

**ACGS BOARD OF DIRECTORS MEETING
AGENDA - SEPTEMBER 1996**

Date: 12 Sept 1996

Time: 6:30 PM

Place: ACGS Library

- I. Call to Order -
- II. Roll Call - Lucille Lagasse excused
- III. Recording Secretary - Minutes of August 1996 meeting.
- IV. Treasurer's Report - August financial report
- V. Society Business
 - President
 - ✓Vice President
- VI. Committee and Task Reports
 - ✓Research - Connie Hamel
 - ✓Publications - Pauline Cote
 - ✓Computers - Roland Marchand
 - ✓Membership - Judy Arsenault
 - ✓Building - Ray Desfosses
 - ✓Editorial - Anne Marie Perrault
 - ✓Library - Mary-Jeanne Colburn / Pauly Labbe
 - ✓Acquisitions - Bob Maurier
 - ✓Inventory & Marketing - Bob Neveu
 - ✓Internet - Don Chaput
- ✓VII. Unfinished Business
 - ✓Fall Conference
- ✓VIII. New Business
- ✓IX. Adjournment - Next meeting October 1996

		AMERICAN CANADIAN GENEALOGICAL SOCIETY											
		OCTOBER 1995 THROUGH SEPTEMBER 1996											
		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	E	P	P
Anne-Marie Perrault	VPres/Dir	P	P	N	P	P	P	P	P	P	P	P	P
Jack Stanton	RecSecy	P	P	O	P	P	P	P	P	P	P	P	P
Judith Arseneault	CoSecy	P	P		P	P	P	P	P	P	P	P	P
Pauline Cusson	Treas	P	P	M	P	P	P	P	P	P	P	P	P
Lucille Lagassé	Co-Founder	E	E	E	E	E	E	E	E	E	E	E	E
Donald Chaput	Dir	P	P	E	P	P	P	P	P	P	E	P	P
Ray Desfosses	Dir	P	E	T	P	P	P	P	P	P	P	E	P
Pauly Labbe	Dir	P	P	I	P	P	P	P	P	P	P	P	E
Roland Marchand	Dir	E	P	N	P	P	P	P	P	P	P	P	P
Robert Maurier	Dir	P	P	G	P	P	P	P	P	P	P	P	P
Gerald Nash	Dir	P	P		E	P	P	P	P	P	P	P	P
Bob Neveux	Dir	P	P		A	A	P	P	P	E	P	P	P

ACGS
MEETING OF BOARD OF DIRECTORS
12 SEPTEMBER 1996

CALL TO ORDER A regular meeting of the Board of Directors was held on Thursday 12 September 1996 at the ACGS library. President Roger Lawrence called the meeting to order at 18:33.

ROLL CALL Lucille Lagassé and Pauly Labbe were excused. A quorum was present.

RECORDING
SECRETARY There were no corrections offered to the notes of the August meeting. Jack Stanton asked members of the board if any of them had ever received meeting notes with postage due — none had.

TREASURER'S
REPORT Good income on dues this past month. If one subtracts equity in July from equity in August, everything balances. We're in good shape but there are immediate upcoming expenses. Have 32 already registered for the fall conference as of 09 September. Bob Maurier asked about items 14.2 and 17.2 — are they indeed different pots? Pauline Cusson said yes. Don Chaput asked about item 7.9 being negative. Pauline Cusson said it was a bank adjustment. We made a \$3,000 loan payment — we could be in shape for another like payment. Don Chaput asked about item 17.4. Pauline Cusson said that this telephone bill also includes calling card charges. Gerry Nash asked if we could afford to pay \$7,000 on the loan. Pauline Cusson said that she wasn't sure we could. Bob Maurier asked how much of a payment Pauline Cusson would be comfortable doing. Pauline said she could do \$3,000 now and another \$3,000 at the end of the month — or perhaps \$5,000 now. **Roland Marchand moved \$5,000, Bob Maurier seconded, motion carried.** Some discussion followed on workers' compensation insurance. Report will be filed for audit.

