

American-Canadian Genealogical Society

Founded September 1973 in New Hampshire

P. O. Box 668
Manchester, NH 03105

AGENDA Board of Directors Meeting

Date: 13 January 1994, Thursday
Time: 6:30 p.m.
Place: ACGS Library

- I. Roll Call
- II. Minutes of December Meeting
- III. Treasurer's Report
- IV. Corresponding Secretary
- V. President's/Vice President's Report
- VI. Committee Reports:
 - a. Library -
 - b. Editorial -
 - c. Publications -
 - d. Computer -
 - e. Membership -
 - f. Publicity -
- VII. Unfinished Business:
 - Building renovations - Gerry Nash
 - Building Fund - Hire professional; acquire chairperson.
 - Fundraising Brochure - 1st iteration distributed. Add to; delete whatever. Meeting on **SUNDAY, JANUARY 16 AT 2:00 P.M.** Either mail/leave your suggestions in my box or come to the meeting. I'd like to go to the printer in a week or two.
- VIII. New Business
 - All New England - Planning meeting scheduled for Feb. 26 at Higgins Memorial Armory in Worcester. No minutes received from August meeting. No brochures have been printed as of this date. Should we absorb the cost of mailing to our members 1st class? Should we charge the conference for the difference between 1st and 3rd class?
- IX. Adjournment Next meeting February 13

MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 13, 1994

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday, January 13, 1994 at the ACGS Library. President Pauline Cusson presided. The meeting was called to order at 6:30 pm.

ROLL CALL All members of the Board were present. Pauline introduced Gerry Nash who has joined the Board as a Director filling the position held by Julie Smith who resigned when elected to Corresponding Secretary. Gerry has also agreed to Chair the Building Restoration/Renovation Committee.

RECORDING SECRETARY The November Minutes were read and accepted as published. The December minutes were read and corrections were made to show that Lucille Lagasse's son is in partnership with the owner of Ryder Rental. Also Lucille did not volunteer to be Chairperson of the Donor Prospecting Committee. She volunteered to do a fund raising dance. The report will be filed as corrected.

TREASURER'S REPORT The Treasurer's Report for December was read and accepted and will be filed for audit. Julie Smith, Corresponding Secretary, reported she had sent out approximately 7 Thank You letters for contributions to the Building Fund.

PRESIDENT/
VICE PRESIDENT'S
REPORT Pauline passed on her report for this month. Larry Autotte also had nothing to report this month.

COMMITTEE REPORTS Library: Connie Hamel reported she is continuing to catalog the Acadian books. She visited the library at UNH Manchester and got material and ideas from the librarian there. She has offered to help with any planning if needed.

Editorial: Issued #59 is almost finished and should be ready soon to go to the printer. This issued will include the Surname Index.

Publications: Blessed Sacrament is finished and ready for printing in about a week. Roland has contacted 12 volunteers who have offered to work on repertoires and has heard from about 10. He has sent out work to these 10 people and has received 3 back. He is also going to have some of the people working on St. George. He is looking for proof readers.

Pauline Cote is going to make arrangements to meet with Denise and Alice Ortakales to make arrangements to copy the records in their parish in Laconia.

Publicity: Al Hamel is working on form letters to send out to the media. He has had two requests for talks, at Manchester Richeleau and the Claremont Historical Society.

UNFINISHED
BUSINESS

Gerry Nash discussed the progress of the new building. We have hired a person to oversee the renovation process at of 5% of the cost. Bob Clegg will be supervising the work. The gas line has been brought up to the building and is waiting for the new furnace which has been ordered. The roof will be repaired as soon as the weather permits. If they are not able to repair the roof they will fix the leak temporarily.

A decision needs to be made about what demolition is needed in the building. After this is finished they can clean up and do the painting needed.

Al Hamel recommended we open up the 6 non-weight bearing walls be removed to open up the whole area. The closets will be removed as they will not be needed. Gerry will proceed with the demolition.

Gerry recommended putting an elevator in the building and also new furniture and accessories are needed. A quote for a chair lift to go from the 1st to the 3rd floor would cost about \$36,000. Gerry estimated about < \$50,000 for an elevator. He suggested we need a professional fund raiser to raise the amount of money needed to accomplish this.

Gerry Nash spoke with Patrick Griffin of Griffin - O'Neil who does a lot of fund raising in the state. He mentioned our project to him, but Mr. Griffin is tied up for at least a month so he recommended Alan Popp from John Roche & Company. Gerry is trying to contact him to come and speak with us. Gerry feels we have only one shot at raising the money and we need a professional to do this. Gerry will try to set up a meeting and the members of the Board will be notified.

Pauline distributed copies of a brochure she had designed for the fund raising. She asked for suggestions and also showed photographs of several styles of a **TREE OF LIFE** with donor names on leaves.

A chairperson needs to be chosen to head the fund drive. We need to select someone who is well known in the community. Several names were mentioned and it is hoped that if we do go with the professional, he would help us with a selection.

