

MINUTES OF BOARD OF DIRECTORS MEETING
December 9, 1993

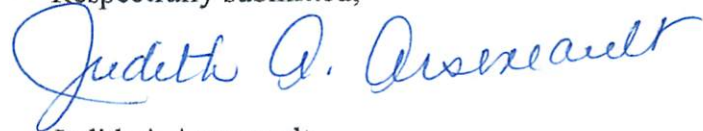
CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday, December 9, 1993 at the ACGS Library. President Pauline Cusson presided.

MOTION Larry Autotte made a motion to give Pauline Cusson, President, authority to sign the documents at the closing on the building at 4 Elm Street in Manchester, NH.

Julie Smith seconded the motion.

The vote was unanimous and the motion carried.

Respectfully submitted,



Judith A Arseneault
Recording Secretary

MINUTES OF BOARD OF DIRECTORS MEETING
December 9, 1993

A regular meeting of the Board of Directors was held on Thursday, December 9, 1993 at the AGDS Library. President Pauline Casson presided.

CALL TO ORDER

Larry Aronite made a motion to give Pauline Casson, President, authority to sign the documents at the closing on the building at 4 Elm Street in Manchester, NH.

MOTION

Julie Smith seconded the motion.

The vote was unanimous and the motion carried.

Respectfully submitted,

Julie A. Aronite
Recording Secretary

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

P.O. Box 668

603-622-1554

Manchester, NH 03105-0668

WE FINALLY DID IT!!!!

Manchester - Yes, we bought a building. It was a deal we could not refuse. We had hoped to find an existing building to accommodate our need for approximately 4,000 square feet. At the same time, Gerry Lalonde, our Treasurer had a real estate agent looking for property that we could buy for the purpose of building our own home to our specifications. As most of you know, that would have been a costly endeavor.

Just as we were about to bid on a 6.6 acre piece of land, Gerry Nash spotted a building in Manchester on the FDIC list of foreclosed properties. This is a former elementary school in Manchester, three stories tall, containing a total of 17,000 square feet with a purchase price within our budget.



A letter of intent has been signed. If all goes well, we will be the proud owner of the former Blessed Sacrament elementary school by December 31st, 1993. We are negotiating for a line of credit to make the repairs necessary to occupy the building. We will have to put a new roof (membrane) on the building and convert from oil heat to gas, before we can think about occupying it. Then we need to make cosmetic repairs to the space we want to occupy and very quickly think about preparing the remaining available space for lease to other non-profit organizations.

We will begin a fund-raising campaign to replenish our treasury as soon as possible. We plan to explore the possibility of obtaining professional help from a local public relations organization in Manchester. Although the purchase of the building is feasible with the funds we already have, all acquisitions of new research material would have to cease for at least a year. By increasing our space and availability, our collection needs to be expanded and our outdated microfilm/fiche equipment needs to be replaced. The electrical system may have to be upgraded also to accommodate our electronic equipment and air conditioning in the summer months.

As you can see, we will need your help, once again. Watch your mail after the first of the year for more details on how YOU can help the ACGS grow.

Sincerely,

Pauline Cusson, President
December 10, 1993

MINUTES OF BOARD OF DIRECTORS MEETING
December 9, 1993

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday, December 9, 1993 at the ACGS Library. President Pauline Cusson presided. The meeting was called to order at 6:30 pm.

ROLL CALL All Board members were present.

MOTION Larry Autotte made a motion to dispense with the regular business of the Society to dedicate our time to the purchase of the building at 4 Elm Street. Al Hamel seconded. Motion carried.

Pauline reported that she and Gerry Lalonde and Gerry Nash had been working on the progress of the purchase and have set up a closing date with Landmark Title on December 16, 1993 at 4:30 p.m. The title company needs a copy of the motion to purchase the building and also a motion giving the President the authority to sign at the closing.

MOTION Larry Autotte made a motion giving Pauline Cusson, President, authority to sign the documents at the closing of the building at 4 Elm Street. Julie Smith seconded. Motion carried.

A title search was done on the building by Landmark Title previously and they issued a binder so that the Purchase & Sales Agreement could be signed. They will do another official title search which should only be for the last 8 months.

Larry Autotte reported the gas company has informed Gerry Nash that they will bring the gas line into the building at no charge. They are awaiting our closing before they can begin work. It is hoped that they will be able to install the line before they stop work for the winter. It will depend on the weather and when the city stops digging.

