

**ACGS BOARD OF DIRECTORS MEETING
AGENDA - NOVEMBER 1994**

Date: 10 Nov 1994
Time: 6:30 PM
Place: ACGS Library

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- ✓I. Call to Order -
 - ✓II. Roll Call - Pauline Cusson
 - ✓III. Recording Secretary - Minutes of 8 Sept 1994 meeting.
 - ✓IV. Treasurer's Report - October 1994
 - ✓V. ✓President's Report
 - ✓Resignation of Al Hamel from the Board
 - ✓Resignation of Maurice Beaudoin from Bulding Committee
 - ✓Resignation of Vi Boisvert from Library staff
 - ✓Purchasing agent still Gerry Lalonde
 - ✓Bob Maurier redesignated Acquistions Person
 - ✓Archivist for searching new research material
 - ✓Vice President's Report
 - 1995 Regional Conference Meeting - Incorporation - profit - plans
 - ✓VI. Committee Reports
 - ✓a. Library - Connie - (Pictures, Lockers) d. Publicity - Leo (Rochester students) (Ass't Director?)
 - ✓b. Research - Pauline Cote (Returns?) ✓e. Building - Ray
 - ✓c. Computer/Publication - Roland ✓f. Editorial - Anne Marie St Basil NB marriages
 - VII. Unfinished Business
 - a. Grant Writing
 - b. Business contacts for contributions
 - VIII. New Business
 - ? a. Hired Manager - Anne Marie
 - ✓b. Smoking Room
 - ✓c. Christmas Party ?
 - ✓d. Spring Conference
 - ✓e. Acadian pictures
 - f. Bulletin Boards - Gerry Nash
 - IX. Adjournment - Next meeting 8 December 1994

ACGS
MEETING OF BOARD OF DIRECTORS
NOVEMBER 10 1994

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday November 10 1994 at the ACGS library. President Roger Lawrence called the meeting to order at 06:47 pm.

ROLL CALL Lucille Lagassé and Bob Paquette were excused. A quorum was present. Also in attendance were Gerry Lalonde and Ray Desfosses.

RECORDING SECRETARY The minutes of the October 13 1994 meeting were read. A correction was made to the report of the Library Committee to show that Bob Maurier, and not Judy Arseneault, rendered the report. There were no other corrections and the minutes were filed. It was pointed out that it is the duty of the recording secretary to publish the attendance sheet, along with the minutes. Jack Stanton will do this for subsequent meetings. It was also requested that a list of the Board be made available with telephone numbers.

TREASURER'S REPORT Brenda Costello pointed out that there were two balance sheets - one showing approximately \$20,000 more in assets (for archivist, book, and research funds) with a corresponding amount in liabilities (for a [building] fund offset account), and the other without these items. Brenda asked the Board members which way they would prefer the accounting. It was decided that the "extra" assets and liabilities should be shown. Ray Desfosses asked if Brenda had received a bill from Winchester for work done on the furnace that he had authorized. She did not, but Judy Arseneault said there was a bill in Ray's mailbox. There were questions concerning approval of certain bills by appropriate individuals prior to payment - no real direction on this. Roger Lawrence asked whether the item on the balance sheet, under other assets, called "library building" should be "land and buildings". This generated some discussion as to whether the figure should represent actual cost or replacement value. Gerry Lalonde noted that our insured amount was \$600,000, whereas the "cost" of the building alone was \$85,000. Again, no real answer to the question, but it appears that the \$181,975 figure represents a replacement value and is a reasonable one. Bob Maurier questioned the "book inventory" item on the Archivist Fund Activity Report - specifically the Quintin Publicat item. Brenda explained that that was just a listing of purchases made during the month.

