

AMERICAN ORNITHOLOGICAL SOCIETY
 BOARD MEETING MINUTES - NOVEMBER 11, 1958

ROLL CALL - P = PRESENT E = EXCUSED A = ABSENT

NAME	STATUS
JACK STANTON	P
ROBERT FACQUETTE	P
ROBERT HARTNER	A
ROLAND HARRISON	P
J. PAUL LEVINSKY	E
ROBERT LAWRENCE	P
ALBERT HANDEL	P
PAULINE COTE	P
GERRY LAWRENCE	P
JULIE SMITH	P
JULIA PARSONS	P
LARRY FACQUETTE	P
PAULINE COTSON	P

MINUTES OF BOARD OF DIRECTORS MEETING
November 11, 1993

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday, November 11, 1993 at the ACGS Library. President Pauline Cusson presided.

ROLL CALL Julie Smith, Bob Paquette and Roger Lawrence were excused. A quorum was present.

RECORDING SECRETARY The secretary's report was read and two corrections requested. The report will be filed as corrected.

TREASURER'S REPORT The treasurer's report was read and accepted. It will be filed for audit.

PRESIDENT/
VICE PRESIDENT'S
REPORT Pauline Cusson read a letter from Lucille Lagasse recommending the addition of Tom Roy of Newcastle to the Ad Hoc Committee. Pauline advised the board about the meeting that she, Larry Autotte and Gerry Lalonde had with Sylvia Dupuis and Gerry Nash. He declined to serve on the committee due to other commitments. He did have several suggestion regarding our effort. He suggested that we work with a public relation consultant to improve our image in the community. He suggested Pat McGee from Porter-McGee in Manchester. He also recommended we do a fund drive for 3 years not 5. Gerry Nash suggested we reconsider the Rimmon School. He felt we could ask the City for a 100 year lease for a minimal amount. It would probably would take about \$50,000. to do repairs necessary.

Gerry Lalonde showed the Board a land map for a piece of property on Candia Road that is for sale. It contains 5 1/2 acres and the Realtor suggested an offer of \$50,000. It doesn't contain city sewerage so it would require a septic system. Gerry recommended we make a decision whether or not to pursue this. The Board agreed we should look at the land and proceed from there.

Gerry Lalonde is pursuing the idea of doing a short biography on a French Canadian ancestor in the Family section the Sunday News. The idea would be to also target other cities such as Lowell, Lawrence, Fitchburg and Worcester.

Newsletter: Pauline put together a sample newsletter with information about the library. She put in photos taken by Paul Levesque during the Spring Conference. She included newsy information about different things going on in the society. She hopes to get it out by January 1, 1994.

Franco Societies: The meeting was postponed until January 9 due to illness at the Woonsocket group. Jan Berkhart did mention the possibility of a hospitality suite or social for the Francos during the All New England Conference. Jan also mentioned updating the brochure we recently sent out.

All New England Conference: The next meeting is to be held sometime in February 1994. Jean Pellerin has volunteered to work at our booth during the conference.

COMMITTEE REPORTS

Library Board: Connie Hamel reported that they are cataloging the Acadian Collection. They are also redoing all the tags on the repertoires.

Research Dept: Pauline Cote informed the Board that Frank Binette is having serious difficulty with his eyes and having trouble doing research. Louis Valliere is also having eye trouble. Pauline has been able to get a few people who have offered to do some research but more help will be needed.

Computer/Publications: Roland Marchand reported that he is planning a meeting Monday, November 15, for the publications committee. This is to set up the format for Blessed Sacrament and all future publications. He has everything finished except the last packet and that should be ready Monday. It should be ready to be printed in about two weeks.

Memberships: Michael Melanson mailed 96 November renewals.

Editorial: Issue #58 has been at the printer for about 3 weeks and should be ready to mail shortly.

UNFINISHED BUSINESS

One of our members, Jim Belanger, owns an off site storage area in Hollis and has offered us space.. He would have to charge us but at a reduced cost.

Manchester Historical Society: Al Hamel gave a talk on genealogy and after the meeting he suggested Bob Paquette talk with John Mayer who is director of the Museum. They are working on a plan to purchase the old bank building. This would house the Manchester Historic Society. Bob asked him if they had room for us and he replied there was room on the second floor. They will keep us in mind if they do get the building.

Pauline Cote asked what had been done about a replacement for Julie Smith's position on the Board. Pauline Cusson is going to talk with Ruth Lund and also Bertha Bertrand.

