

ACGS
MEETING OF BOARD OF DIRECTORS
08 JUNE 1995

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday 08 June 1995 at the ACGS library. President Roger Lawrence called the meeting to order at 18:38.

ROLL CALL Lucille Lagassé and Judy Arseneault were excused. A quorum was present. Also in attendance were Diane Lavoie and Pauly Labbé.

RECORDING SECRETARY The minutes of the 11 May 1995 meeting were reviewed. Several corrections were offered. The notes will be filed as corrected.

TREASURER'S REPORT Brenda Costello noted that, although the checking account balance is down, all current bills have been paid. \$1,000 of the \$2,500 which had been transferred from the operating fund to the building fund has been transferred back to the operating fund. It was noted that this initial transfer had been done with Board approval, so **Anne-Marie perrault moved** that we formally transfer the \$2,500 back (\$1,000 now and the remaining \$1,500 later); **Pauline Côté seconded; motion carried.** Brenda reported that we have received \$17,497 in dues to date this year (since 01 January), and that this amount is somewhat behind projections. Pauline Côté then asked if we should consider "coercing" first time visitors to join, explaining the benefits of membership. Sales of publications and raffle sales from the Spring Conference were also down slightly from projections and library supply and repertoire printing expenditures were higher than projected but, all in all, the projections seem to be reasonably close to being correct.

Brenda is considering using Peachtree Accounting software to fine tune our reports. She said that the \$21,000 in "other assets" would change to more meaningful entries. Peachtree Accounting also has an inventory control feature. She did note that, to use Peachtree Accounting, any future treasurer must have some knowledge of accounting procedures. She will keep duplicate systems (Peachtree and Quicken) for a few months to test the compatibility. Anne-Marie said that, whichever system is decided upon, the reports would be equally understandable to the Board.

Gerry Nash questioned the worth of the Fund Activity Report. He noted that the Balance sheet shows only about \$3,000 in cash, whereas the Fund Activity Report shows about \$25,000. Most felt the Fund Activity Report to be beneficial and needed for tax purposes, especially for contributions.

The Spring Conference seems to have shown a profit, although the cost of the Jetté has not yet been factored in.

Don Chaput asked about the fact that we seemed to be paying only on the interest (on the loan) and not on the principal. It was explained that this was an equity loan — a \$75,000 line of credit — and that we did not have to pay on the principal. Anne-Marie questioned the necessity of keeping the Mark Gauthier fund on the Report. Jack Stanton asked if the total on the building fund pledges were correct; Brenda agreed it was not and will correct.

There was a discussion concerning sending notices to those who had pledged and have not fulfilled those pledges. Roger Lawrence will draft a letter. Roger asked if a separate letter should go to those who had neither given nor pledged. It was noted that this drive should be a continuing one. We will have to combine active and inactive member lists, make a new database, and add appropriate fields.

Roger asked about the advisability of having purchase orders, as some vendors require these. Gerry asked who has the authority to buy. The answer was "anybody". Should there be an upper limit on non pre-approved expenditures? It was suggested that \$25 be the maximum and that higher amounts, up to \$100, would require that the individual contact Brenda for approval unless she thinks that a specific expenditure needs Board approval. It was suggested that all expenses above \$100 require the approval of the President. Gerry suggested that an ad hoc committee consisting of the President, the Treasurer, and others decide on a firm policy before the next meeting. Anne-Marie has already been tasked to get together a policy for reimbursement. The Treasurer's report will be filed for audit.

PRESIDENT'S REPORT

Roger Lawrence has signed the rental agreement with the New Hampshire State Library (NHSL). It now awaits approval of Governor and Council. There was some discussion as to affirming that ACGS did not have to provide janitorial services. Walls and locks and crash bars are here and will be installed in time for occupancy by NHSL.

Roger reported that a member and good friend of the Society, a Ben Pontbriand, died of cancer on 30 May 1995. He also reported on a meeting he and Anne-Marie had with a Marie Tisson, a free-lance writer for several newspapers in Canada. He said she could get some good publicity for us. He further noted that Paul St Laurent painted our dining space walls and may be a permanent, dependable "volunteer".

VICE PRESIDENT'S REPORT

Concerning our Fall Conference, Pauline Cusson said that Blessed Sacrament's hall was available at \$50/hour, for a minimum of 6 hours. As we'd need the place for 8 hours, it was felt that the price was high. The student center at St Anselm College is not available from the 1st week of September through November and the Dana Center would be too expensive. An alternative discussed was the use of our own library. We could fit in a few vendors. Chairs would have to be rented. There was a suggestion that we have box lunches

catered. The general feeling was that, if we do decide to use our library, we should not allow research until the Conference is over. **Gerry Nash moved** that we have it in our library; **Don Chaput seconded; motion carried; Anne-Marie Perrault and Roland Marchand cast dissenting votes.** (It was mentioned that we should set a date, but none was set.)