Roger raised a question on the report on the Fall Conference results - was this (\$225.50) really a bill for the hall and the pastry? It had been his understanding that there was no charge for the hall. Brenda explained that this item was "from the hall for the pastry. Roger did suggest that we send a yearly check (to St Anselm) as a token of our appreciation. Pauline Cusson noted that this Conference's profit certainly would allow it. No decision on this. Bob Maurier asked about item 17.4 (telephone) - was it for one month? Brenda replied that it was for two months. There was a question as to whether there was a charge for ACGS to have a listing in the yellow pages. Ray said that there wasn't, unless one had an ad there. Gerry Lalonde said that the auditor (Hervé Riel) had the '93 books and was willing to do the audit for \$500. He needs the Board minutes for that year - Judy will supply. Pauline Cusson suggested that, until the building fund is retired, we keep retaining a professional (this does not mean CPA) accountant to audit our books. **Pauline Cusson moved** that we transfer \$5,000 from checking to help amortize the building fund. **Anne-Marie Perrault seconded. Motion carried.** There appeared to be no motion to have the treasurer's report filed for audit - yet neither was there any objection to do so, so it has been so done.

SPECIAL PRESENTATION

Gerry Lalonde discussed a series of paintings of the deportation of the Acadians. He is donating one of the pictures to the library. The framing was done at Prints Plus at the Fox Run Mall in Newington. He is looking for others to sponsor the other 5 photos (at approximately \$130 each). He wished Board approval for \$29 for postage - approval granted - to send synopsis of a particular family (the trial one would be Gagnon) in order to solicit new members. His goal is to double membership.

PRESIDENT'S- VP'S REPORT

Roger read a letter from Al Hamel in which he tendered his resignation from the Board because of poor health. Al does wish to retain membership in ACGS, however. He will leave ideas for the various projects on which he was working for aid in their continuance - including the submission of grants applications. We do need a replacement. Roger said he will ask Diane Lavoie or Don Chaput. The building permit seems to be OK. Ray Desfosses says he is "ready for inspection". Ray also agreed to take over for Maurice Beaudoin who resigned from the building committee. He also said that we need a hole in the wall in the boiler room approximately 3' x 3' for make-up air (to keep levels of carbon monoxide at a safe level). Vi Boisvert resigned from the library staff. Gerry Lalonde will still be the purchasing agent. Bob Maurier has been redesignated to "acquisition director". There was some discussion about a Coca-Cola snack vending machine being placed in the library. It would be there as a convenience and we would not expect any profit from it - unless, perhaps, the sales volume proved to be very great.

Kinko's has a policy whereby they issue cards to people who bring in work to be done - so that they (or their organizations) "get the right price". We have several members of the Board whose names are already on the "card"; Roger asked if any others needed this. There was discussion concerning telephone calling cards and whether we needed multiple cards. The ACGS really only needs one, which number can be shared among Board members; however, there was no sentiment for removing any of the existing ones. Roger said that Gerry Nash had a proposal to amortize the payment for the [Drouin?] films. We shall wait for Gerry to personally present the proposal. Roger mentioned that Bob Leroy brought to his attention a group called the Huguenot Historical Society in New Rochelle, New York which might provide us with a speaker for a future conference.

Pauline Cusson reported that she and Roger had gone to Woonsocket for the planning meeting for the 1995 regional conference. They made it clear that this board had voted not to participate in 1995. After attending and listening to the plans, she and Roger think that the Board should reconsider its decision. The idea of incorporation was still being studied. Officers were elected - Pauline was elected treasurer of the 1995 conference. She feels that, if the Board does vote to reconsider, the fact that she is participating as treasurer will be all that will be expected of ACGS. Most of the site work to be done during the two days of the conference will be done by the locals from the Burlington VT area. There will be an optional bus trip for 40 people (first come, first served) to the Archives in Montréal. Pending approval, Roger offered to give a talk on French Canadian settlements on Lake Champlain in the 1700's. There will be 26 societies participating. Our expenses, other than Roger's travel and lodging would be to send out brochures. We could take the cost of the mailing from the proceeds check from the last regional conference. If we wanted a booth, that would be extra. Anne-Marie moved that we participate in the All New England Conference in 1995; Bob Maurier seconded; motion carried.