Al Hamel was in Concord last week for a meeting with a group on tourism. The theme was Inherit N.H. They had round table discussions and Al did one on genealogy. In talking with people there he learned about some of the ways they were publicizing their organization such as putting brochures at the Tourist Information Booths on the Massachusetts border and Route 93. He also suggested familiarizing the workers at the Information Booths with our society.

NEW
BUSINESS

A poll was taken and the Board decided not to have a Christmas Party this year. It was decided not to have a meeting unless one is required to discuss the land or anything else that might come up.

The meeting adjourned at 9:05 pm.

The next scheduled meeting will be held on January 13, 1994

Respectfully submitted,

Judith A. Arseneault
Judith A Arseneault

SPECIAL MEETING BOARD OF DIRECTORS
NOVEMBER 17, 1993

A special meeting of the Board of Directors was held on Wednesday, November 17, 1993 at the ACGS Library.

Paul Levesque was unable to attend, a quorum was present.

The purpose of the meeting was to made a decision on the purchase of the piece of land on Candia Road. After a discussion, the following motion was made:

MOTION: Julie Smith made a motion to proceed with an offer on the property on Candia Road. The contract written with the usual contingencies would offer \$50,000.00 with a cap of \$70,000.00 including the payment of back taxes. Roland Marchand seconded the motion. The motion carried.

The meeting adjourned.

SPECIAL MEETING BOARD OF DIRECTORS
NOVEMBER 26, 1993

A special meeting of the Board of Directors was held on Friday, November 26, 1993 at the Blessed Sacrament School in Manchester, NH.

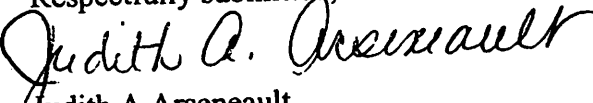
Paul Levesque was unable to attend, a quorum was present.

The purpose of the meeting was to view the school as a possible location for our Library. After viewing the school and discussing a cost proposal by Gerry Nash, the following motion was made:

MOTION; Al Hamel made a motion that we proceed with a Purchase & Sales Agreement for the property located at 4 Elm Street for the amount of \$84,500.00. Roger Lawrence seconded the motion. The motion carried.

The meeting adjourned.

Respectfully submitted,


Judith A. Arseneault
Recording Secretary

Report on Meeting, November 9, 1993

A meeting was held with Sylvio Dupuis, President of Catholic Medical Center to ask for his guidance in forming an Ad Hoc Committee to search for a building for ACGS.

Gerry Nash of Nashua who knows Mr. Dupuis through various business encounters, made the initial contact and was present at this meeting. The ACGS was represented by the President, Vice President, and Treasurer.

We began by explaining we were out of space in our current facility and that the pastor had informed us that there was no extra space for storing our back issues and surplus repertoires.

Mr. Dupuis explained that he knew very little about who we were so we explained that we had an active membership of about 2,000 people. He was also surprised at the available cash to proceed with our project.

He suggested that we work with a consultant over the next several months to develop an image within the community. He pointed that those people we might be targeting in a building fund drive have no idea of who, what, why, or where we are. He recommended that we work with Pat McGee of Porter-McGee. He will call and give him my name & number. Mr. Dupuis suggested that we start this phase as soon as possible.

This does not preclude us from continuing our search for building or buying a building. This way, if we do make a decision during the next 4-5 months, we will have had this time to do our homework to make the society more visible. We talked about doing an open house on one Sunday a month. Sylvio suggested asking the churches on the west side if we could put a flyer in their church bulletin announcing the open house.

Gerry Lalonde also explained to Sylvio that we are pursuing the possibility of doing a small bio on one of our ancestors each week or bi-weekly in the Family section of the Sunday News. Gerry Nash thought that the Nashua paper may also be a good place to do the "Family" article. We could also target other franco cities/towns like Lowell, Lawrence, Fitchburg, Worcester etc.

After Mr. Dupuis left, we discussed the Rimmon School possibility in more detail; the cost of building a building; and the likelihood of finding an existing building to suit us and our bank account.

