ACGS BOARD OF DIRECTORS MEETING - AGENDA MAY 1994

Date: 12 May 1994 Time: 6:30 p.m. Place: ACGS Library

- I. Call to Order -
- II. Roll Call -
- III. Recording Secretary Minutes of March 10, 1994 meeting
 No minutes kept for April meeting at new building
- IV. Treasurer's Report March and April
- V. President/Vice President's Reports
 - a. Update on 4 Elm Street Gerry Nash
 Building Committee Connie/Gerry/Gerry
 - b. Fund Raiser- Brochure/Pledge Envelope
 - c. Fall Conference October 1-2 1994
 - d. All New England Critique
 Planning meeting for 1995 October 13,14 in Burlington, VT
 - e. Forget Volumes Mr. Goettlich, CT.
- VI. Committee Reports:
 - a. Library Board -b. Research -d. Publicitye. Membership
 - c. Computer/Publications- St. Edmund's f. Editorial 60 almost ready for the printer.
- VII. Unfinished Business:
- VIII. New Business:
- IX. Adjournment next meeting June 9 1994?

AMERICAN CANADIEN GENEROGICAL SOCIETY BOARD MEETING MINUTES - MAY 12, 1994

ROLL CALL - P	= PRESE	ENT	E	= E	CUS	ED (A = (RBSENT
NAME	OCT	/NO!	J/DE	C/JAI	Y/FEI	B/MAI	R/API	R/MAY/JUN/JUL/AUG/SEP/
PAULINE CUSSON	PI	P	l P	l P	l P	ΙP	I P	I P
LARRY AUTOTTE	PI	P	Р	P	Р	P	P	P
JUDITH ARSENEAULT	PI	Р	Р	P	P	Р	P	P
JULIE SMITH	P	E	Р	P	P	P	Р	P
GERRY LALONDE	P	P	P	Р	P	P	Р	P
PAULINE COTE	P	P	Р	P	Р	P	Р	P
ALBERT HAMEL	P	P	P	P	P	P	Р	P
LUCILLE LAGASSE			Р	Р		P	Р	Р
ROGER LAWRENCE	PI	E	LP	l P	P	E	E	P
J.PAUL LEVESQUE	E	P	P	P	Р	P	E	P
ROLAND MARCHAND	PI	Р	Р	Р	Р	P	E	P
ROBERT MAURIER	A	P	P	Р	P	P	Р	P
GERALD Q NASH				P	E	P	P	P
ROBERT PRQUETTE	P	Ē	P	P	Р	E	Р	P
JACK STANTON	Ρĺ	P	P	l P	l P	E	P	P

MINUTES OF BOARD OF DIRECTORS MEETING MAY 12, 1994

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday,

May 12, 1994 at the ACGS Library. President Pauline Cusson presided.

The meeting was called to order at 7:05 pm.

ROLL CALL

All members of the Board were present.

RECORDING SECRETARY The minutes of the March and April meetings were read and accepted.

They will be filed as published.

TREASURER'S REPORT

The treasurer's reports for March and April were read and accepted. They are to filed for audit. Gerry Lalonde explained the new categories in the treasurer's report that he has set up now that we have additional expenses with the new building. He also reported he has spoken with Ecclesiastic Head of the Mormon Stake in the Manchester area. They are seeking 3 locations in southern N.H. and if Manchester is chosen they would give us consideration when they make their decision. It would be about 8 weeks before a decision is made.

PRESIDENT/VICE PRESIDENT'S REPORT

Pauline asked Gerry Nash to update the Board on the final costs to renovate the building. He explained each item on his report in detail. The improvements cost \$87,647.00 He estimates furniture and fixtures to finish the Library would be about \$35,380.00 and about \$15,000.00 will be needed for the fund raising, for a total of \$123,027.00. We need to raise at least this much with the fund raising.

Fund Raising: Gerry N reported that the fund raising is progressing well. They have all the contents of the packets ready. The letter is ready and will be personally signed by Pauline. The letters will be individually addressed as well as the envelopes. The phone bank has been organized by Lucille Lagasse and Pauline is going to do the envelopes at Gerry Nash's office over the weekend. The envelope will be stuffed on Sunday, May 22 and will be mailed on May 23. The phone calls will begin within the next week.