Gerry Lalonde talked with our insurance agent and is in the process of obtaining construction insurance coverage during the renovation. He recommended a \$1,000,000. policy on the building. We can insure it for what it cost the Society or for replacement value. He suggested we go for replacement value. The insurance would also cover the parking lot.

We need to make arrangements to have the parking lot plowed in case it snows. We have the responsibility of keeping it clear.

MINUTES OF BOARD OF DIRECTORS MEETING
December 9, 1993

A regular meeting of the Board of Directors was held on Thursday, December 9, 1993 at the ACCO Library, President Pauline Cason presided. The meeting was called to order at 6:30 pm.

CALL TO ORDER

All Board members were present.

ROLL CALL

Larry Antonio made a motion to dispense with the regular business of the Society to dedicate our time to the purchase of the building at 4 Elm Street. All hands seconded. Motion carried.

MOTION

Pauline reported that she and Gerry Lando and Gerry Nash had been working on the progress of the purchase and have set up a closing date with Landmark Title on December 10, 1993 at 4:30 pm. The title company needs a copy of the motion to purchase the building and also a motion giving the President the authority to sign at the closing.

Larry Antonio made a motion giving Pauline Cason, President authority to sign the documents at the closing of the building at 4 Elm Street. This motion seconded. Motion carried.

MOTION

A title search was done on the building by Landmark Title previously and they issued a binder so that the Purchase & Sales Agreement could be signed. They will do another official title search which should only be for the last 2 months.

Larry Antonio reported the gas company has informed Gerry Nash that they will bring the gas line into the building at no charge. They are waiting our closing before they can begin work. It is hoped that they will be able to install the line before they stop work for the winter. It will depend on the weather and when the city stops digging.

Gerry Lando talked with our insurance agent and is in the process of obtaining construction insurance coverage during the renovation. He recommended a \$1,000,000 policy on the building. We can insure it for what it cost the Society or for replacement value. He suggested we go for replacement value. The insurance would also cover the parking lot.

We need to make arrangements to have the parking lot plowed in case it snows. We have the responsibility of keeping it clear.

We are going to do a quick mailing to the membership to inform them of the purchase of the building. It was decided to wait until January to request pledges rather than put a request in the mailer.

Gerry Lalonde attended a seminar on fund raising in Woodstock, Vt. Gerry felt the first phase of our fund raising should be to contact the membership. Pauline stressed that we need to be committed, for the next few weeks or possibly a few months, to possible weekly meetings until we can get things going. After we hear from the membership we will have a better picture of the intensity of our fund raising outside the society. Pauline suggested contacting the Franco - French origin businessmen/women in the city or state if necessary. This would not be our only emphasis but would be a big part of our effort.

We need to raise at least \$150,000. to do the renovations, including a new roof, gas conversion and interior cosmetics. Possible rewiring will be necessary especially if we use window air conditioners for the summer. We will need this amount to cover the borrowed line of credit of \$75,000 and replenish the treasury to where we were before the building purchase. This will be necessary if we are going to continue buying books, etc.

We have secured a line of credit for \$75,000. and will draw from this as needed to pay for the renovations etc. We will only pay interest on the amount we use keeping the costs down. We have used our own cash to purchase the building.

Pauline Cote talked with Bob LeRoy and he wanted information to approach the Bean Foundation before they meet in January.

Lucille Lagasse offered to sponsor a benefit dance. She has had past experience and feels she could raise money for the Society at no cost to the Society.

Al discussed the commitment of the Board to the fund raising. Al & Connie Hamel, Gerry Lalonde, Roger Lawrence, Bob Maurier, Larry Autotte, Pauline Cusson and Julie Smith pledged \$1,000 each for the fund raising. Al feels the Board needs to show the membership that we are willing to "put our money where our mouth is".

Pauline has scheduled a meeting with Pat McGee of Porter McGee Company. They are a public relations company in Manchester. The purpose of the meeting is to discuss how to improve our identity in the community and fund raising methods.

We are going to do a quick mailing to the membership to inform them of the purchase of the building. It was decided to write them directly to request pledges rather than put a request in the matter.

Gary Landon attended a seminar on fund raising in Woodstock, VT. Gary felt the first phase of our fund raising should be to contact the membership. Pauline suggested that we need to be committed for the next few weeks or possibly a few months to possible weekly meetings until we can get things going. After we hear from the membership we will have a better picture of the intensity of our fund raising outside the society. Pauline suggested contacting the Franco - French origin businessmen/women in the city or state if necessary. This would not be our only emphasis but would be a big part of our effort.

