ACGS BOARD OF DIRECTORS MEETING
AGENDA - AUGUST 1995

Date: 10 August 1995
Time: 6:30 PM
Place: ACGS Library

I. Call to Order -

II. Roll Call - Lucille Lagasse, Bob Paquette, Gerald Nash excused

III. Recording Secretary - Minutes of July 1995 meeting.

IV. Treasurer's Report - July 1995
- Budget

V. Society Business
- Fall Conference
- Nominations of: Officers and Directors
- Gunstock Festival

VI. Committee Reports
- Corr Secretary - Judy Arsenault
- Building - Ray Defosses
- Editorial - Anne Marie Perrault
- Library - Diane Lavoie
- Aquisitions - Bob Maurier
- Research-Publications - Pauline Cote
- Computers - R Marchand
- Publicity - Grant Writing -

VII. Unfinished Business
- Burlington Convention
- Membership Dues
- State Library occupancy (Mrs Kimball visit)
- Mortage plan revisions

VIII. New Business
- Submission of agenda items by board members
- Aug 1996 Canada-US Event
- Answering machine
- Commitee for Marketing (??), Data Entry (Bob Neveu);
- Maine Chapter as separate entity
- Upstairs storage room review

IX Adjournment - Next meeting 14 Sept 1995

			AMERICAN CANADIAN GENEALOGICAL SOCIETY										
			OCTOBER 1994 THROUGH SEPTEMBER 1995										
							ROLL CALL						
		[P = PRESENT					E = EXCUSED			A = ABSENT]			
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Roger Lawrence	Pres/CoFndr	P	P	P	P	P	P	P	P	P	P	P	
Pauline Cusson	VPres	P	P	P	P	P	P	P	P	P	P	P	
Jack Stanton	RecSecy	P	P	P	P	P	P	P	P	P	P	E	
Judith Arseneault	CorSecy	P	P	P	P	E	E	P	P	E	P	P	
Brenda Costello	Treas	P	P	P	P	P	P	P	P	P	E		
Lucille Lagassé	CoFounder	E	E	E	P	E	E	E	E	E	E	E	
Donald Chaput	Dir					P	P	A	P	P	P	P	
Pauline Côté	Dir	P	P	P	P	P	E	P	P	P	P	P	
Ray Desfosses	Dir					P	P	P	P	P	P	P	
Albert Hamel		P											
Diane Lavoie				P	A								
Roland Marchand	Dir	P	P	P	P	P	P	P	P	P	P	P	
Robert Maurier	Dir	P	P	P	P	P	P	P	P	P	P	P	
Leo Morency		P	A	P									
Gerald Nash	Dir	P	A	P	P	E	P	P	P	P	P	E	
Robert Paquette	Dir	P	E	E	P	E	P	P	P	P	P	E	
Anne-Marie Perrault	Dir	P	P	P	P	P	P	P	P	P	P	P	

ACGS meeting - 10 Aug 95 - (from tape and J Arseneault notes, as I was not there)

[See Judy's notes for those excused - all others present.]

[See Judy's notes for corrections to July meeting notes.]

Treasurer's report - (Some trouble finding it - no copy accompanied the agenda or any other attached material.) There were apparently some problems with the research department's figures. Pauline Cusson asked what the net income was on the June report that was mailed to us. Bob Maurier said it was $1,415.60. This figure, as well as some others, agreed with what Pauline had retrieved from the computer. She will plan to sit with individuals to straighten out any discrepancies. Pauline reported on the previously discussed check for $2,000 which had been sent to Bank of New Hampshire for pament on our loan. Apparently no instructions accompanied the check so it remained "somewhere"in the bank, never got deducted from the building fund account and never reduced the loan. The check now has been deposited to go toward operating expenses. There was some discussion about setting up budgets for each account using Quicken. Also some discussion on setting up an inventory program. Pauline said she had asked Gerry Lalonde which set of treasurer's books was at the auditor's. He said he thought it was '93. The treasurer changed in October of '94. She doesn't think '94 has ever been sent to an auditor. Roger asked if there should be an audit in light of the recent change in treasurers. Anne-Marie thought it a good idea to protect our non-profit status. Some question as to what the by-laws say regarding audits. Anne-Marie notedthat the by-laws provide that an audit be performed at the end of the fiscal year and a report be given to the genral membership prior to the spring meeting. Pauline Cusson noted that she had been in a group in which 3 members of the group (none connected with the treasurer) were appointed as an ad hoc committee to audit the books --- as opposed to a for-hire auditor. Roger and Pauline noted that, if it can be shown that, if we have to account for our income from the state for tax purposes, we probably should have an auditor file our tax return. There was some discussion as to putting most of our ready cash at St Mary's Bank instead of the Bank of New Hampshire. Bob Maurier asked if we could see that some of the money that we pay on our line-of-credit building loan be paid on the principal instead of only paying on the interest. That brought up the previously discussed proposal to take out a 30-year mortgage.