SOCIETY
BUSINESS President: Roger Lawrence said that Pauly Labbe could use some more file cabinets. He asked if anyone knew of any. Anne-Marie Perrault suggested some outfit that deals in used furniture (something like "The Good, the Bad, & the Ugly"). **Gerry Nash moved that we buy 4 letter size, 4 drawer file cabinets (Anne-Marie Perrault to handle), Don Chaput seconded, motion carried.** Pauly Labbe had asked about more space for the Drouin/PDRH stuff — another cabinet. Some discussion about moving the ACA materials. Roger Lawrence suggested that we could use a new PC. Pauline Cusson said that we're expecting a 486 in December. It was left for a computer committee meeting. A



few remarks were exchanged concerning policies and procedures for the ACGS.

Vice President: Anne-Marie Perrault said that guidelines will be done by the end of September. She said she has enjoyed being V.P. under Roger Lawrence. Roland Marchand asked why we did not bring all the Manchester repertoires to Gunstock. Anne-Marie Perrault noted that perhaps we should have a list of what we should bring to field trips. Roger Lawrence agreed that we should have a policy for this. Anne-Marie Perrault said that we need to bring books to Québec on Columbus Day weekend. Bob Neveux will set aside some. Don Chaput suggested that we have several lists — one base list, and others for specific occasions. Bob Neveux suggested making a kit up out of duplicates. Anne-Marie Perrault said that some have asked if we could have a hospitality room when we go to Québec. Not much support for the idea. Gerry Nash suggested that, if we do have one, we limit it to wine, cheese, etc. It should be to elicit interest in our upcoming 25th anniversary. Don Chaput asked if other groups were having hospitality rooms. None that we're aware of. Pauline Cusson reported on quotes she had received on coin operated copiers. Conway Office Products that is to supply it will leave it here as long as it brings in \$200 a month. Any amount over \$200 the company would split 50/50 with ACGS. Cost would be \$0.10 a copy. Don Chaput suggested that we keep the cost at \$0.15 a copy. Bob Neveux said that we made 44,000 copies in the past 8 months. Pauline Cusson said that we were not planning to make (much) money on the copier. Gerry Nash said that, if we don't plan to make money, we should only charge \$0.05 a copy. Discussion about pros and cons of whatever price we charge. The other proposal came from UBM. Gerry Nash will call Conway Office Products tomorrow to continue negotiation of the contract (\$0.15 a copy and 1/3 of income over \$200).

COMMITTEE REPORTS

Research: Connie Hamel was not present. Anne-Marie Perrault asked if we were getting E-mail from people who were waiting for research results. Some discussion as to who was setting policy for the research department — the society or Connie Hamel. Pauline Cusson said it was Connie Hamel, and it shouldn't be. Anne-Marie Perrault said that we should take another look at the research department. She suggested that the research group develop a set of policies and bring them to the board. Discussion about all the problems with the research department. Don Chaput suggested that the next president appoint an auditing committee to study the research department. Pauline Cusson offered to approach Connie Hamel with the problem.

Publications: Pauline Côté was not present. Roger Lawrence asked if we were publishing as quickly as possible — could we expedite the procedure? He noted that the group in Rhode Island seems to be doing it faster. Yes, but they're only open one day a week — publishing is virtually all they do. Looks as if we need an audit of this department also. Maybe we could do better with more inputters and proofreaders. Pauline Côté does not want to copy several parishes ahead

because the pastors could become impatient waiting for the repertoires to be published.

Computers: Roland Marchand had been on vacation and had no report.

Membership: Judy Arseneault reported that there were 60 new members last month, 254 renewals, and \$160 for building fund. Judy pointed out the need for a firmer policy on student memberships. It seems that there are people trying to stretch this category. Judy has been making decisions on a case by case basis. Don Chaput said that we should have an age limit. **Don Chaput moved** that the limit be high school student and 18 years old or less, **Roland Marchand seconded, motion carried**, Bob Maurier voted nay.

Building: Ray Desfosses said he will start heat the first day it gets cold in October. Regarding the loam (he doesn't want just fill), he says we need 9 yards of loam — approximately \$100. We should also have it spread and seeded. Pauline Cusson asked about Dave who does the mowing. Gerry Nash asked if Ray Desfosses could get an estimate from him. Roger Lawrence should have the authority to spend. Front stairs should be cleared, as should some cardboard boxes upstairs which are blocking the fire extinguishers. Anne-Marie Perrault asked what should be done with boxes of newspaper clippings on marriages and some Canadian obituaries. Roger Lawrence said he would like to retain them. Ray Desfosses said he has had trouble getting volunteers to get to do projects that need to be done. Pauline Cusson said that Bob St Cyr has offered to help paint the room downstairs that we'd like to use as a coat room this winter. Bob Maurier asked about the leaky pipes from last winter. Ray Desfosses says he's fixed that. Roger Lawrence asked if there were anything we could do about the drainage outside. Ray Desfosses says that he has found storm drains in the street. He will put a flag to mark the drain.