We need to raise at least \$150,000 to do the renovations, including a new roof, gas conversion and interior completion. Possible reworking will be necessary especially if we use window air conditioners for the summer. We will need this amount to cover the borrowed line of credit of \$75,000 and replace the money to whom we went before the building purchase. This will be necessary if we are going to continue buying books, etc.

We have secured a line of credit for \$75,000 and will draw from this as needed to pay for the renovations etc. We will only pay interest on the amount we are keeping the costs down. We have used our own cash to purchase the building.

Pauline Core talked with Bob Lekroy and he wanted information to approach the Bean Foundation before they meet in January.

Lucille Lagasse offered to sponsor a benefit dance. She has had past experience and feels she could raise money for the Society at no cost to the Society.

Al discussed the commitment of the Board to the fund raising. Al & Connie Hamel, Gary Landon, Roger Lawrence, Bob Munroe, Larry Auster, Pauline Carson and Julie Smith pledged \$1,000 each for the fund raising. Al feels the Board needs to show the membership that we are willing to "put our money where our mouth is."

Pauline has scheduled a meeting with Pat Moore of Porter Place Company. They are a public relations company in Manchester. The purpose of the meeting is to discuss how to improve our identity in the community and fund raising methods.

The vacant directors position has not been filled and Al Hamel suggested we approach Gerry Nash about taking this position. Because of the amount of work he has been doing on behalf of the Society, this would give him more authority.

Al also recommended we establish our tax exempt status as soon as possible.

After reviewing the recommendations Gerry made the committees were set up as follows:

STEERING COMMITTEE:

Chaired by President Pauline Cusson (exofficio member of all committees)
V. President Larry Autotte (exofficio member of all committees)
Secretary - Judy Arseneault (exofficio member of all committees)

Chairperson - Publicity Committee - Al Hamel
Chairperson - Donor Prospecting Committee - (Lucille Lagasse) *remove*
Chairperson - Recruiting & Training Committee - Gerry Lalonde
Chairperson - Renovation & Layout Committee - Roger Lawrence, Connie Hamel, (Gerry Nash ?).

Pauline had a call from Dick Fortin offering to help but he does not want to be on a committee. She also felt that Anne Marie Perreault would be willing to help with the layout and designing the trifold. Julie Smith volunteered to write thank you notes for all donations.

Connie reported she would like to talk with the State Librarian about the possibility of getting a state consultant to give her some ideas for setting up the new library.

Lucille's son is a *Partnership w/owner of* ~~partner in~~ Ryder and has offered to move us on any Saturday or Sunday we choose. They would provide the trucks and she reported the Optimists Club or Boy Scouts would be willing to do the move. Further discussion will follow on this subject.

Discussion on which floor we would occupy followed. The second floor is not wheel chair accessible. Gerry Nash is going to get prices on putting in a chair lift. Al suggested we consider a full chair rail up to the third floor if the price was reasonable. We discussed the pros and cons of occupying both floors. At the conclusion an opinion vote was taken. The majority felt we should occupy the second floor. Pauline suggested we wait until we heard from Gerry Nash before making a final decision.

The vacant directors position has not been filled and Al Hamel suggested we approach Gerry Nash about taking this position. Because of the amount of work he has been doing on behalf of the Society, this would give him more authority.

Al also recommended we establish an executive status as soon as possible.

After reviewing the recommendations Gerry made the committee was set up as follows:

STEERING COMMITTEE:

- Chaired by President Pauline Curson (ex officio member of all committees)
- V. President Gary Aultons (ex officio member of all committees)
- Secretary - Judy Arsenault (ex officio member of all committees)

- Curson - Publicity Committee - Al Hamel
- Curson - Honor Recipient Committee - Lucille Langasek
- Curson - Recruiting & Training Committee - Gerry Lajoie
- Curson - Revision & Layout Committee - Roger Lawrence, Connie Hamel (Gerry Nash?)

Curson had a call from Rick Fortin offering to help but he does not want to be on a committee. She also felt the Anne Marie Poirault would be willing to help with the layout and designing the ribbon. Julie Smith volunteered to write thank you notes for all donations.

Curson reported she would like to talk with the State Librarian about the possibility of getting a state consultant to give her some ideas for setting up the new library.

Curson's son is a partner in Ryder and has offered to give us an early Saturday or Sunday we choose. They would provide the trucks and she reported the Optimist Club or Boy Scouts would be willing to do the move. Further discussion will follow on this subject.