COMMITTEE **REPORTS**

Library: In Connie Hamel's absence, Roger reported that some lockers which were in need of cleaning. He would let the library board decide if, and how, to use them. Bob Maurier said that the Drouin (rebinding) project was going to take longer than we thought.

Research: (Pauline Côté) The current charge for a line back to France is \$15 or \$2 a marriage. There are times when we cannot get back to France (or find a particular marriage), and so we have to issue a refund. There was a proposal that there should be a minimum fee - whether or not anything could be found. It was decided that the new fees should be: \$5 minimum, \$20/line for members, \$40/line for non-members. The fee should be enclosed with the request along with a SASE. Fees for photocopying source documents should be extra. This item will appear in the newsletter.

Computer/Publications: (Roland Marchand) Pauline Cusson reported that the St Augustin marriages cost \$18/book; we will sell for \$35. There was a brief discussion concerning a 10% discount for books that are picked up, as the price is a postpaid one - nothing really decided, but there was considerable opposition to the idea. Roland reported that the next project would be St George's marriages. Two bundles are due back soon on St Augustin births. St Edmond's are done being proofread and are almost ready for printing. There had been prior discussion on the purchase of a laser printer for the library - a 600 dpi model. Discussion ensued as to exactly what features should be sought in a laser printer. Pauline Côté moved that the computer committee be authorized to purchase a laser printer of their choice up to a price of \$1,000; Judy Arseneault seconded; motion carried.

Publicity: (Lucille Lagassé - excused) [No report.]

Building: (Ray Desfosses) Thermostats are OK; he has obtained more fire extinguishers and we now have enough. He has a bid of \$3,900 for snow plowing; Maurice Beaudoin had had one for \$2,100 - both included sidewalks. Ray would prefer a bid by the hour. We need a price for the whole thing and we must coordinate with the Blessed Sacrament pastor. Further, we must be sure that the plower has sufficient liability insurance.

Ray has a 12' aluminum ladder that belongs to the electrician and says that he needs one. He also wants a shop vac. It was noted that this latter item had already been approved by the Board. Roger said that we had also approved the purchase of the ladder. Ray offered parking decals to the society as several people ask about the no parking sign in the lot. Roger said he would prefer that the sign be removed - it will be done.

Editorial: (Anne-Marie Perrault) She reported that she is "drowning in the wrong kinds of things" and she has to do lots of editing. The number of queries is growing. The last issue (the fall one) has been tough. It's due on 21 December and it may be late. Concerning the surname index that had been proposed by Bob Paquette, Anne-Marie would like to use an insert in the newsletter and asked if it were OK with the Board. Roger said it would be. Judy Arseneault asked if something could be put in the newsletter concerning the new membership card - which number is the membership number and which is the expiration date.

UNFINISHED
BUSINESS

[Roger Lawrence elected to put this (these) item(s) off considering the hour.]

NEW
BUSINESS

Roger mentioned the idea of a smoking room for the library. Perhaps we could use some space downstairs. There was a discussion about the potential for fire problems and higher insurance costs. Roger asked for a motion to have a smoking room to see if it would be shot down. Bob Maurier asked if there could be a non-binding vote. Most felt that there should not be such an area in the building.

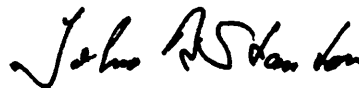
There was a discussion about a Christmas party. What kind? Where? Pot luck? Finger foods? Who's invited? Give gifts? Have it catered? It was decided that the party would be in the library on Sunday 11 December 1994 at 01:30 pm; that it should be catered; that the ACGS would pay, but that each attendee would pay \$3; that spouses would be welcome; that no gift swap or games would take place; that sodas would be made available; that people could bring in food if they wished; and that there would be a sign up procedure.

Pauline reported on her visit to the Diocese of Manchester Museum at the old Sisters of Mercy convent at the corner of Laurel and Union Streets.

