

**Brant Historical Society
Board of Directors Meeting
December 1, 2015**

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

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

Meeting called to order at 7:05 pm

1. No Delegations
2. Additions to the Agenda - Notice of Motion #15
3. Approval of the Agenda

Moved by Chris Greenlaw and seconded by Cody Groat that the Agenda for the Meeting as amended be approved.

Carried unanimously.

4. Approval of the Minutes of the October 13, 2015 meeting (sent previously)

Moved by Cody Groat and seconded by Zig Misiak that the Minutes of the October 13, 2015 meeting be approved.

Carried unanimously.

5. **Treasurer's Report** - presented by Michael St. Amant for Bill Hanna. November 2015 Budget Report and comparative Income Statements were circulated prior to the meeting.

YTD actuals show revenues are \$24,000 below YTD budget and expenses are up by \$35,000. \$20,000 of the expense overage is Salaries (up by \$7000), Facilities (up by \$6000), and Program spending (up \$6500). Revenues are down in retail operation and Grants. Program revenue and interest from Endowment funds have offset the loss.

Lawren Harris event brought in \$2434 (includes store sales, new memberships, and entry fees); expenses were \$2940. It was felt that the social capital acquired was worth the shortfall.

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

Carried unanimously.

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

Annette and Michael met with Charlene Nicholson at the Chamber of Commerce to resurrect the Trillium application to digitize their files. In order to meet the November 25, 2015 OTF Registration Deadline for "Seed" Grants, Annette has updated the on-line Trillium Grant profile for BHS and is now named along with Nathan as the contact for grants for BHS. The Trillium application for the Chamber is due January 6, 2016 and Annette has almost completed it. Michael will vet it before submission.

Chris will prepare a Capital Grant application due on the same date for the move to Market Square.

Moved by Cody Groat and seconded by Anita Menon that the Grant Report be approved.

Carried unanimously.

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

Excellent feedback on the newsletter from members at the Members' Event - members were especially complimentary with the number of articles provided. Anita has established publication dates for 2016 for every three months (4 newsletters a year) for January 29th, April 29th, July 29th, October 28th. All are the last Friday of the month. She has circulated a 2016 schedule with dates highlighted in yellow. Due Dates to get the articles for the newsletter to Anita will be the Friday before the Distribution date - so for the next newsletter January 22, 2016. She will complete the draft and send to the Newsletter Committee for proof reading by the Tuesday; Newsletter to be distributed by the Friday.

ACTION: Nathan will forward copy for the Operational Report, The Myrtleville House Museum news, From Our Collection, and the BHS Calendar of Events by Friday, January 22nd. Calendar of Events should include everything starting end of January 2016.

ACTION: Michael will forward copy for the "Message from the Board" column and an article on Gordon James Smith by Friday January 22.

Moved by Chris Greenlaw and seconded by Cody Groat that the Newsletter Report be approved.

Carried unanimously.

8. Collection Management Committee – Michael St. Amant

Report from the Committee identifies what should be removed from the collection and the process by which it will be distributed. Other museums will be invited in January to view these artifacts to acquire for their own collections. Remaining artifacts will then be offered to others.

Moved by Anita Menon and seconded by Chris Greenlaw that the recommendation of the Collection Management Committee to de-accession and remove artifacts from the collection be approved.

Carried unanimously.

9. Report by the Policy Committee –Jack Jackowetz

Conflict of Interest Policy was presented for review and approval.

Moved by Chris Greenlaw and seconded by Zig Misiak that the Conflict of Interest Policy be approved.

Carried unanimously.

Workplace, Violence and Harassment Policy (to address requirements under the Occupational Health and Safety Act) was presented for review and approval

Moved by Cody Groat and seconded by Chris Greenlaw that the Workplace, Violence and Harassment Policy be approved.

Carried unanimously.

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

Michael has met with the City and reported that support from the City through grants and OLG funds will most likely permit the Museum to move forward with the Market Square proposal. In addition Laurier has reduced CAM charges and common sq/ft costs, as well as reducing the costs of the storage areas. Craig Newsome is currently identifying the costs to renovate, taking into account an increase in the archival area (~7000 sq/ft) and decreasing the museum presentation space (~6000 sq/ft). Another meeting is scheduled with Laurier for later this week. It was noted that all the funding that might be received from the City would be going to Laurier as facility lease costs.

The Board agreed that a smaller space for exhibits was considered a positive direction. It was noted that funds also need to be directed toward staffing to ensure our archives are accessible, to cycle through our collection, to encourage research, to find and interpret the information we hold, and to deliver it to the public. A smaller footprint in Market Square should improve the balance sheet, and could allow us to increase staffing. It was agreed that the risks of staying at the current location are increasing - ageing building, damage to collection, public appeal. A move will likely allow us to open up the collection, which would facilitate increased staff knowledge of the collection and permit greater public access. The Board encouraged Michael to continue on.

Moved by Chris Greenlaw and seconded by Jack Jackowetz that the Laurier Update Report be approved.

Carried unanimously

11. Member's Event Planning Committee - To be deferred until the January 2016 meeting.

12. Ontario by Bike - Jack Jackowetz

Website www.ontariobybike.ca encourages bicycle tourism across the province, but Brant Museum isn't listed because the museum doesn't meet the minimum criteria for listing as it lacks a bicycle rack. This should be considered when we move.

13. Business arising from the Meeting of September 8th, 2015

a. Report on the **Lawren Harris** event made earlier - in addition: 116 paying attendees, 16 memberships that were sold, 100 people at the Gala

b. Status of Education Committee – Zig Misiak

Zig is assisting with Sarah's programs at Myrtleville this week; Sarah has bookings into the new year, especially around the new Native Studies program.

c. Retail Operation - Zig continues to work on this, and it should be up by Wednesday of next week.

ACTION: The Board is asked to share as much as possible on social media the launch of the store.

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

Additional information:

GPS program - will be running by end of January.

Senior's Program income nicely over budget.

Carolee will take on Senior's Programs, Social Media and Retail store over 33.5 hours per week.

Moved Cody Groat and seconded by Zig Misiak that the Operational Report be approved.

Carried unanimously.

15. Notice of Motion for the January meeting:

a. Motion to establish an Exhibits Committee

b. Five compelling reasons to join the Society

16. No Other Business

17. No Announcements

18. Next Meeting - January 12, 2016

Anita Menon moved that the Meeting be adjourned at 9:00pm

MS/am