Society Business:
Fall conference update by Pauline Cusson. Nine board members will not receive notices. There will be no opening on Saturday night. Rather than having concurrent sessions, each session will be for all attendees.
Nominations: Roger would like to continue as president. Anne-Marie has consented to run for vice-president. Judy Arseneault will continue as corresponding secretary and Jack Stanton as recording secretary. We need 2 directors to replace Ray Desfosses and Roland Marchand. Both agreed to have their names submitted. We need a replacement for Anne-Marie. Bob Paquette will not be available. Roland said that Bob Neveux could be considered but that he might have difficulty making meetings during bad weather. Anne-Marie said that Larry Autotte has expressed an interest in getting involved again. Pauley Lamy's name was mentioned to fill one of the director vacancies. Jack will moderate the elections. Roger suggested that each

committee be given 5 minutes (maximum) to report on activities.
Gunstock Festival: Roland and Roger will be covering on Saturday; Anne-Marie and Pauline Cusson on Sunday. Roland and Roger will meet at the library early Saturday morning to pack up. Will bring samplings of New Hampshire parishes, Jetté, and Tanguay.

Committee reports:
Membership, Judy Arseneault. Distributed a report on membership renewals. There was some discussion as to being able to pay dues ahead of time. We have been receiving donations for the acquisition (book) fund and for the building fund.
Building, Ray Desfosses. Has put a 300 watt light (on a light sensor) over the front door. There is a red light over the firemen's pull box --- let Ray know if it's ever out. He gave Roger a maintenance schedule with instructions. He needs a master key for the firemen. Roger will give Ray his master key. There should be a plate over the locks on the front and back doors.
Editorial, Anne-Marie Perrault. Summer issue is about ready to go to the printer --- it needs the president's letter.
Library, Pauley Lamy. She did meet with Diane (Lavoie) concerning the transition. Family genealogy indexing is done; will be indexing reference books, Drouin's. Lorraine Duchesne has started doing these. Will also be doing vital records and obituaries.
Acquisitions, Bob Maurier. Books sent to the binder's shoiuld be back by the end of the month. Only book ordered that was sent out was a memorial for Bob Leroy. Roger reported that a John Bellerose had given us a check for $2,000, half for the building fund and half for acquisitions. We could put some toward New Hampshire records. Pauline Cusson asked, regarding memorials, who takes care of the plate or entry in the book ("in memory of")? Pauline ~~(Côté?)~~ had done the Drouin ones
Research/Publications, Pauline Côté. All is well in research. St Joseph's of Laconia should be coming off the press by the end of September. Have started Infant Jesus of Nashua. Fitchburg has been copied and is ready for input. Anne-Marie asked about the history of St Joseph's of Laconia. Pauline said that Denise Ortokales is working on it. We need the last 20 years. Roland reported that he had developed a flier that could be sent out to show the availability of our repertoires. Perhaps we could modify it to include things that are being worked on but are not quite ready yet. We'll defer the rest of this discussion to a later time. Pauline Cusson reported that she received a letter from Betty Lindsey of Edmond, Washington. She has a publication she wishes us to put on sale. She would give us 50% ($20 each) from the sale of these books to the Society. Don Chaput moved that we put the books on sale; Bob Maurier seconded; motion carried.
Computers, Roland Marchand. We got a 286 with software forDick Fortin; he'll be taking it home. Pauline Cusson asked if we have a record of this transfer. Roland bought a "box" so that 2 PC's can be hooked to 2 printers with a switching capability. Not sure how to set up the new 386 (DonChaput's); different people have different requirements. Should he set it up for Q&A?. Should it only have DOS on it, or Windows also? Should we get rid of PC-Tools? Pauline asked Roland if he would make a listing of all our PC resources. Some discussion about acquiring a new printer. Also some on the merits of CD-ROM and how we could make use of it.
Publicity/Grant Writing --- nothing to report.