ADJOURNMENT

Meeting was adjourned at 09:41 pm. Next regular meeting to be held at the ACGS library on Thursday December 08 1994 at 06:30 pm.

Respectfully submitted,



John R Stanton
Recording Secretary

Income & Expense Statement
10/ 1/94 Through 10/31/94

94-All Accounts
10/31/94

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Category Description	10/ 1/94- 10/31/94
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	2,469.00
	2,469.00
TOTAL 1.0 MEMBERSHIP	2,469.00
2.0 PUBLICATION:	
2.1 Repertoires	602.90
2.2 Indexes	34.00
2.3 Video S & R	25.00
	661.90
TOTAL 2.0 PUBLICATION	661.90
3.0 GENEALOGIST:	
Advertising Income	25.00
Back Issues	41.70
	66.70
TOTAL 3.0 GENEALOGIST	66.70
4.0 LIBRARY:	
4.1 Photocopy	608.84
4.3 Guest Fees	112.00
4.4 Classes	187.00
Maps/Charts/Info Sheets	255.25
	1,163.09
TOTAL 4.0 LIBRARY	1,163.09
5.0 RESEARCH:	
5.1 Income	380.00
	380.00
TOTAL 5.0 RESEARCH	380.00
6.0 CONFERENCE:	
6.1 Attend. Fee	388.00
6.2 Raffle	296.00
6.3 Other	32.00
	716.00
TOTAL 6.0 CONFERENCE	716.00
7.0 SOCIETY:	
7.2 Bldg Fund	3,174.96
7.8 Ckg Act Int	13.18
	3,188.14
TOTAL 7.0 SOCIETY	3,188.14
TOTAL INCOME	8,644.83
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	100.00
11.3 Maine	44.00

Income & Expense Statement
10/ 1/94 Through 10/31/94

94-All Accounts
10/31/94

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Category Description	10/ 1/94- 10/31/94
TOTAL 11.0 MEMBERSHIP	144.00
12.0 PUBLICATIO:	
12.1 Postage	140.77
12.2 Supplies	14.86
Repertoires	46.29
TOTAL 12.0 PUBLICATIO	201.92
13.0 GENEALOGIS:	
13.1 Postage	34.22
Genealogist	2,760.00
TOTAL 13.0 GENEALOGIS	2,794.22
14.0 LIBRARY:	
14.2 Supplies	159.87
Copiers & Viewers	-74.00
TOTAL 14.0 LIBRARY	85.87
15.0 RESEARCH:	
15.1 Postage	29.00
15.3 Returns	180.00
15.4 Other	20.00
TOTAL 15.0 RESEARCH	229.00
16.0 CONFERENCE:	
16.1 Postage	3.20
16.3 Speakers	311.00
16.5 Other	270.00
TOTAL 16.0 CONFERENCE	584.20
17.0 SOCIETY:	
17.1 Postage	4.00
17.2 Supplies	28.94
17.4 Telephone	90.40
TOTAL 17.0 SOCIETY	123.34
And Grounds:	
18.1 Heat	82.23
18.2 Electric	178.72
Bldg & Grounds	257.77
Total And Grounds	518.72
TOTAL EXPENSES	4,681.27
TOTAL INCOME/EXPENSE	3,963.56

ACGS Balance Sheet
As of 10/31/94

94-All Accounts
10/31/94

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Acct	10/31/94 Balance
ASSETS	
Cash and Bank Accounts	
ARCHIVIST FUND	0.00
BLDG FUND BNH	3,359.46
BOOK FUND	0.00
CASH ON HAND	22.00
CHECKING BNH	7,190.26
CHECKING SMB	0.00
CHEQUING	613.66
RESEARCH FUND	0.00
SAVINGS SMB 07	653.67
	11,839.05
Total Cash and Bank Accounts	
Other Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	114,761.90
FURN. & EQUIP.	39,683.90
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	181,975.03
PUBLICATIONS	21,000.00
	359,520.83
Total Other Assets	
	371,359.88
TOTAL ASSETS	371,359.88
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
BUILDING LOAN	67,500.00
	67,500.00
Total Other Liabilities	
	67,500.00
TOTAL LIABILITIES	67,500.00
EQUITY	303,859.88
TOTAL LIABILITIES & EQUITY	371,359.88