Pauline recommended we establish a Building Committee to oversee all operations of the Library. She had an estimate done in 3 phases by a friend of Larry Autotte: 1 for inside maintenance, 1 for inside and outside grounds maintenance, and 3 for outside, inside and ordering and supplying paper products etc. She didn't have the prices available but thought they were from \$85-115/per week.

WINUTES OF BOARD OF BIRECTORS MEETING MAY 12, 1994

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday, May 12, 1994 at the ACGS Library. President Pauline Cusson presided. The meeting was called to order at 7:65 pm.

ROLL CALL All members of the Board were present.

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They will be filed as published.

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MOTION

Roland Marchand made a motion to set up a Building Committee consisting of 3 people who would manage the building and report to the Board. Gerry Nash seconded. Motion carried.

Pauline proposed that, providing they agree, Maurice Beaudoin, Real Casa and Ray Desfosse be named to the Building Management Committee.

Fall Conference: Larry Autotte reported that he has booked St. Anselm's College for the Fall Conference on October 2, 1994. He has one speaker who has accepted. Professor Choquette who will do 2 segments, one on prominent women in New France and the other, looking at the settlers who came to New France. He has one suggestion for an Acadian speaker, Lisa Ornstein who is the Archivist at the University of Maine at Fort Kent. Larry is looking for one more speaker to fill out the day. If he is unable to get a 4th speaker we could have a beginner workshop for those who are interested and a round table for people with problems. Gerry Lalonde offered to be the nominating committee for the Fall Conference.

ALL N.E. CONFERENCE: Pauline reported that the Conference was a success. The Conference net about \$20,000.00 which would probably be distributed among the Societies involved. The planning meeting for the next All N.E. is June 4 probably at the R.I. Society. The next All N.E. will be Oct. 13-14, 1995 in Burlington, Vt.

FORGET VOLUMES: Pauline received a call from Mr. Goettlich from Ct, who is interested in borrowing the 3 volumes that we have so that he could extract the information and publish it in a Jette format. The Board agreed to loan him the volumes, one at a time, as they are in no condition to photocopy. We would receive a finished copy of his work in exchange.

COMMITTEE REPORTS

<u>Library Board</u>: Connie Hamel reported the Library Board met and had a lively discussion concerning the cataloging of the periodicals. She did them alphabetically rather than by location. These have been changed to geographical location instead. They are also setting up a new routine for mail distribution so that Connie will receive all new books and periodicals when they arrive at the Library. She will then forward them to whom they belong. This way she can keep track of books that arrive and have a knowledge of what has been received.



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It was also agreed that all Librarians and Board Members should be given keys to the building. The Research Dept will also be given keys.

Research Dept: Al Hamel reported he has a friend who has a 900 member and has offered it for our use. He offered to put an ad in any paper of our choice at his expense. The ad would be for people interested in French-Canadian genealogical information. They would call the 900 number and it would give them the information to contact out Society. Al did not know what the fee per minute, per phone call, would be and will get more information on this. If the Board is interested he will make the line available to us. The Board was concerned about possible scams and would not want to be involved if the charge is not reasonable.

Computer/Publications: St.Edmund's repertoire is almost finished. It will be two volumes, 1 for baptisms and 1 combined marriages and deaths. The price is \$65.00 for both or \$35.00 each.

Issue #60 has gone to the printer and should be mailed in about 6 weeks.

Roland Marchand report the last 20 years of St Augustin has been turned in and it should be finished in about a week. He is waiting for the history to be finished. Bob Maurier is going to get the history for him. The baptisms are progressing well. 26 of 46 packets are in the input phase. Many have gone into the proof reading phase. St George is in the process, Ruth Lund is working on it and it should be ready before too long. The Laconia parish is in the input process by Denise Ortakales. The Board approved the purchase of a 3 1/2" High Density disk drive for the computer.

<u>Publicity:</u> Al Hamel has asked to be replaced as Publicity Chairman. He does not have the time to do the necessary work at this time. Lucille Lagasse has agreed to fill this position.

Gerry Lalonde suggested we have a section of the A-C Genealogist dedicated to the new building. The Board felt a newsletter would be a better format.