The All New England Conference flier is being distributed; it will be the centerfold in the Spring issue of the Genealogist. Three buses are coming from the Cape, from Providence, and from Hartford. One bus will be available for a trip to the Montréal Archives. The Vermont vital records (archives) will also be available as a side trip. The hours at the Montréal Archives are: closed Sundays; 12:30 to 20:30 Mondays through Fridays; and 09:00 to 17:00 on Saturdays. Both the Montréal and Vermont trips will be on Friday. As the bus will leave Montréal at 16:00 to arrive at the hotel in time for the banquet, that will leave about 3 1/2 hours for research. Room reservations should be made early. We (the All New England group) have guaranteed 150 rooms at \$99 per night. The Fitchburg chapter has published extracts from death records from Aubuchon's funeral parlor; it sells for \$30.

COMMITTEE REPORTS

Library: Diane Lavoie has made some subtle changes so that it "all makes sense". There is a blue binder on her desk which will help in finding sources. She asked about our \$0.10 per page copying fee; would not \$0.15 be more realistic? **Pauline Côté moved** that we raise the fee to \$0.15 per page effective Wednesday 14 June 1995; **Pauline Cusson seconded; motion carried.** **Pauline Côté then moved** that we raise the guest fee to \$5; **Gerry Nash seconded; motion carried.**

We have some books to be bound -- each would cost about \$12 -- can we send them out? It was suggested that a firm estimate be obtained and then Brenda be asked if funds are available. There was some discussion about the allocation of funds for purchasing books. What if funds are really not available? We should cut back on other expenditures to allow Bob Maurier to purchase books. Polly asked if one comes in and pays to become a member, should that person be given a current copy of the Genealogist. All considered this OK.

Research/Publications: Pauline Côté that marriages and burial from St Joseph in Laconia would be ready for publication next week. Bob Descoteaux is going to Winooski (VT) to copy records; he'll need 3 toner cartridges. Judy Arseneault is done with the Phaneuf records; when she returns, they should be ready for printing. St Basil's (Madawaska County NB) -- when can we publish? It's about 300 pages. (No definitive answer.) Concerning St Anne's (Manchester), Roger reported that there are diocesan priests there now so we may have a better chance of getting to copy records. Fr Babineau is going to add more records. (It was unclear as to whether these were Notre Dame des Canadiens, St Joseph's, or both.) Brenda asked about Kinko's bills for copying repertoires. It seems that their bill format is such that it's difficult to tell exactly how much it costs to have any particular repertoire printed.

Computer: Roland Marchand reported that the committee has been indexing cards. Acadian histories and families have been moved to "regular" histories and families. The How-To cards have been done. They still have to do the reference section. They will catalog city directories. Could we publish a list of our holdings when we're done? — in the Genealogist? — give to other libraries? Consensus was that we should sell the list, rather than give it away. We could consider publishing online

Building: Ray Desfosses reported that he had turned off the heat. Dave's Lawn Care is doing the lawn for \$30; however, this had not included the perimeter of the parking lot. Brenda said that she had received 2 bills from Dave's — one for \$60 and one for \$30. Ray said that he (Dave) had come twice. Roger would like to have a price for filling the bad spot on the lawn. Ray said that it needed to be filled because that is where the oil tank is (it still has oil in it). Ray said he would get a quote.

Publicity: No report.

Editorial: Anne-Marie reported that the Spring issue was at the printer's and should be ready by 01 July; the Summer issue won't be far behind. She said that we shouldn't be concerned with these slight lags as we used to be much slower. She noted that Don Chaput is now assisting her by entering queries. Pauline Cusson suggested that we only answer the question(s) asked and not go several generations back.

She then cited 2 examples of other societies publishing articles that we had already published without rendering acknowledgment. She feels this ought not be done.

She noted that she had received the newsletter from the Fr Leo Begin chapter, in which they refer to their mother society as the "Canadian American Genealogical Society". She will write to them to point out the error.

Grants: Roger Lawrence asked if anyone had yet spoken to Mike Melanson about this. Pauline Cusson said perhaps soon. Anne-Marie will speak to him.

**UNFINISHED
BUSINESS**

Roger Lawrence asked Roger Cassavant about preparing a framed line for a business donor. He suggested that we return 15% to Roger C. Roger C said that he did not want to make a profit, but we feel that we should at least return his cost. Gerry Nash asked what the "pitch" was. Roger replied that it was to appeal to pride in their (the donors') heritage. Gerry suggested that we test it with a limited number of participants — perhaps 50. Roger L said he would pursue it with Roger C.

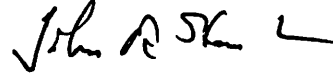
NEW
BUSINESS

There was considerable discussion concerning painting of lines in the parking lot. Should they offer 10' or 9' widths? Is the entire parking lot our responsibility? It was noted that the terms of the lease state that we (ACGS) are responsible for "maintenance" of the lot, which should include striping. Gerry Nash will get a price on this.

ADJOURN

Meeting adjourned at 21:34. Next regular meeting at the ACGS library beginning at 18:30 on Thursday 13 July 1995.

Respectfully submitted,



John R Stanton
Recording Secretary