Discussion on which floor we would occupy followed. The second floor is not what Curson needs. Gerry Nash is going to get papers on printing in a certain file. Al suggested we consider a full chair set up in the third floor if the price was reasonable. We discussed the pros and cons of occupying both floors. At the conclusion an opinion vote was taken. The majority felt we should occupy the second floor. Pauline suggested we will still we heard from Gerry Nash before making a final decision.

Pauline said Gerry Nash had gotten quotes for using the heating system that was in the building. The furnace that is there can be used to heat the water for steam and fired with gas. She was not sure if it would be 4 burners or one. If we stayed with oil, we would have to remove the underground tank.

The meeting adjourned at 9:00 pm.

The next meeting will be January 13, 1994.

Respectfully submitted,



Judith A Arseneault
Recording Secretary

INCOME/EXPENSE STATEMENT
1/ 1/93 Through 12/31/93

Category Description	1/ 1/93- 12/31/93
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	34,847.00
TOTAL 1.0 MEMBERSHIP	34,847.00
2.0 PUBLICATION:	
2.1 Repertoire	2,324.45
2.2 Indexes	211.00
2.3 Video S & R	577.00
2.4 Other	554.00
TOTAL 2.0 PUBLICATION	3,666.45
3.0 GENEALOGIST:	
3.1 Genealogist	2,387.95
3.2 Ad Sales	245.00
TOTAL 3.0 GENEALOGIST	2,632.95
4.0 LIBRARY:	
4.1 Photocopy	3,841.84
4.2 Maps-Charts	2,638.71
4.3 Guest Fees	1,226.00
4.4 Other	285.00
TOTAL 4.0 LIBRARY	7,991.55
5.0 RESEARCH:	
5.1 Income	4,308.45
TOTAL 5.0 RESEARCH	4,308.45
6.0 CONFERENCE:	
6.1 Attend. Fee	2,910.00
6.2 Raffle	3,356.93
6.3 Other	203.00
6.4 Banquet	2,090.20
TOTAL 6.0 CONFERENCE	8,560.13
7.0 ACGS:	
7.1 Gen. Fund	110.00
7.2 Bldg Fund	13,096.75
7.3 Book Fund	40.00
7.5 Sav Act Int	1,397.85
7.6 Bld Fnd Int	723.43
7.8 Ckg Act Int	118.34
7.9 Other	671.25
TOTAL 7.0 ACGS	16,157.62
Income - Other	0.02
TOTAL INCOME	78,164.17
EXPENSES	
11.0 MEMBERSHIP:	

INCOME/EXPENSE STATEMENT
1/ 1/93 Through 12/31/93

93-All Accounts
1/ 1/94

Page 2

Category Description	1/ 1/93- 12/31/93
11.1 Postage	900.00
11.2 Supplies	96.86
11.3 Maine	1,078.00
TOTAL 11.0 MEMBERSHIP	2,074.86
12.0 PUBLICATIO:	
12.1 Postage	405.89
12.2 Supplies	348.75
12.3 Printing	554.27
12.4 Video	760.00
12.5 Other	2,300.00
TOTAL 12.0 PUBLICATIO	4,368.91
13.0 GENEALOGIS:	
13.1 Postage	2,056.86
13.3 Printing	10,446.00
TOTAL 13.0 GENEALOGIS	12,502.86
14.0 LIBRARY:	
14.1 Postage	13.35
14.2 Supplies	1,993.49
14.3 Maintnance	309.50
14.4 Printing	1,063.31
14.5 Other	25.65
TOTAL 14.0 LIBRARY	3,405.30
15.0 RESEARCH:	
15.1 Postage	116.00
15.2 Supplies	123.02
15.3 Returns	1,106.00
15.4 Other	240.00
TOTAL 15.0 RESEARCH	1,585.02
16.0 CONFERENCE:	
16.1 Postage	878.22
16.2 Supplies	949.44
16.3 Speakers	648.01
16.4 Coffee &	572.40
16.5 Other	757.89
16.6 Banquet	1,916.56
TOTAL 16.0 CONFERENCE	5,722.52
17.0 ACGS:	
17.1 Postage	1,166.33
17.2 Supplies	1,860.57
17.3 Rent	4,200.00
17.4 Telephone	466.57
17.5 Insurance	1,592.00
17.7 Bank Charg	163.76
17.8 Other	1,043.35
TOTAL 17.0 ACGS	10,492.58