Al Hamel talked with a woman from Burlington, Vt. who was at the Conference selling tee-shirts under the name of Ances-tees. She is interested in working with us in selling these shirts to our membership. We would obtain orders for her and forward them to her. She would then produce the shirts and ship them to the buyer and give us a share of the profits. He expects her to contact him soon and give us more details.

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UNFINISHED BUSINESS:

Al informed the Board that he has had 2 people contact him about handicap access. He wanted the us to be aware that people were now inquiring about it. It is something we may have to consider in the near future.

Gerry Nash asked for a volunteer to pick up partitions we have purchased from Digital. Roger Lawrence offered to rent a truck and pick them up.

The meeting adjourned at 11:00 pm.

The next meeting is June 9, 1994

Respectfully submitted,

Judith A Arseneault Recording Secretary

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INCOME/EXPENSE STATEMENT 5/ 1/94 Through 5/31/94

All Accounts, 8/94

Category Description	5/ 1/94- 5/31/94			
INCOME/EXPENSE INCOME				
1.0 MEMBERSHIP: 1.1 Dues	2,820.00			
TOTAL 1.0 MEMBERSHIP 2.0 PUBLICATION: 2.1 Repertoires	190.00	2,820.00		
TOTAL 2.0 PUBLICATION 3.0 GENEALOGIST:		190.00		
3.1 Genealogist	401.00			
TOTAL 3.0 GENEALOGIST 4.0 LIBRARY:	205 04	401.00		
4.1 Photocopy4.2 Maps-Charts4.3 Guest Fees	305.84 217.01 106.00			
TOTAL 4.0 LIBRARY 5.0 RESEARCH: 5.1 Income	630.00	628.85		
TOTAL 5.0 RESEARCH 7.0 SOCIETY: 7.2 Bldg Fund 7.8 Ckg Act Int	5,700.00 4.57	630.00		
TOTAL 7.0 SOCIETY		5,704.57		
TOTAL INCOME	_	10,374.42		
EXPENSES 11.0 MEMBERSHIP: 11.1 Postage 11.3 Maine	100.00 104.00			
TOTAL 11.0 MEMBERSHIP 12.0 PUBLICATIO: 12.1 Postage 12.3 Printing	29.60 63.51	204.00		
TOTAL 12.0 PUBLICATIO 13.0 GENEALOGIS: 13.1 Postage	29.64	93.11		
TOTAL 13.0 GENEALOGIS 15.0 RESEARCH: 15.2 Supplies 15.3 Returns 15.4 Other	12.00 110.00 20.00	29.64		

Page 2

INCOME/EXPENSE STATEMENT 5/ 1/94 Through 5/31/94

All Accounts 6, 8/94

Category Description	5/ 1 5/31	
TOTAL 15.0 RESEARCH 16.0 CONFERENCE: 16.2 Supplies	26.74	142.00
TOTAL 16.0 CONFERENCE 17.0 SOCIETY: 17.2 Supplies 17.4 Telephone 17.7 Bank Chg 17.8 Other 17.9 Fund Exp.	163.37 139.86 34.50 75.00 4,663.84	26.74
TOTAL 17.0 SOCIETY 18.0 BUILDING: 18.2 Electric 18.3 Water	198.44 112.58	5,076.57
TOTAL 18.0 BUILDING Expenses - Other		311.02 0.00
TOTAL EXPENSES	-	5,883.08
TOTAL INCOME/EXPENSE	-	4,491.34

All Accounts 8/94

	Acct	5/31/94 Balance
ASSETS		
Cash and Ban		
ARCHIVIST		0.00
BLDG FUND	BNH	3,005.94
BOOK FUND	ND	0.00
CASH ON HA		22.00
CHECKING B CHECKING S		2,156.04
CHEQUING	PID .	167.66 1,221.55
RESEARCH F	UND	0.00
SAVINGS SM		592.17
Total Cash a	nd Bank Accounts	7,165.36
Other Assets		
BOOK INVEN		113,709.60
FURN. & EQ		33,194.37
GAS CO. DE		2,100.00
LIBRARY BL		161,720.88
PUBLICATIO	NS	21,000.00
Total Other	Assets	331,724.85
TOTAL ASSETS		338,890.21
LIABILITIES &	EOUITY	=========
LIABILITIES	-	
Other Liab	ilities	
BUILDING		75,013.84
Total Othe	r Liabilities	75,013.84
TOTAL LIABIL	TTTES	75,013.84
		•
EQUITY		263,876.37
TOTAL LIABILIT	IES & EQUITY	338,890.21
RCHIVIST FUND	Previous Balance	7,598.52
	Income From Dues	564.80
	Books Purchased	82.65
	New Balance	8,079.87
ESEARCH FUND	Previous Balance	6,721.85
	Income	630.00
	Returns & Expenses	142.00
	•	
	New Balance	7,209.85