Editorial: Anne-Marie Perrault said that the American Canadian Genealogist has been at the printers for 2 weeks; it should be mailed in about 2 more weeks. She noted that perhaps she could use an audit committee herself — she could use some help. She would like to be able to train someone to ultimately take her place. She says that we have enough contributions to fill at least 60 pages each issue. Perhaps Don Chaput could offer some of his expertise in printing to help Anne-Marie. Pauline Cusson asked if there were any more survey results. Anne-Marie Perrault noted that many of the survey respondents were from out of town — their opinions may well differ from that of the locals. Don Chaput suggested that this be discussed at the next editorial board meeting.

Library: Pauly Labbe was not present.

Acquisitions: Bob Maurier reported that August was a busy month. About 40 volumes were ordered and about 1/3 of them have come in. Another box has been sent to the bookbinders. Anne-Marie Perrault asked about the Oka books. Bob Maurier said he did have contact with Roger Cassavant concerning these.

Order for microfilms from Mass archives is ready to go.

Internet: Don Chaput distributed our current Web page. The URL is "http://www.ourworld.compuserve.com/homepages/acgs". Some corrections were offered. Don asked if we would send corrections to him. Received 64 queries last month. He asked about last month's note on affinity plates --- should we pursue? Anne-Marie Perrault asked if we could get the required 300 signatures.

Inventory/Marketing: Bob Neveux distributed a graph showing sales of publications. Last month was a good one. Will have a comparison after October. Repertoires and Jettés are the best sellers. Canadian crossing are also doing well.

**UNFINISHED
BUSINESS**

Fall conference --- Bob Maurier asked who was up for election this year. Roland Marchand's, Bob Maurier's, Gerry Nash's, and Anne-Marie Perrault's positions as directors are up for renewals. Pauline Cusson asked Jack Stanton to check minutes. Mary Anna Paquette has agreed to be corresponding secretary, Pauline Cusson to be president, Don Chaput to be treasurer. Larry Autotte to present slate as head of nominating committee. Jack Stanton to continue as parliamentarian. **Roland Marchand moved** that we submit a set of the American Canadian Genealogist to the Persi index, **Anne-Marie Perrault seconded, motion carried**, Don Chaput voted nay.

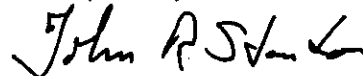
**NEW
BUSINESS**

No new business.

ADJOURN

Roland Marchand moved, Bob Maurier seconded, adjourned at 21:16. Next meeting Monday, 07 October 1996 18:30.

Respectfully submitted,



John R Stanton
Recording Secretary

ACGS Balance Sheet
As of 7/31/96

94-96-All Accounts
8/1/96

Page 1

Acct	7/31/96 Balance
ASSETS	
Cash and Bank Accounts	
BLDG FUND BNH	1,859.57
CASH ON HAND	22.00
CHECKING BNH	11,139.26
CHEQUING	992.19
PETTY CASH	177.18
SAVINGS SMB 07	684.24
	14,874.44
Total Cash and Bank Accounts	
Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	128,398.86
FURN. & EQUIP.	52,064.35
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	179,782.24
PUBLICATIONS	21,000.00
	383,345.45
Total Assets	
	398,219.89
LIABILITIES & EQUITY	
LIABILITIES	
Liabilities	
BUILDING LOAN	34,500.00
	34,500.00
Total Liabilities	
	34,500.00
TOTAL LIABILITIES	
	363,719.89
EQUITY	
	398,219.89
TOTAL LIABILITIES & EQUITY	