Unfinished Business:
Burlington Convention, Pauline Cusson. Had a meeting last Saturday. Lots of negative feedback from the NEHGS conference. Block at the Sheraton is almost full, but that's not enough. We need 500 registrants to cover expenses. More are coming in daily. Side trip have been signed up for by about 40% of the registrants. Some speakers have bowed out. Other hotels are fairly solidly booked.
Membership Dues, Roger Lawrence. Motion was made by Roland Marchand; seconded by Don Chaput that we raise the dues by $5.00/year effective January 1 1996; motion carried.
State Library occupancy, Roger Lawrence. They're not down there yet. Mrs Kimball came down with some others to look at the place. They will be moving shelving in later.
Mortgage plan revisions, Roger Lawrence. Deferred discussion on this as Gerry Nash was not available. Bob Maurier said that he was not much in favor of a long term mortgage. Some discussion as to pledges and the tree of life. Pauline Cusson thinks that we could still generate some revenue from members who are new since the drive started.

New Business:
Submission of agenda items by board members, Roger Lawrence. Rogere said that Anne-Marie had suggested that board members be encouraged to submit agenda items.
Aug 1996 Canada/US event, Roger. A year long event (100th anniversary of the ACA) which is beginning now and will culminate in Aug 1996 at the genealogical society in Sherbrooke. He will receive more info later.
Answering machine, Roger Lawrence. We receive several calls during hours when the library is not generally open. Could we get an answering machine to intercept these calls, if to do nothing elsae except inform the caller of the normal hours. Some discussion concerning rules of good conduct when doing research. Anne-Marie suggested a message which stated, in part, that we can return a call collect. Judy Arseneault said that many of the calls are just for membership application requests --- that could be a part of the message. We'll look at prices.
Roger asked if anyone could do some marketing for us. He wondered if Gerry Lalonde might be interested in adding this to his list of things to do. He had asked Dick Gagnon, who said he could not do it at this time. Dick Fortin has been, in effect, a marketer for us.
Roger asked if Bob Neveux had taken over supervision of data entry. Anne-Marie asked if we had previously talked about a "software" committee, rather than only for data entry. She thinks that we should try to develop this idea further.
The subjects of the Maine chapter and the upstairs storage room review will be on next month's agenda.

Adjourn 22:06.

John R Stanton

AUG 95

Excused:

Jack Stanton
Bob Paquette
Lucille Lagasse
Jerry Hask

Corrections: See minutes

Sect' accepted as corrected

Treas. Filed for audit

Betty Lindsay sale of book

Sale of book

Motion: W. Chaput

Second R. Maurier

Motion carried

Dues: Increase $5.00 Jan 1

Motion: Roland Marchand

Second: Don Chaput

Motion Carried

Adjourned at 10:06

To: All Board Members
From: Roland A. Marchand
Date: 9 August 1995
Subject: Proposal for installing CD-ROM computer system for public access.

Lately, the Society has been fortunate in receiving a few donated computers. I believe that we should consider using one of these computers for public access. As you probably know, other libraries are already providing this service. The following is a proposal of how this could be accomplished.

1. Set up a 386 Computer (4 Meg RAM) for public access.
   a) Need to add an External CD-ROM Reader (2X).
   b) Should add an additional 200 meg Hard Drive. (Other databases).
   c) Need to have dot matrix printer on system.

2. CD-ROMs must be purchased for system.

3. A plan must be discussed and established for providing fair access to all library visitors of this research facility.

Here is approximation of the cost of this proposal:

External CD-ROM Drive (2X)	$ 200.00	
Additional 200 Meg HD	100.00	
Dot Matrix printer	150.00	
		$ 450.00
Purchase 13 (Census CD's @ $20.00	$ 260.00	
Social Security Records	$ 45.00	
Acadian linked pedigree in Canada	$ 69.00	
1870 New York City census index	$ 50.00	
Resource Guide	$ 5.00	
GRS Manual	$ 10.00	
		$ 514.00
Total Expenditures		$ 964.00