BALANCE SHEET
As of 10/31/94

94-All Accounts
10/31/94

Page 1

Acct	10/31/94 Balance
ASSETS	
Cash and Bank Accounts	
ARCHIVIST FUND	10,422.57 ✓
BLDG FUND BNH	3,359.46
BOOK FUND	1,255.84 ✓
CASH ON HAND	22.00
CHECKING BNH	7,190.26
CHECKING SMB	0.00
CHEQUING	613.66
RESEARCH FUND	8,155.89 ✓
SAVINGS SMB 07	653.67
Total Cash and Bank Accounts	31,673.35
Other Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	114,761.90
FURN. & EQUIP.	39,683.90
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	181,975.03
PUBLICATIONS	21,000.00
Total Other Assets	359,520.83
TOTAL ASSETS	391,194.18
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
BUILDING LOAN	67,500.00
FUND OFFSET ACT	20,487.97
Total Other Liabilities	87,987.97
TOTAL LIABILITIES	87,987.97
EQUITY	303,206.21
TOTAL LIABILITIES & EQUITY	391,194.18

ARCHIVIST FUND ACTIVITY REPORT

10/ 1/94 Through 10/31/94

94-Selected Accounts
10/31/94

Date	Acct	Num	Description	Memo	Category	Clr Amount
<u>ARCHIVIST FUND</u>						
10/31	ARCHIVIS		Books	Books purch	[FUND OFFSET ACT	-151.60
10/31	ARCHIVIS		Allowance	20% of Oct	[FUND OFFSET ACT	493.80
TOTAL ARCHIVIST FUND						342.20
<u>BOOK INVENTORY</u>						
10/ 1	BOOK INV		Quintin Publicat	Books	[CHECKING BNH]	100.90
10/14	BOOK INV		Quebec Family Hi	Book	[CHECKING BNH]	30.00
10/14	BOOK INV		Society Genealog	Book	[CHECKING BNH]	20.70
TOTAL BOOK INVENTORY						151.60
OVERALL TOTAL						493.80

RESEARCH DEPARTMENT
10/ 1/94 Through 10/31/94

94-All Accounts
10/31/94

Category Description	10/ 1/94- 10/31/94
<u>INCOME/EXPENSE</u>	
<u>INCOME</u>	
5.0 RESEARCH:	
5.1 Income	380.00
TOTAL 5.0 RESEARCH	380.00
TOTAL INCOME	380.00
<u>EXPENSES</u>	
15.0 RESEARCH:	
15.1 Postage	29.00
15.3 Returns	180.00
15.4 Other	20.00
TOTAL 15.0 RESEARCH	229.00
TOTAL EXPENSES	229.00
TOTAL INCOME/EXPENSE	151.00

CONFERENCE RESULTS
8/ 1/94 Through 10/31/94

94-All Accounts
10/31/94

Category Description	8/ 1/94- 10/31/94
<u>INCOME/EXPENSE</u>	
INCOME	
6.0 CONFERENCE:	
6.1 Attend. Fee	1,310.06
6.2 Raffle	2,603.00
6.3 Other	52.00
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TOTAL 6.0 CONFERENCE	3,965.06
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TOTAL INCOME	3,965.06
EXPENSES	
16.0 CONFERENCE:	
16.1 Postage	197.35
16.3 Speakers	565.87
16.5 Other	545.00
Printing, etc.	580.00
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TOTAL 16.0 CONFERENCE	1,888.22
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TOTAL EXPENSES	1,888.22
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TOTAL INCOME/EXPENSE	2,076.84
	<hr/>
Bill from St ANSELM's for hall + pastry	<225.50>
	<hr/>
	\$ 1,851.34
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