ACGS Statement of Income & Expense
8/ 1/96 Through 8/31/96

94-96-All Accounts
9/11/96

Page 1

Category Description	8/ 1/96- 8/31/96
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	6,302.00
	6,302.00
TOTAL 1.0 MEMBERSHIP	6,302.00
2.0 PUBLICATION:	
2.1 Repertoires	628.50
2.2 Indexes	40.00
2.4 Jette	200.00
	868.50
TOTAL 2.0 PUBLICATION	868.50
3.0 GENEALOGIST:	
3.1 Back Issues	40.50
3.2 Adv Sales	25.00
	65.50
TOTAL 3.0 GENEALOGIST	65.50
4.0 LIBRARY:	
4.1 Photocopy	648.83
4.2 Maps-Charts	268.57
4.3 Guest Fees	235.00
4.5 Can Soda	71.55
4.6 Candy	57.00
4.7 Hats	95.50
	1,376.45
TOTAL 4.0 LIBRARY	1,376.45
5.0 RESEARCH:	
5.1 Income	383.50
	383.50
TOTAL 5.0 RESEARCH	383.50
7.0 SOCIETY:	
7.1 Gen Fund	155.00
7.2 Bldg Fund	430.00
7.5 Sav Act Int	1.55
7.8 Ckg Act Int	12.54
7.9 Other	-21.90
	577.19
TOTAL 7.0 SOCIETY	577.19
8.0 BUILDING:	
8.1 Rental Inc	1,750.00
	1,750.00
TOTAL 8.0 BUILDING	1,750.00
TOTAL INCOME	11,323.14
EXPENSES	
12.0 PUBLICATIO:	
12.1 Postage	66.03
	66.03
TOTAL 12.0 PUBLICATIO	66.03

9/11/96

ACGS Statement of Income & Expense
8/ 1/96 Through 8/31/96

94-96-All Accounts
8/ 1/96

Page 2

Category Description	8/ 1/96- 8/31/96
13.0 GENEALOGIS:	
13.1 Postage	49.53
TOTAL 13.0 GENEALOGIS	49.53
14.0 LIBRARY:	
14.1 Postage	17.02
14.2 Supplies	330.68
14.4 Print Info	25.00
14.6 Candy	201.15
14.7 Hats	144.00
TOTAL 14.0 LIBRARY	717.85
15.0 RESEARCH:	
15.1 Postage	65.50
15.3 Returns	115.00
TOTAL 15.0 RESEARCH	180.50
16.0 CONFERENCE:	
16.1 Postage	300.00
TOTAL 16.0 CONFERENCE	300.00
17.0 SOCIETY:	
17.1 Postage	45.68
17.2 Supplies	1,066.00
17.4 Telephone	127.38
17.7 Bank Chg	4.50
TOTAL 17.0 SOCIETY	1,243.56
18.0 BLDG&GRNDS:	
18.1 Heat	20.30
18.2 Electric	212.42
18.3 Water&Sewe	69.28
18.5 Maint-Rep.	461.76
Interest Paid - Bldg Loan	294.69
TOTAL 18.0 BLDG&GRNDS	1,058.45
Expenses - Other	0.00
TOTAL EXPENSES	3,615.92
TOTAL INCOME/EXPENSE	7,707.22

ACGS Balance Sheet
As of 8/31/96

94-96-All Accounts
8/31/96

Page 1

Acct	8/31/96 Balance
ASSETS	
Cash and Bank Accounts	
BLDG FUND BNH	1,994.88
CASH ON HAND	22.00
CHECKING BNH	13,141.59
CHEQUING	987.69
PETTY CASH	177.18
SAVINGS SMB 07	685.79
Total Cash and Bank Accounts	17,009.13
Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	130,322.39
FURN. & EQUIP.	52,713.35
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	179,782.24
PUBLICATIONS	21,000.00
Total Assets	385,917.98
TOTAL ASSETS	402,927.11
LIABILITIES & EQUITY	
LIABILITIES	
Liabilities	
BUILDING LOAN	31,500.00
Total Liabilities	31,500.00
TOTAL LIABILITIES	31,500.00
EQUITY	371,427.11
TOTAL LIABILITIES & EQUITY	402,927.11

