

ACGS BOARD OF DIRECTORS MEETING - AGENDA
OCTOBER 1994

Date: 13 Oct 1994
Time: 6:30 p.m.
Place: ACGS Library

- I. Call to Order -
- II. Roll Call -
- III. Recording Secretary - Minutes of Sept. 8, 1994 regular meeting.
- IV. New Officers & Directors - Welcome
Former Officers - Thank you
Transfer of records
- V. Treasurer's Report - September 1994
Audit of 1993 records
- VI. President/Vice President's Reports

Critique of Fall Conference - Number of attendees! Should we start looking for larger facilities?
- VII. Committee Reports:
 - a. Library Board - Constance
 - b. Research - Pauline Cote
 - c. Computer/Publica. - Roland
 - d. Publicity - Lucille
 - e. Building Committee - Maurice
 - f. Editorial - Anne-Marie
- VIII. Unfinished Business:
 - a. Grant Writing Project Update - Al Hamel
- IX. New Business:
- X. Adjournment - next meeting Thursday, November 10, 1994

ACGS
MEETING OF BOARD OF DIRECTORS
OCTOBER 13 1994

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday October 13 1994 at the ACGS library. President Roger Lawrence called the meeting to order at 06:33 pm.

ROLL CALL Lucille Lagassé was excused. A quorum was present. Also in attendance were Maurice Beaudoin and Clement Methot.

RECORDING
SECRETARY The minutes of the September 8 1994 meeting were read. A **motion** was made by **Al Hamel** to accept the minutes as presented, **seconded** by **Roland Marchand**. The motion passed unanimously and minutes will be filed as such.

NEW OFFICERS
AND DIRECTORS The President welcomed new members of the Board - Brenda Costello and Leo Morency. He thanked former Board members Larry Autotte, Gerry Lalonde, J Paul Levèsque, and Julie Smith and directed that letters and certificates of service be sent to them. For the benefit of all present, a self-introduction was conducted. A **motion** was made by **Al Hamel**, **seconded** by **Bob Paquette**, that the treasurer's books be transferred from Gerry Lalonde to Brenda Costello and that the requisite bank forms be filled out. Motion passed unanimously. Year 94 books are transferred to Brenda Costello; 93 are at the auditor's; and 92 will returned to the library.

TREASURER'S
REPORT The auditor is to finish the 93 books within the next week or two. Pauline Cusson restated that we could consider enlisting the services of a "nearby" auditor in the future. Brenda Costello received a bill for the newly acquired copy machine, which stated that there would be no finance charge if the bill were to be paid within 6 months - otherwise there would be a 19.8% finance charge added, retroactive to date of purchase. The balance is \$4,675 and there is a sufficient balance in operating expenses to cover it. The Board directed Brenda Costello to pay the bill from those operating expenses. Brenda Costello asked about the difference between "regular" payments and payments requiring Board approval. The answer seemed to be that, for most bills which require a vote, Brenda (as a member of the Board) will have already participated in the decision to pay. It was noted that there were 2 checking accounts - one for the operating fund and one for the building fund. It was also noted that there may be some "large" bills forthcoming from the electrician.

There was a **motion** by Gerry Nash that we amortize \$7,500 of our building fund debt, **seconded by Pauline Côté** - motion passed. It was noted that Item 14.3 of the Income/Expense Statement contained \$825 for copy machine service contract. The Board asked Brenda to remove that from 14.3 and create a new item. There being no other items for discussion of the treasurer's report, it was filed for audit.

PRESIDENT'S- VP'S REPORT

Roger Lawrence has found the man (a Gerry Roberge) who has a 12' (2 section, 1-8 foot and 1-4 foot) stair-chair, weighing about 1.5 tons. Mr Roberge is willing to donate the stair-chair to ACGS, but we must pick it up. The manufacturer is unknown at this time; it would be handy to know this info for installation purposes. **Gerry Nash moved** that we accept the stair-chair; **Roland Marchand seconded** - motion carried.

Pauline Cusson noted that we have an invitation to attend a meeting of the Bean Foundation. Al Hamel said that "networking" and making friends is "good business" and that he would attend. Al and Connie (Hamel) would like to attend a meeting with the N H Humanities Council; registration is \$30 each. **Motion by Gerry Nash** to send Al & Connie; **seconded by Roland Marchand** - motion carried.

Roger Lawrence suggested that ACGS visit Diocesan Museum at 140 Laurel St on Sunday October 16 to make us known to various pastors.

Pauline Cusson read an item to perhaps put in our newsletter - an item from the National Archives. There was some question as to whether it could be construed as free advertising - although it appears to be for the purpose of funding filming of "difficult" documents. It was further thought that we might also benefit from some free advertising also. No decision was made.

There was note made of a conference on Cape Breton Island from 05/31/95 to 06/01/95 - also a seminar on 10/25/94 for not-for-profit organizations (tax and legal subjects). On this latter one, Al Hamel noted that we were a non-profit and not a not-for-profit organization.

Critique of fall conference: Actual number of attendees is unknown. There were 112 pre-registrations; several empty seats (I would have guessed about 25) were observed. There was a question as to whether we had outgrown the St Anselm facility (Perini Hall). It was stated that the spring conference is not usually quite so well attended and so it was decided to continue at St Anselm. Brenda does not have a financial report yet. Dick Gagnon showed Bob Paquette how to operate the video equipment at the conference and then left.

