

Brant Historical Society
Board of Directors Meeting
May 29, 2018
Brant Museum and Archives, 57 Charlotte St., Brantford
Meeting Minutes

Present: Tim Philp (Chair), Colleen Armstrong, Leisah Marie Jansen (Recording), Jean Kendall, Doug Summerhayes.

Regrets: Willy Hilgendag (Treasurer), John Anderson, Annette Minutillo (Secretary).

Absent: Michael St. Amant (Past President).

Staff: No staff present.

1. **Meeting called to order at 7:00 pm.**

2. **Additions to Agenda - None.**

3. **Approval of the Agenda**

Moved by Colleen Armstrong and seconded by Doug Summerhayes that the Agenda for the Meeting be approved.

Carried unanimously.

4. **Approval of the Minutes of the April 24, 2018 Directors meeting** (sent previously).

Moved by Jean Kendall and seconded by Doug Summerhayes that the Minutes of the April 24, 2018 meeting be approved.

Carried unanimously.

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

Tim reported that on behalf of the Brant Historical Society he has submitted an RFP for Greenwich-Mohawk move which is being encouraged by the City. Tim made clear that the BHS is not spending staff time and resources for a move that may not happen within 5 years.

BHS Brant Museum and Archives will stay here at 57 Charlotte Street.

However, should there be a more concrete proposal for BHS to consider moving to the Greenwich-Mohawk site in partnership with the City, the BHS may consider that future move. City responded to the RFP, thanking Tim for applying. City wants to know square feet BHS Brant Museum and Archives presently has, and the anticipated square feet additional that is needed to move to new building on the Greenwich-Mohawk site.

Colleen said that small groups think they need more space, but the BHS Brant Museum and Archives needs lots more space to expand the exhibits, etc.

Moved by Doug Summerhayes and seconded by Colleen Armstrong that the Executive Director's Report be received.

Carried unanimously

6. **Treasurer's Report** - Financials were circulated prior to the meeting.

Tim reported on behalf of Willy to update/discuss financials.

New roofing is required for 400 sq. ft. of shingles gone or damaged from windstorm this year. Roofer patched with sticky membrane, but it was a temp patch fix. BHS needs permanent solution to repair the roof of this building (57 Charlotte Street). Minor leak caught quickly. No damage. No water in.

Re. Capital Grant, need to consider redoing the roof with top quality architectural grade shingles or metal roof that mimics shingles. Example of this is Tisdale House on Nelson Street (with the wrought iron fencing surrounding the home). Metal roof made to look like a slate roof like the home originally would have had when built. The owner of the heritage home known as Tisdale House met last year with the Brantford Heritage Committee to discuss and show examples for redoing the roof in metal that mimicked the look of a slate roof. That work is done now.

ACTION: BHS Board members should look at Tisdale House (address is 20-22 Nelson Street, Brantford) with consideration of whether we could do that type/look of roof here.

Tim noted that it could be a \$20,000 estimate for top quality architectural grade shingles. Shingles are now over boards. Installation would require half inch of plywood/plywood then the metal would go on top of that.

Doug suggested Metal Roofing Outlet (a Tilsonburg company) which had provided an estimate for his church.

Metal Roofing Outlet, 63 Main Street, Courtland (1-800-366-0620 or 519-688-2512)

Colleen spoke about concern for ice sliding; recommended iceguards which holds back ice from sliding off metal roofs.

Tim mentioned a company did estimates based on max cost that company has experienced in order to redo roofs on heritage buildings. Tim suggested we fix roof permanently, and we may be forced to mortgage the building.

Tim also spoke to the electrical upgrades needed - need more outlets and tract lighting to highlight exhibits. Doug recommended Mackenzie Electric (519-753-6366) that did work at First Baptist Church and at his home. He found this firm to do excellent work, is very reliable, competitive, prompt and good to work with. Extensive work is needed - \$80-\$90,000 estimate. Tim noted company that did estimates based on max cost experienced in older heritage buildings needing electrical upgrades.

Tim reminded the Board that City money, capital grant is 50 cent dollars. The Built Heritage Grant from City is 50 cent dollars. Tim expects 100% dollars from City. Tim believes the BHS Board should decline and or return City grant if 50 cent dollars. No change yet. Councillor McCreary still encourages BHS apply for the grant anyway. Tim will speak with Councillor McCreary about the City grant.