NEW BUSINESS

All N. E. Conference: The next planning meeting is Saturday, February 26, at Higgins Memorial Library in Worcester, Ma. The Woonsocket Society has done all the printing for the conference. The latest count had 55 societies participating in this conference.

work paper
On April 8-10, 1994 the Sherbrook Society is celebrating their 25th anniversary. Al Hamel will be a speaker at the conference. There are several workshops that will be in English.

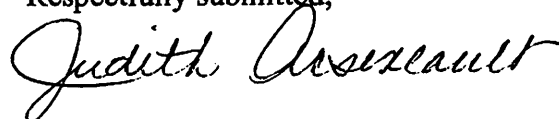
Pauline has asked Bob Maurier to check with moving companies in the area to get bids for the move to the new building. She did not feel we should use volunteers because they have no insurance coverage.

Gerry Lalonde is preparing some things to gain us recognition in the local community. He has done some research on 3 local family names detailing information on the history of the family. Using the telephone book we could get a mailing list on these families. He suggested we mail letters containing this information to 1 family name at a time. He thinks we could attract interest and possibly increase our membership. This could be started in the city and expanded state wide and possibly further.

The meeting adjourned at 9:00 pm.

The next meeting will be February 10, 1994

Respectfully submitted,



Judith A Arseneault
Recording Secretary

ACGS NEW LIBRARY COSTS
4 ELM ST. MANCHESTER, NH

15-Jan-94

| | LOW ESTIMATE | HIGH ESTIMATE | ACTUAL * OR NEW EST.e |
|---|-----------------|------------------|--------------------------|
| Purchase Building | 84,500 | 84,500 | 84,500 * |
| Closing Costs | | | |
| Legal Fees | 1,500 | | 425 * |
| Title Insurance | 1,000 | | 306 * |
| Transfere Taxes & Recording | 500 | | 445 * |
| Tax Proration | 625 | | 2,604 * |
| | | | <u>3,780 *</u> |
| New Roof Membraine | | | 12,000 * |
| New Gas Boiler | | | 22,000 * |
| Reactivate Heating System 3 Floors | 2,400 | 3,960 | 7,000 e |
| General Cleaning 1 st & 2 nd Floor (only) | 300 | 500 | 750 e |
| Reactivate Plumbing | 500 | 1,500 | 1,000 e |
| Seal Off Upper Floors | 500 | 500 | 500 e |
| Painting Second Floor (only) | 2,500 | 2,500 | 2,500 e |
| Carpet & Tile Second Floor (only). | | | 6,658 * |
| Signage | 500 | 1,000 | 1,500 e |
| Contingency | 2,500 | 2,500 | 2,500 e |
| Demolish interior walls 2 nd floor | | | 2,500 * |
| New lighting and electrical work | 2,500 | 5,000 | 3,500 e |
| Elevator | | | 35,000 e |
| Housing and wall opennings | 15,000 | 25,000 | 20,000 e |
| CNC supervision | | | 5870.4 |
| | <u>111,200</u> | <u>126,960</u> | <u>211,558</u> |

ACGS NEW LIBRARY FURNITURE & FIXTURE COSTS
 4 ELM ST. MANCHESTER, NH

15-Jan-94

| | LOW ESTIMATE | HIGH ESTIMATE | ACTUAL * OR NEW EST.e |
|--|-----------------|------------------|--------------------------|
| Stacks 32 (84" x 24" x 48") | 9,600 | 12,800 | |
| Tables 8 (48" x 96") | 2,800 | 4,000 | |
| Chairs 82 | 8,200 | 12,300 | |
| Reading room 10 easy Chairs | 1,750 | 2,500 | |
| Film reader tables 36' | 520 | 720 | |
| Reception Desk | 1,500 | 2,500 | |
| Lunchroom Table & Chairs | 750 | 1,000 | |
| Lunchroom sink, microwave and cabinets | 2,000 | 3,500 | |
| | <u>27,120</u> | <u>39,320</u> | <u>0</u> |

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RECAP TOTAL COSTS NEW LIBRARY

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| | | |
|-----------------------------|--|----------------|
| Building and Improvements | | 211,558 |
| Furniture and Fixtures | | 39,320 |
| Professional Fund Raiser | | 20,000 |
| Cost of Fund Drive | | 15,000 |
| | | <u>285,878</u> |
| Less Money already expended | | (85,000) |

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

14-Jan-94

| 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 |
| Insurance | 1,500 | 1,500 |
| Snow Plowing | 1,000 | 1,500 |
| Landscaping | 1,000 | 1,500 |
| General Maintenance | 1,000 | 1,500 |
| | ----- | ----- |
| TOTAL OPERATING COSTS | 9,296 | 12,971 |
| | | |
| PER MONTH COSTS | 775 | 1,081 |