93-All Accounts
1/ 1/94

INCOME/EXPENSE STATEMENT
1/ 1/93 Through 12/31/93

Page 3

Category Description	1/ 1/93- 12/31/93
Expenses - Other	0.00
TOTAL EXPENSES	40,152.05
TOTAL INCOME/EXPENSE	38,012.12

93-All Accounts
1/ 1/94

INCOME/EXPENSE STATEMENT
12/ 1/93 Through 12/31/93

Page 1

Category Description	12/ 1/93- 12/31/93

INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	2,870.00

TOTAL 1.0 MEMBERSHIP	2,870.00
2.0 PUBLICATION:	
2.1 Repertoire	520.45
2.2 Indexes	18.00
2.3 Video S & R	50.00
2.4 Other	554.00

TOTAL 2.0 PUBLICATION	1,142.45
3.0 GENEALOGIST:	
3.1 Genealogist	269.90

TOTAL 3.0 GENEALOGIST	269.90
4.0 LIBRARY:	
4.1 Photocopy	389.51
4.2 Maps-Charts	332.46
4.3 Guest Fees	92.00

TOTAL 4.0 LIBRARY	813.97
5.0 RESEARCH:	
5.1 Income	350.00

TOTAL 5.0 RESEARCH	350.00
6.0 CONFERENCE:	
6.1 Attend. Fee	-3.00

TOTAL 6.0 CONFERENCE	-3.00
7.0 ACGS:	
7.2 Bldg Fund	1,740.00
7.5 Sav Act Int	165.44
7.6 Bld Fnd Int	82.63
7.8 Ckg Act Int	45.49

TOTAL 7.0 ACGS	2,033.56

TOTAL INCOME	7,476.88
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	200.00
11.3 Maine	104.00

TOTAL 11.0 MEMBERSHIP	304.00
12.0 PUBLICATIO:	
12.1 Postage	34.48
12.3 Printing	311.87
12.4 Video	360.00
12.5 Other	2,300.00

INCOME/EXPENSE STATEMENT
12/ 1/93 Through 12/31/93

93-All Accounts
1/ 1/94

Page 2

Category Description	12/ 1/93- 12/31/93
TOTAL 12.0 PUBLICATIO	3,006.35
13.0 GENEALOGIS:	
13.1 Postage	127.82
13.3 Printing	2,400.00
	2,527.82
TOTAL 13.0 GENEALOGIS	2,527.82
14.0 LIBRARY:	
14.1 Postage	4.18
14.2 Supplies	181.42
14.3 Maintnance	22.00
14.4 Printing	118.00
	325.60
TOTAL 14.0 LIBRARY	325.60
15.0 RESEARCH:	
15.3 Returns	165.00
15.4 Other	20.00
	185.00
TOTAL 15.0 RESEARCH	185.00
17.0 ACGS:	
17.1 Postage	556.70
17.3 Rent	350.00
17.4 Telephone	59.36
17.7 Bank Charg	4.50
17.8 Other	140.41
	1,110.97
TOTAL 17.0 ACGS	1,110.97
Expenses - Other	0.00
	7,459.74
TOTAL EXPENSES	7,459.74
	17.14
TOTAL INCOME/EXPENSE	17.14

BALANCE SHEET
As of 12/31/93

93-All Accounts
1/ 1/94

Page 1

Acct	12/31/93 Balance
ASSETS	
Cash and Bank Accounts	
ARCHIVIST FUND	0.00
BLDG FUND 02	2,794.28
BOOK FUND	0.00
CASH ON HAND	12.57
CHECKING 18	825.61
CHEQUING	1,244.05
RESEARCH FUND	0.00
SAVINGS 07	1,055.00

Total Cash and Bank Accounts	5,931.51
Other Assets	
BOOK INVENTORY	113,479.95
FURN. & EQUIP.	30,120.48
LIBRARY BLDG.	88,239.11
PUBLICATIONS	21,000.00

Total Other Assets	252,839.54

TOTAL ASSETS	258,771.05
	=====
LIABILITIES & EQUITY	
LIABILITIES	
	0.00
EQUITY	258,771.05

TOTAL LIABILITIES & EQUITY	258,771.05
	=====

ARCHIVIST FUND	Previous Balance	4,625.42
	Income From Dues	574.00
	Books Purchased	241.50

	New Balance	4,957.92
<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	5,580.35
	Income	350.00
	Returns & Expenses	185.00

	New Balance	5,743.35