

**Brant Historical Society  
Board of Directors Meeting  
May 12th, 2015  
Brant Museum and Archives, 57 Charlotte St., Brantford  
Meeting Minutes**

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Present: Michael St. Amant (President), Chris Greenlaw (1<sup>st</sup> Vice), Bill Hanna (Treasurer), Jack Jackowetz, Anita Menon, Zig Misiak, Cody Groat, Annette Minutillo (Secretary)

Regrets: Kevin Raymond

Staff: no staff present

1. Meeting called to order at 7:05

2. No Delegations

3. One Addition to the Agenda: Other Business - New Ideas

4. Approval of the Agenda

**Moved by Bill Hanna and seconded by Chris Greenlaw that the Agenda for the Meeting of May 12<sup>th</sup>, 2015 be approved. Carried unanimously.**

5. Approval of the Minutes of the April 14th, 2015 meeting (Attached)

**Moved by Bill Hanna and seconded by Chris Greenlaw that the Minutes of the April 14th, 2015 meeting be approved with amendments as noted. Carried unanimously.**

6. Report: Treasurer's Report - Financial Statements circulated and presented by Bill Hanna.

Revenue side understated due to delayed deposit of April (made in May) which amounts to about \$1700, reducing loss to \$13,300. Problem lies on the revenue side which must be increased, particular attention to donations, memberships, and gift shop, with education programs looking promising. Sign-up for camps up - 30 children signed up for full weeks.

Expense item - Re-Org project for shelving. Cash came in last year but was not noted as a Prepaid, so discrepancy felt in this fiscal year.

ACTION: Expositor should be approached about posting the Summer Camp poster - Annette

ACTION: Zig will approach School Boards about circulating Summer Camp flyer and Annette will approach private schools.

ACTION: All Board members should like and share Summer Camp post.

ACTION: Bill will develop a cash flow forecast prepared on a revised budget, and which will be extended to March 31 2016 to anticipate situation

**Moved by Zig Misiak and seconded by Cody Groat that the Treasurer's Report be approved. Carried unanimously.**

7. Bank Signing Authorization: Two signatures are required on each cheque.

**Moved by Anita Menon and seconded by Zig Misiak that the Michael St. Amant, Chris Greenlaw, Bill Hanna, and Annette Minutillo be listed as signatories.**

**Carried unanimously.**

ACTION: Bill to organize authorization with the Scotia Bank

8. Motion to approve the transfer of \$15,000 from the Scheak Fund to the Brant Historical Society operating account to cover business expenses. This will leave \$11,005 in the Fund.

**Moved by Bill Hanna and seconded by Chris Greenlaw that \$15,000 from the Scheak Fund be transferred to the Brant Historical Society Operating Account to cover business expenses.  
Carried unanimously.**

9. Business arising from the Meeting of April 14<sup>th</sup>, 2015

- A. Student Hirings: Three students will be hired (Ontario Grants) - two at Myrtleville and one at Charlotte St. Total cost to Museum is about \$400 per month for all three. Two larger grants were not received (reasons unknown).
- B. Meeting with Octopus Red held with Chris Shaw, Jack Jackowitz and Michael St. Amant - communication has been improved. Greater focus on Facebook program. Suggestion to look at Welland, Dundas, Burlington and Ancaster Museum websites.
- C. Committee Structure (current structure was circulated)

Four Committees of immediate concern:

- Membership - Cody Groat, Michael St. Amant
- Volunteer Development - Anita Menon, Jack Jackowitz
- Fundraising - Kevin Raymond, Chris Greenlaw and Bill Hanna (supported by Cody Groat and Anita Menon)
- Education (Program Development) - Cody Groat, Zig Misiak and Annette Minutillo

ACTION: Bill to approach Vyrst Sysson about being on a Committee

- D. The Branding Company - ongoing package development, supported by Zig's contacts for merchandise. Carol Deville will be invited to make presentation at future Board meeting.
- E. Treasurer and Secretary Appointments confirmed with acceptance by Bill Hanna and Annette Minutillo respectively.

**Moved by Jack Jackowitz and seconded by Bill Hanna that the Report of Matters arising out of Previous Meeting has been received.  
Carried unanimously**

10. Staff Report by Nathan Etherington had been circulated prior to the meeting.
11. Resignation of Lana Jobe, Executive Director (Resignation Letter circulated). Lana had been invited to take time to reflect but later confirmed that she did not wish to continue as the ED, though she enjoyed the Curatorial role.

**Moved by Cody Groat and seconded by Bill Hanna to accept with regret the Resignation of Lana Jobe as Executive Director.  
Carried unanimously**

12. Communication Received – Petition for a General Meeting

ACTION: Chris Greenlaw will acknowledge on behalf of the Board the receipt of a Petition for a General Meeting from BHS Members.

Michael St. Amant and Jack Jackowitz left the meeting.

13. In-Camera Session

**Moved by Bill Hanna and seconded by Anita Menon that Chris Greenlaw Vice-President chair the In Camera session. Carried unanimously**

**Moved by Cody Groat and seconded by Zig Misiak that the meeting be moved Out of Camera. Carried unanimously**

Michael St. Amant and Jack Jackowitz rejoined the meeting.

**Moved by Cody Groat and seconded by Anita Menon that Chris Greenlaw will complete an Investigative Report to be presented at the July Board Meeting regarding allegations made in email from Jane Burnett. Carried unanimously**

**Moved by Bill Hanna and seconded by Cody Groat that Chris Greenlaw and Anita Menon shall conduct an Exit Interview with Lana Jobe to be shared at the July Board Meeting. Carried unanimously**

**Moved by Bill Hanna and seconded by Anita Menon that the Policies and Procedures established for the Board shall be reviewed and amended if necessary. Carried unanimously**

**Moved by Cody Groat and seconded by Anita Menon that Michael St. Amant will manage on an interim basis the Society's operations. Carried unanimously**

14. **Moved by Zig Misiak and seconded by Anita Menon that Michael St. Amant resume chairing the meeting. Carried unanimously**

15. Other Business:

A. New Ideas - video production planned for Massey and Cockshutt - tabled for further discussion

B. Michael St. Amant will respond to the Turtle Island News for an interview.

C. Collection of framed Expositor newspapers dating back to 1937 will be accepted.

16. No Announcements

17. Next meeting **June 9, 2015**

18. Anita Menon moved that the Meeting be adjourned at 10:35 pm