INCOME/EXPENSE STATEMENT
1/ 1/94 Through 1/31/94

9 -All Accounts
2, 7/94

| Category Description | 1/ 1/94- 1/31/94 |
|------------------------------|---------------------|
| INCOME/EXPENSE | |
| INCOME | |
| 1.0 MEMBERSHIP: | |
| 1.1 Dues | 2,319.00 |
| | 2,319.00 |
| TOTAL 1.0 MEMBERSHIP | 2,319.00 |
| 2.0 PUBLICATION: | |
| 2.1 Repertoires | 448.52 |
| 2.2 Indexes | 0.00 |
| 2.3 Video S & R | 96.00 |
| 2.4 Other | 200.00 |
| | 744.52 |
| TOTAL 2.0 PUBLICATION | 744.52 |
| 3.0 GENEALOGIST: | |
| 3.1 Genealogist | 34.00 |
| | 34.00 |
| TOTAL 3.0 GENEALOGIST | 34.00 |
| 4.0 LIBRARY: | |
| 4.1 Photocopy | 149.13 |
| 4.2 Maps-Charts | 84.30 |
| 4.3 Guest Fees | 30.00 |
| | 263.43 |
| TOTAL 4.0 LIBRARY | 263.43 |
| 5.0 RESEARCH: | |
| 5.1 Income | 528.00 |
| | 528.00 |
| TOTAL 5.0 RESEARCH | 528.00 |
| 7.0 ACGS: | |
| 7.2 Bldg Fund | 1,795.00 |
| 7.5 Sav Act Int | 41.10 |
| 7.6 Bld Fnd Int | 14.00 |
| 7.8 Ckg Act Int | 8.51 |
| | 1,858.61 |
| TOTAL 7.0 ACGS | 1,858.61 |
| TOTAL INCOME | 5,747.56 |
| EXPENSES | |
| 11.0 MEMBERSHIP: | |
| 11.3 Maine | 180.00 |
| | 180.00 |
| TOTAL 11.0 MEMBERSHIP | 180.00 |
| 12.0 PUBLICATIO: | |
| 12.1 Postage | 14.87 |
| 12.3 Printing | 238.70 |
| | 253.57 |
| TOTAL 12.0 PUBLICATIO | 253.57 |
| 13.0 GENEALOGIS: | |
| 13.1 Postage | 115.27 |
| | 115.27 |
| TOTAL 13.0 GENEALOGIS | 115.27 |
| 14.0 LIBRARY: | |

INCOME/EXPENSE STATEMENT
1/ 1/94 Through 1/31/94

94-All Accounts
: 7/94

Page 2

| Category Description | 1/ 1/94- 1/31/94 |
|----------------------|---------------------|
| 14.2 Supplies | 1.33 |
| 14.3 Maintnance | 22.00 |
| 14.4 Printing | 1,061.96 |
| TOTAL 14.0 LIBRARY | 1,085.29 |
| 15.0 RESEARCH: | |
| 15.1 Postage | 29.00 |
| 15.3 Returns | 30.00 |
| 15.4 Other | 20.00 |
| TOTAL 15.0 RESEARCH | 79.00 |
| 17.0 ACGS: | |
| 17.1 Postage | 23.86 |
| 17.2 Supplies | 117.34 |
| 17.3 Rent | 350.00 |
| 17.4 Telephone | 37.36 |
| 17.5 Insurance | 1,900.00 |
| 17.7 Bank Charg | 6.50 |
| 17.8 Other | 84.00 |
| TOTAL 17.0 ACGS | 2,519.06 |
| TOTAL EXPENSES | 4,232.19 |
| TOTAL INCOME/EXPENSE | 1,515.37 |

BALANCE SHEET
As of 1/31/94

| Acct | 1/31/94 Balance | |
|---------------------------------------|--------------------|-----------------|
| ASSETS | | |
| Cash and Bank Accounts | | |
| ARCHIVIST FUND | 0.00 | |
| BLDG FUND BNH | 2,603.34 | |
| BOOK FUND | 0.00 | |
| CASH ON HAND | 12.56 | |
| CHECKING BNH | 2,116.37 | |
| CHECKING SMB | 483.12 | |
| CHEQUING | 1,239.55 | |
| RESEARCH FUND | 0.00 | |
| SAVINGS SMB | 992.00 | |
| Total Cash and Bank Accounts | 7,446.94 | |
| 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 | 260,286.48 | |
| LIABILITIES & EQUITY | | |
| LIABILITIES | 0.00 | |
| EQUITY | 260,286.48 | |
| TOTAL LIABILITIES & EQUITY | 260,286.48 | |
| <hr/> | | |
| ARCHIVIST FUND | Previous Balance | 4,957.92 |
| | Income From Dues | 463.80 |
| | Books Purchased | 00.00 |
| | New Balance | 5,421.72 |
| <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 | 5,743.35 |
| | Income | 528.00 |
| | Returns & Expenses | 79.00 |
| | New Balance | 6,192.35 |