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A.C.G.S. NEW LIBRARY BUILDING COSTS 4 ELM ST. MANCHESTER, NH

RENOVATION DESCRIPTION	ESTIMATED COST	ACTUAL COST	PAID TO DATE 5/12/94
New Roof	12,000	11,600	11,600
New Gas Boiler	22,000	18,600	18,600
Reactivate Heating System	7,000	10,277	10,277
General Cleaning	750	700	700
Ractivate Plumbing	1,000	5,432	2,000
Seal off Upper Floor	500	00	
Painting (Second Floor)	2,500	2,840	2,840
Carpet & Tile (Second Floor)	6,658	10,129	10,129
Signage	1,500	640	36
Contingency	2,500	00	
Demolish Interior Walls 2nd Floor	2,500	2,765	2,765
New lighting & Electrical Work	3,500	5,482	- 0 -
Security System	500	751	751
Microwave Oven	150	150	150
TOTALS	63,058	69,366	59,848
ITEMS NOT BUDGETED		ACTUAL COST	PAID TO DATE
New Doors (Rear Entrance)	00	1,600	1,600
Dry Wall - Reface Columns & Trim	00	2,125	2,125
Fire Alarm System	00	4,275	4,725
Hauling Trash & Landfill Charge	00	761	761
Mirrors for Bathroom Walls	00	467	467
Paving - Blacktop Rear Entrance	00	1,500	1,500
Bills not yet submitted ????		????	
		10,728	10,728
TOTAL Expended on Building Renovat	cions to Da	te 5/12/94	70,576
Balance Due on Bills Held By Treas		9,518	
Balance in BUILDING FUND ACCOUNT a	as of 5/12/	94	795

ADDITIONAL EXPENSES INCURRED BY THE MOVE TO THE NEW LIBRARY

PROVIDER - SERVICE OR ITEMS PROVIDED	ACTUAL COST	PAID TO DATE
Chase & Durand (Builder's Risk Ins)	1,800	1,800
Energy North (Deposit - Returnable in 3 Yrs.)	2,100	2,100
City of Manchester (Fire Alarm Box Rent)	480	400
Surplus Office Equip Inc. (Tables For Micro-Readers)	285	285
Tucker Co. (Library Plan)	420	420
Ray The Mover	1,638	1,630
ARC Electrostatic (Painting Files & Light Fixtures)	1,719	1,719
ZAX (Tree of Life)	5,614	5,614
	14,056	14,056

A.C.G.S. NEW LIBRARY BUILDING COSTS 4 ELM ST. MANCHESTER, NH

RENOVATION DESCRIPTION	ESTIMATED COST	ACTUAL COST	PAID TO DATE 5/12/94
New Roof	12,000	11,600	11,600
New Gas Boiler	22,000	18,600	18,600
Reactivate Heating System	7,000	10,277	10,277
General Cleaning	750	700	700
Ractivate Plumbing	1,000	5,432	2,000
Seal off Upper Floor	500	00	
Painting (Second Floor)	2,500	2,840	2,840
Carpet & Tile (Second Floor)	6,658	10,129	10,129
Signage	1,500	640	36
Contingency	2,500	00	
Demolish Interior Walls 2nd Floor	2,500	2,765	2,765
New lighting & Electrical Work	3,500	5,482	- 0 -
Security System	500	751	751
Microwave Oven	150	150	150
TOTALS	63,058	69,366	59,848
ITEMS NOT BUDGETED		ACTUAL COST	PAID TO DAT
New Doors (Rear Entrance)	00	1,600	1,600
Dry Wall - Reface Columns & Trim	00	2,125	2,125
Fire Alarm System	00	4,275	4,725
Hauling Trash & Landfill Charge	00	761	761
Mirrors for Bathroom Walls	00	467	467
Paving - Blacktop Rear Entrance	00	1,500	1,500
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