

**Brant Historical Society
Board of Directors Meeting
November 28, 2017**

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

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

Absent: Doug Summerhayes, Michael St. Amant (Past President)

Staff: no staff present

1. Meeting called to order at 7:06 pm. Quorum declared.

2. No Additions to the Agenda.

3. Approval of the Agenda

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

4. Approval of the Minutes of the October 30, 2017 meeting (sent previously).

Moved by Bill Hanna and seconded by Willy Hilgendag that the Minutes of the October 30, 2017 meeting be approved. Carried unanimously

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

Tim shared details of the Members' Preview and the official Grand Reopening, which were both very successful. Staff worked stunningly hard and should be commended for a tremendous job. The work required could not have been done without closing the museum, which had been a difficult decision. Dignitaries (MP, MPP, mayors of Brantford and Brant County) were in attendance at the Grand Reopening and took part in the ribbon cutting. The Expositor sent a photographer and in addition to the article preceding the event, a photo also appeared in the paper the next day. Expressed support from the Expositor to promote museum events etc has been given, and will be taken advantage of.

Moved by Carolyn Purden and seconded by Willy Hilgendag that the staff be congratulated for the amazing job they did in preparing for the two openings and that in recognition of their significant efforts a bonus of \$500 for each of the staff and \$250 for the summer student be approved. Carried unanimously

Now that the museum is open other issues that should be addressed are becoming apparent. The Market Square mall space needs to be emptied and moved back to Charlotte St - all the display units, artefacts, furniture etc. The program room will be used as a receiving and sorting space, essentially a backroom space, given that we have the new exhibit/gallery rooms now open. There are no other viable alternate museum location proposals currently, so the plan is to continue with using the current facility's space as effectively as possible.

Tim also noted that the museum's PastPerfect software has been pushed to the limit and with almost 80,000 entries has begun to show signs of data retrieval/filing failure. Staff have been directed to

look for new software used at other museums, keeping in mind cost and the required migration from PastPerfect.

Tim noted that the funding contract from the city is completed and \$9,000 of the \$18,000 allocated is imminent, which will be used to improve the HVAC system under Tim's supervision. Tim will be following up with respect to the next city grant in light of the supportive public comments made by both Friel and McCreary at the Reopening.

Tim shared his plans for assigning specific roles and responsibilities for Nathan and Jason which will be shared with them this week.

Tim also confirmed the Docent program has begun and will come under the shared direction of Brian Moore and staff (Tim will clarify roles etc). Tim also noted that it is our intent to have Saturday hours.

Moved by Bill Hanna and seconded by Willy Hilgendag that the Executive Director's Report be received. Carried unanimously

6. Treasurer's Report - Bill Hanna.

Bill circulated by email the financial statements for year-to-date ending October 31, 2017.

Overall, October was a very good month, recording a surplus of \$4748. Revenue was \$19,500 ahead of the projected \$13,300 while expenses were slightly ahead of budget of \$13,800 versus an actual of \$14,450.

Our year-to-date deficit is now standing at \$46,646 down from the accumulated deficit last month of \$51,364. Deficits are still largely due to shortfalls in program revenue streams (Senior's, Gift Shop etc)

Our cash position as of today's date is very good at \$36,208.

We received \$3667 for our requested grant of \$4000 from the city of Brantford to replace our front walkway. The walkway has been replaced. We've also received advance word that our BCF grant request has gone through but we do not know how much we are receiving.

A Museum Assistance grant for the computers and servers is pending under their Collections Maintenance Program, and we intend to apply for the Canadian Cultural Spaces Fund grant to address primarily the electrical/wiring needs.

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

7. Publications Committee Report - no Report

8. Member Event Planning Committee – no Report.

9. Business arising from the Meeting of October 30, 2017

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

10. Board Members: Tim expressed the Board's sincere appreciation for Carolyn's service and expressed his own and the Board's desire for her to continue as a Board member. Carolyn declined.

Moved by Annette Minutillo and seconded by Willy Hilgendag that Carolyn Purden's resignation be accepted with great regret and that she be acknowledged and thanked for her service to The Brant Historical Society. Carried Unanimously

The Board is down to its quorum limit so new members are required. It was noted that the Board has not been receiving reports for the Event Committee due to lack of a Board member sitting on that committee. Carolyn suggested the Board review the skills it requires for effective governance, identify which ones are already present, and then seek to find those that are missing. Tim suggested that this exercise be added to the agenda for the January Board meeting.

11. **New Business:** Review of the By-Laws is planned for the January meeting in advance of March's AGM.

12. No Announcements

Next Meeting - January 30, 2018 (December meeting only at the call of the Chair)

Tim moved that the **Meeting be adjourned** at 8:00 pm

TP/am