Colleen expressed preference for 50 cent dollars grant from the City versus mortgage on the building to repair the roof. Consider resubmit to Trillium for a grant to fix the roof.

Doug noted that First Baptist Church obtained a Trillium Capital Grant totaling a \$56,400.00 for major renovations and floor replacement in their community room which was commenced this week. BHS repaid endowment fund with the April grant, approved unanimously at previous BHS Board meeting.

Tim spoke about need to replace the HVAC with \$9,000 from previous grant still coming. That grant was approved.

Tim advised changed internet. Contract up in July - we should cancel with a month notice to avoid cancellation fee. Service was terrible. \$100 for 3mb downloads and 5mb uploads. Rogers ignite 150mb downloads, 5mb uploads. Lots of data across two machines. New server is great. System is setup so we won't lose anything. 2nd drive still works. If anything stops or has issues, replace drive easily. Alarms go off. However not enough space on drives here for all archived things and data, 2 drives at 53% capacity already.

Tim has 18TB size computer at home copying all data and archives to his computer off site, so there is a backup of everything off site also. It syncs to his machine to copy all new data and updated files and data also. If there are any issues then backup available. Lots of notice and immediate indication if any issues. Any problems are an easy fix.

Tim recommended a security camera so staff can see who is at the door.

Tim received Laurier's letter about museum to move out of the former mall. Most valuable object is the electron microscope. The Brantford Expositor's entire collection donated to Museum. Their entire collection of photos, newspapers, etc. all donated to the Museum with intent to digitize collection so available to the community. 100 years of photos need archival work. About 10 years of archival work. The Board discussed whether we digitize everything, or selected parts or pages to reference back to physical original document/paper/book/photo?

There is 23 huge file cabinets full that the Brantford Expositor donated. Tim recommends we have students help digitize for volunteer hours. And any other persons volunteer with interest in that work. David Judd is going to help organize students to help.

Moved by Doug Summerhayes and seconded by Jean Kendall that the Treasurer's Report be approved. Carried unanimously

7. **Member Event Planning Committee** – the Event Committee's Report was circulated by email prior to the meeting.

Jean Kendall shared that everyone loved the Heritage Excursion event. 21 people attended the event that included Paris Museum, Penmarvian, Arlington Hotel, Asa Wolverton House, Over the Cliff, Art Studio and Cobblestone House Tour. \$75-\$100 went to the museum after expenses paid out.

June 20th is the BHS Members BBQ to be held at Bowpark Farm. 16 people registered so far, but we need more people to register to attend. Jean will email members and guests for the BBQ. Great opportunity to bring in new members to BHS.

Jean spoke about upcoming events, Sept. 19th is "Day with the Attawandaron" is planned, tickets available now for purchase.

Fall 2018 event "All Hallows at the Museum" which may include a Murder Mystery, Esther and Robin are coordinating. 2019 events to be decided are Myrtleville Tea, Tour & Heritage Fashion Show, coordinators to be assigned.

Events committee only has 5 members presently and would love to have more members. If you know anyone who would like to work with them on events, please have them contact Jean.

No concerns with Events Budget. Tim and the BHS Board members support the need for an Events Budget, and applauded the Events Committee for all they do.

Moved by Colleen Armstrong and seconded by Doug Summerhayes that the Event Committee Report be received. Carried unanimously

8. No Business arising from the Meeting of April 24, 2018

9. New Business:

a. Brantford Jail

Tim provided an update about Brantford Jail. BHS expressed interest in former Brantford Jail building. Brant Museum and Archives needs storage space, the building would be great for storage space. Also people pay to tour Jails. Tim noted that Dan McCreary was supposed to speak about this at the previous Brantford Heritage Committee meeting.

Leisah Marie clarified that Councillor McCreary brought notice of motion at previous Heritage Committee meeting about BHS interest in the former Brantford Jail. However, discussion about the former Brantford Jail is expected to go before the Brantford Heritage Committee on Monday, June 18th with meeting to start at 6pm, held at City Hall, although this has not yet been confirmed in that meeting's agenda.

10. No Announcements

Next Meeting: June 26, 2018

Colleen Armstrong moved that the Meeting be adjourned at 7:51 pm

TP/lmj