**COMMITTEE
REPORTS**

Library: (Judy Arseneault) Drouin books are being readied for re-binding. We need volunteers on 10/18/94 to number pages and look for "bad" pages. Each volunteer would get about 3 books. The Drouin books would be out of commission for about one month. We need to buy a numbering machine; it was decided that the numbering could be done after the books returned and that Pauline Côté and/or Jack Stanton could furnish the machine(s).

We have the Drouin microfilms (for review only). We told M Drouin that we would seek a grant to purchase them. He agreed to leave them with us until 12/31/94 - his price seems negotiable.

We need more library security in light of an "accidental" misappropriation of one of our Drouin volumes (which was eventually returned). A needed item is a "check-in" place. Also a periodic inventory should be done to determine when (and if) anything is missing.

Research: (Pauline Côté) All seems to be well; she has plenty of workers. Some requests are becoming more difficult; money occasionally has to be refunded. The success rate is not so high as it used to be. Some requesters are demanding references now.

Computer/Publications: (Roland Marchand) Roland asked if there was anything new on St Augustin marriages. Pauline Cusson said there were problems with alignment. St George marriages are awaiting printing. We need more parishes to do, otherwise our workers will find other things to do. Al Hamel indicated that he will be able to set up St Paul's in Candia; several others were suggested - like St Raphael's. St Patrick's in Manchester will not allow us in; St Patrick's in Nashua would be a good candidate. Roland stated that we should concentrate on "old" parishes that have not yet been done and that his committee should get together to develop a good wish list.

Publicity: (Lucille Lagassé - excused) Lucille had asked Roger Lawrence if she could be replaced. Leo Morency said he would contact Lucille.

Building: (Maurice Beaudoin) The furnace seems to be working OK - the main floor is set to about 70°F, the other floors to about 60°F. The plumber installed a sump pump downstairs; Gerry Nash asked where the water was coming from. (No apparent answer to this question). Maurice made the suggestion that "pertinent" individuals approve invoices - such as plumbing or electrical repairs - before the treasurer pays.

Ray Desfosses suggested that we purchase a wet/dry vac for the building - especially for the boiler room. Pauline Cusson suggested that we hire a commercial cleaner. **Motion by Al Hamel, seconded by Bob Paquette** that we purchase a vac for up to \$60; motion carried.

We need one more fire extinguisher; Gerry Nash said he would see if he had one - otherwise we would have to buy one. Also we need an indoor/outdoor carpet to place just inside the door to outside (presumably the back door).

There was a question concerning snow plowing. Are there any bids? The church (Blessed Sacrament) does it now and we reimburse about 2/3 of the cost. Maurice to talk to pastor about this - perhaps we should hire the contractor. Al Hamel located a copy of the lease which says that the ACGS should contract.

We need a list of telephone numbers to get a member of the committee in case of emergency. A neighbor has offered to call a member of the ACGS if he sees something suspicious. The neighbor will not call the police himself. Leo Morency offered to be the contact in this regard.

Editorial: (Anne-Marie Perrault) Pauline Cusson has agreed to do ancestral lines; Larry Autotte to do queries. Suggestion made that we increase the size of the Genealogist by 4 to 8 pages to accommodate backed-up articles. We should publish the new post office box number and the names of the new Board. She is working on #62; total copies is now about 2,400.

UNFINISHED BUSINESS

Al Hamel met a woman from Potsdam (NY) College - a Prof Schildler (sp?) - whom we may consider as a speaker for next year. Roger Lawrence indicated that Colin Calloway is another possibility.

Regarding the grant writing project progress, Al hamel noted that networking seems to be paying off. There are no dollars to show yet, but it looks promising. He reported that Connie (Hamel) said she met a woman who has a friend who is ready to give us a "big chunk" of money. He said that most grants are for a certain amount of money for a certain item.

Al also noted that we do not yet have an occupancy permit, and we need this before we can get a tenant.

Al also said that we have been asked if we wish to be a part of Manchester's sesquicentennial. We agreed that we should - we can't lose - and we'll be "on the calendar".

Roger Lawrence said that we need someone to reserve St Anselm for the spring conference. Pauline Cusson (and Larry Autotte) will do this.

Al Hamel asked if we should get on a list for government surplus property. (No answer on this one.)

Roger Lawrence asked if we were pursuing donations from businesses aggressively. Gerry Nash pointed out that this requires people. There was a question as to who is responsible for recognizing people with "leaves" on our tree now that Gerry Lalonde is no longer here. Brenda will talk to Gerry and she should be able to handle it. Roger Lawrence suggested a yearly reminder concerning the building fund. Gerry Nash asked if Gerry Lalonde was still going to chair the \$ committee for the building fund. Ans.: We can ask him.

Pauline Côté asked about the status of the ad hoc committee on purchasing PC's. A request has been given to Al Hamel to apply for a grant. Gerry Nash has fronted \$\$ to buy 15 Jetté's for ACGS to resell.

NEW
BUSINESS

Bob Paquette is willing to spearhead a task to redo the surname index - a list of our members who have give permission for use of their surname research.

ADJOURNMENT

Meeting was adjourned at 09:36 pm. Next regular meeting to be held at the ACGS library on Thursday November 10 1994.

Respectfully submitted,



John R Stanton
Recording Secretary