/p 11-10-93

INCOME/EXPENSE STATEMENT
11/ 1/93 Through 11/30/93

All Accounts
12/ 3/93

Page 1

Category Description	11/ 1/93- 11/30/93
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	3,056.00
	3,056.00
TOTAL 1.0 MEMBERSHIP	3,056.00
2.0 PUBLICATION:	
2.1 Repertoire	252.00
2.2 Indexes	7.00
2.3 Video S & R	13.00
	272.00
TOTAL 2.0 PUBLICATION	272.00
3.0 GENEALOGIST:	
3.1 Genealogist	79.70
	79.70
TOTAL 3.0 GENEALOGIST	79.70
4.0 LIBRARY:	
4.1 Photocopy	376.76
4.2 Maps-Charts	277.52
4.3 Guest Fees	126.00
	780.28
TOTAL 4.0 LIBRARY	780.28
5.0 RESEARCH:	
5.1 Income	419.75
	419.75
TOTAL 5.0 RESEARCH	419.75
7.0 ACGS:	
7.2 Bldg Fund	40.00
7.5 Sav Act Int	118.45
7.6 Bld Fnd Int	62.64
7.8 Ckg Act Int	6.46
	227.55
TOTAL 7.0 ACGS	227.55
TOTAL INCOME	4,835.28
EXPENSES	
11.0 MEMBERSHIP:	
11.3 Maine	44.00
	44.00
TOTAL 11.0 MEMBERSHIP	44.00
12.0 PUBLICATIO:	
12.1 Postage	12.54
12.4 Video	250.00
	262.54
TOTAL 12.0 PUBLICATIO	262.54
13.0 GENEALOGIS:	
13.1 Postage	413.02
	413.02
TOTAL 13.0 GENEALOGIS	413.02
14.0 LIBRARY:	
14.2 Supplies	281.30

INCOME/EXPENSE STATEMENT
11/ 1/93 Through 11/30/93

All Accounts
12/ 3/93

Page 2

Category Description	11/ 1/93- 11/30/93
14.3 Maintnace	22.00
14.4 Printing	31.99

TOTAL 14.0 LIBRARY	335.29
15.0 RESEARCH:	
15.3 Returns	60.00
15.4 Other	20.00

TOTAL 15.0 RESEARCH	80.00
17.0 ACGS:	
17.1 Postage	29.00
17.2 Supplies	94.74
17.3 Rent	350.00
17.4 Telephone	38.90
17.5 Insurance	-208.00
17.7 Bank Charg	4.50
17.8 Other	21.00

TOTAL 17.0 ACGS	330.14

TOTAL EXPENSES	1,464.99

TOTAL INCOME/EXPENSE	<u><u>3,370.29</u></u>

BALANCE SHEET
As of 11/30/93

93-All Accounts
12/ 3/93

Acct	11/30/93 Balance
ASSETS	
Cash and Bank Accounts	
ARCHIVIST FUND	4,625.42
BLDG FUND 02	21,971.65
BOOK FUND	1,255.84
CASH ON HAND	97.46
CHECKING 18	5,697.76
CHEQUING	1,248.55
RESEARCH FUND	5,580.35
SAVINGS 07	45,427.95

Total Cash and Bank Accounts	85,904.98
Other Assets	
BOOK INVENTORY	113,228.45
FURN. & EQUIP.	30,120.48
LIBRARY BLDG.	8,500.00
PUBLICATIONS	21,000.00

Total Other Assets	172,848.93

TOTAL ASSETS	258,753.91
	=====
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	258,753.91

TOTAL LIABILITIES & EQUITY	258,753.91
	=====

ARCHIVIST FUND	Previous Balance	4,379.22
	Income From Dues	611.20
	Books Purchased	365.00

	New Balance	4,625.42
<hr/>		
BOOK FUND	Previous Balance	1,255.84
	Donations	00.00
	Books Purchased	00.00

	New Balance	1,255.84
<hr/>		
RESEARCH FUND	Previous Balance	5,240.60
	Income	419.75
	Returns & Expenses	80.00

	New Balance	5,580.35

**ACGS BOARD OF DIRECTORS MEETING - AGENDA
NOVEMBER 1993**

Date: 11 November 1993
Time: 6:30 p.m.
Place: ACGS Library

- I. Call to Order -
- II. Roll Call - B. Paquette excused
- III. Recording Secretary - Minutes of October 14, 1993 meeting
- IV. Treasurer's Report - October
- V. President/Vice President's Reports
 - a. Update on Search Committee - meeting with S. Dupuis
Lot on Hanover St. - Gerry Lalonde
Rimmon School
 - b. Newsletter sample -
 - c. Franco Societies - meeting postponed to January 9
Society booklet
 - d. All New England - next meeting February ?, 1994
J. Pellerin has agreed to work the booth.
- VI. Committee Reports:
 - a. Library Board -
 - b. Research -
 - c. Computer/Publications
 - d. Publicity
 - e. Membership
 - f. Editorial
- VII. Unfinished Business:
 - off-site storage - Jim Belanger (Hollis NH)
 - Manchester Historical Society - Al Hamel
- VIII. New Business:
 - Public Relations - Image (new letterhead); new brochure; sell ourselves
 - Christmas Dinner? Gather here on a Sunday? Librarians; researchers; et.
 - al.
- IX. Adjournment: Next meeting **December ?? 1993**

