Minutillo and seconded by Jean Kendall that the Board of the Directors appoint Colleen Armstrong as the Brant Historical Society representative to the Brantford Heritage Committee. Carried unanimously

- c. George Brown - Willy raised the nomination of George Brown to the BHS Wall of Honour, noting that the upcoming AGM would be an ideal time to make that induction.

ACTION: Annette will forward the Wall of Honour Policy and a Nomination Form to Willy to fill out and then present to the Board as soon as possible.

ACTION: Annette and Willy will pursue the purchase of a matching frame/plaque to the Wall of Honour for George Brown.

d. Planning for the Annual General Meeting - Wednesday March 27, 2019

Annette noted that the AGM Notice was sent out yesterday, along with a Board Nomination Form. She circulated a draft agenda and the Board assigned responsibilities:

- Tim will do the President's Report and the accompanying Annual AGM Report
- Willy will make the Treasurer's Report
- Annette will take Minutes and do Board Nominations.

ACTION: Tim will determine if the audited statements will be ready.

ACTION: Tim will find out who will speak as Chair of the Endowment Committee.

8. No Coming Events or Announcements

Next Meeting: Tuesday March 26, 2019 at 7:00

AGM: Wednesday March 27, 2019 at 7:00

Annette Minutillo moved that the Meeting be adjourned at 6:50 pm

TP/am