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/p 11-10-93

ACGS POTENTIAL NEW LIBRARY COSTS
4 ELM ST. MANCHESTER, NH

26-Nov-93

	LOW ESTIMATE	HIGH ESTIMATE
Purchase Building	84,500	84,500 *
Closing Costs		
Legal Fees	1,500	
Title Insurance	1,000	
Transfere Taxes & Recording	500	
Tax Proration	625	

	3,625	3,625 *
New Roof Membraine	10,500	12,000 *
Test Hazardous Waste (Oil Tank)	1,500	4,000 *
New Gas Boiler	16,000	20,000
New Gas Main to Bldg.	1,000	2,000
Repair Existing Boiler	2,500	3,500 *
Reactivate Bal. of Heating System 1st Floor	2,400	3,960 *
Remove Oil Tank	10,000	15,000
General Cleaning First Floor (only)	300	500 **
Reactivate Plumbing	500	1,500 *
Seal Off Upper Floors	500	500 *
Painting First Floor (only)	2,500	2,500 **
Carpet First Floor (only) 5,000 sq/ft	5,556	6,667 **
Signage	500	1,000 **
Contingency	2,500	2,500
	-----	-----
	144,381	163,752
Amount of Mortgage Available @ 75%	108,285	122,814
Monthly Payments 15 yr. 10% Int.	1,164	1,320
Cash Need to Acquire & Fix Up Bldg.	36,095	40,938
* Must do immediately.	106,025	113,585
** Should do immediately.	8,856	10,667
Balance later if necessary.	29,500	39,500
	-----	-----
	144,381	163,752

ACGS POTENTIAL NEW LIBRARY OPERATING COSTS
4 ELM ST. MANCHESTER, NH

26-Nov-93

ANNUAL	LOW ESTIMATE	HIGH ESTIMATE
Electrical	1,800	3,000
Heating	2,000	2,975
Water and Sewerage		
Domestic Service (3,000 gal.)	166	
Fire Service	640	
Sewer (3,000 gal.)	190	

	996	996
Snow Plowing	1,000	1,500
Landscaping	1,000	1,500
General Maintenance	1,000	1,500
	-----	-----
TOTAL OPERATING COSTS	7,796	11,471
Loan Payments Under Suggestion (\$75,000)	6,375	9,000
	-----	-----
TOTAL OPERATING & LOAN COSTS	14,171	20,471
PER MONTH COSTS	1,181	1,706

ACGS POTENTIAL NEW LIBRARY FINANCING
4 ELM ST. MANCHESTER, NH

26-Nov-93

1. Suggest using \$75,000 of ACGS present fund for project.
2. Suggest balance of funds be gotten by getting a bank line of credit for \$75,000 with payments for first year interest only. Pledge all assets of ACGS as collateral for loan. Drawing down only what is needed to complete purchase and first floor improvement costs.
3. Suggestion immediately after signing purchase option begin a campaign to raise enough funds to retire line of credit and additional funds for improvement to balance of building.
4. Suggestion immediately after signing purchase and sale, canvass all non profit organizations in Manchester area to rent and occupy balance of building. Rental income completely net (all heat, light and maintenance would be added on to rent about \$6,000) per floor should be between \$18,000 and \$25,000. Potential total net income to ACGS per year \$36,000 to \$50,000.

INCOME/EXPENSE STATEMENT
10/ 1/93 Through 10/31/93

93-All Accounts
1/93

Category Description	10/ 1/93- 10/31/93
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	2,302.00

TOTAL 1.0 MEMBERSHIP	2,302.00
2.0 PUBLICATION:	
2.1 Repertoire	573.00
2.2 Indexes	-16.00
2.3 Video S & R	9.00

TOTAL 2.0 PUBLICATION	566.00
3.0 GENEALOGIST:	
3.1 Genealogist	132.00

TOTAL 3.0 GENEALOGIST	132.00
4.0 LIBRARY:	
4.1 Photocopy	447.95
4.2 Maps-Charts	294.45
4.3 Guest Fees	114.00
4.4 Other	105.00

TOTAL 4.0 LIBRARY	961.40
5.0 RESEARCH:	
5.1 Income	330.00

TOTAL 5.0 RESEARCH	330.00
6.0 CONFERENCE:	
6.1 Attend. Fee	643.00
6.2 Raffle	52.00
6.3 Other	203.00
6.4 Banquet	196.45

TOTAL 6.0 CONFERENCE	1,094.45
7.0 ACGS:	
7.2 Bldg Fund	56.05
7.8 Ckg Act Int	15.87

TOTAL 7.0 ACGS	71.92
Income - Other	0.02

TOTAL INCOME	5,457.79
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	100.00
11.2 Supplies	60.00
11.3 Maine	194.00

TOTAL 11.0 MEMBERSHIP	354.00
12.0 PUBLICATIO:	
12.1 Postage	125.58

INCOME/EXPENSE STATEMENT
10/ 1/93 Through 10/31/93

93-All Accounts
10/ 1/93

Page 2

Category Description	10/ 1/93- 10/31/93
12.2 Supplies	308.25
12.3 Printing	150.00
TOTAL 12.0 PUBLICATIO	583.83
14.0 LIBRARY:	
14.2 Supplies	126.85
14.3 Maintnance	33.00
14.4 Printing	15.00
TOTAL 14.0 LIBRARY	174.85
15.0 RESEARCH:	
15.1 Postage	29.00
15.2 Supplies	9.00
15.3 Returns	77.00
15.4 Other	20.00
TOTAL 15.0 RESEARCH	135.00
16.0 CONFERENCE:	
16.3 Speakers	337.10
16.4 Coffee &	369.40
16.5 Other	350.00
16.6 Banquet	1,622.56
TOTAL 16.0 CONFERENCE	2,679.06
17.0 ACGS:	
17.1 Postage	13.07
17.2 Supplies	71.07
17.3 Rent	350.00
17.4 Telephone	37.61
17.5 Insurance	459.00
17.7 Bank Charg	4.50
17.8 Other	199.50
TOTAL 17.0 ACGS	1,134.75
TOTAL EXPENSES	5,061.49
TOTAL INCOME/EXPENSE	396.30

BALANCE SHEET
As of 10/31/93

93-All Accounts
1/1/93

Page 1

Acct	10/31/93 Balance
ASSETS	
Cash and Bank Accounts	
ARCHIVIST FUND	4,379.22
BLDG FUND 02	29,859.01
BOOK FUND	1,255.84
CASH ON HAND	180.50
CHECKING 18	3,502.93
CHEQUING	1,253.05
RESEARCH FUND	5,240.60
SAVINGS 07	45,895.45

Total Cash and Bank Accounts	91,566.60
Other Assets	
BOOK INVENTORY	112,863.45
FURN. & EQUIP.	29,953.57
PUBLICATIONS	21,000.00

Total Other Assets	163,817.02

TOTAL ASSETS	255,383.62
	=====
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	255,383.62

TOTAL LIABILITIES & EQUITY	255,383.62
	=====

ARCHIVIST FUND	Previous Balance	4228.57
	Income From Dues	460.40
	Books Purchased	309.75

	New Balance	4379.22
BOOK FUND	Previous Balance	1255.84
	Donations	00.00
	Books Purchased	00.00

	New Balance	1255.84
RESEARCH FUND	Previous Balance	5045.60
	Income	330.00
	Returns & Expenses	135.00

	New Balance	5240.60

1993 CONFERENCES 1993

RESULTS OF SPRING 1993 CONFERENCE

INCOME	
Attendance Fees -----	1012.00
Raffle Income -----	2101.00
TOTAL INCOME -----	3113.00
EXPENSES	
Postage -----	567.96
Printing -----	249.44
Speaker -----	180.91
Coffee & Snacks -----	203.00
Cost of Raffle Prizes -----	207.89
TOTAL EXPENSE -----	1409.20
NET INCOME SPRING -----	1703.80

RESULTS OF FALL 1993 CONFERENCE

INCOME	
Attendance Fees -----	1901.00
Raffle -----	1255.93
Coffee & Donuts -----	203.00
Banquet -----	2090.20
TOTAL INCOME -----	5450.13
EXPENSES	
Postage -----	310.26
Printing -----	700.00
Speakers -----	467.10
Coffee & Donuts -----	369.40
Banquet -----	1916.56
Rent for Hall & Cost of Raffle Prizes -----	550.00
TOTAL EXPENSE -----	4313.32
NET INCOME FALL -----	1136.81 *
<u>NET INCOME FROM SPRING & FALL 1993 CONFERENCES</u> ---	2840.61

* The Fall Conference invitations contained a space for entering the amount of donation to the Building Fund. This resulted in 850.00 of donations which are not reflected in the above figures.