ACGS Statement of Income & Expense
1/ 1/96 Through 8/31/96

94-96-All Accounts
9/11/96

Page 1

Category Description	1/ 1/96- 8/31/96
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	37,275.75
TOTAL 1.0 MEMBERSHIP	37,275.75
2.0 PUBLICATION:	
2.1 Repertoires	5,902.25
2.2 Indexes	412.00
2.3 Video S & R	37.00
2.4 Jette	2,200.00
TOTAL 2.0 PUBLICATION	8,551.25
3.0 GENEALOGIST:	
3.1 Back Issues	1,291.45
3.2 Adv Sales	50.00
TOTAL 3.0 GENEALOGIST	1,341.45
4.0 LIBRARY:	
4.1 Photocopy	5,225.40
4.2 Maps-Charts	2,051.44
4.3 Guest Fees	1,435.00
4.5 Can Soda	628.60
4.6 Candy	418.18
4.7 Hats	378.25
4.9 Other	100.95
TOTAL 4.0 LIBRARY	10,237.82
5.0 RESEARCH:	
5.1 Income	3,715.75
TOTAL 5.0 RESEARCH	3,715.75
6.0 CONFERENCE:	
6.1 Attend. Fee	1,082.00
6.2 Raffle	924.50
6.3 Other	39.45
TOTAL 6.0 CONFERENCE	2,045.95
7.0 SOCIETY:	
7.1 Gen Fund	440.00
7.2 Bldg Fund	11,293.69
7.5 Sav Act Int	11.63
7.6 Bld Fnd Int	21.28
7.8 Ckg Act Int	99.03
7.9 Other	201.89
TOTAL 7.0 SOCIETY	12,067.52
8.0 BUILDING:	
8.1 Rental Inc	7,000.00

ACGS Statement of Income & Expense
1/ 1/96 Through 8/31/96

94-96-All Accounts
9/31/96

Page 2

Category Description	1/ 1/96- 8/31/96
TOTAL 8.0 BUILDING	7,000.00
TOTAL INCOME	82,235.49
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	902.00
11.2 Supplies	153.00
11.3 Maine	908.00
TOTAL 11.0 MEMBERSHIP	1,963.00
12.0 PUBLICATIO:	
12.1 Postage	335.60
12.2 Supplies	338.68
12.3 Print Reps	2,234.52
12.5 Jette	2,250.00
12.9 Other	-1,970.55
TOTAL 12.0 PUBLICATIO	3,188.25
13.0 GENEALOGIS:	
13.1 Postage	2,527.44
13.2 Supplies	44.24
13.3 Printing	11,405.00
TOTAL 13.0 GENEALOGIS	13,976.68
14.0 LIBRARY:	
14.1 Postage	72.77
14.2 Supplies	2,170.66
14.3 Equip Main	1,490.50
14.4 Print Info	391.30
14.5 Can Soda	160.00
14.6 Candy	710.64
14.7 Hats	396.00
TOTAL 14.0 LIBRARY	5,391.87
15.0 RESEARCH:	
15.1 Postage	152.50
15.2 Supplies	118.80
15.3 Returns	295.00
TOTAL 15.0 RESEARCH	566.30
16.0 CONFERENCE:	
16.1 Postage	900.00
16.2 Prt Broch	499.75
16.3 Speakers	469.62
16.4 Refreshmen	223.96
16.5 Other	100.00
TOTAL 16.0 CONFERENCE	2,193.33
17.0 SOCIETY:	

ACGS Statement of Income & Expense
1/ 1/96 Through 8/31/96

94-96-All Accounts
9/11/96

Page 3

Category Description	1/ 1/96- 8/31/96
17.1 Postage	214.08
17.2 Supplies	1,734.66
17.4 Telephone	770.45
17.5 Oth Insur	684.00
17.7 Bank Chg	59.58
17.8 Other	47.50
17.9 Fund Exp.	547.91
TOTAL 17.0 SOCIETY	4,058.18
18.0 BLDG&GRNDS:	
18.1 Heat	4,902.54
18.2 Electric	1,887.83
18.3 Water&Sewe	341.34
18.4 Bldg Insur	1,168.00
18.5 Maint-Rep.	4,245.15
18.6 Fire Pro.	480.00
18.7 Snow Remov	4,339.00
Interest Paid - Bldg Loan	3,301.66
TOTAL 18.0 BLDG&GRNDS	20,665.52
Expenses - Other	0.50
TOTAL EXPENSES	52,003.63
TOTAL INCOME/EXPENSE	30,231.86

FUND ACTIVITY AUGUST 1996

ARCHIVIST FUND

	Beginning Balance	\$17,149.56
Plus:	Current Month Allowance	
	Membership \$6,302.00 x 20%	1,260.40
	Border Crossing Income	
Less:	Books Purchased & Binding Cost	-1813.08
	Ending Balance	<u>\$16,596.88</u>

RESEARCH FUND

	Beginning Balance	\$8,214.73
Plus:	Current Month Receipts	383.50
Less:	Current Month Refunds	-115.00
	Postage & Misc. Expenses	-65.50
	Purchase of Film/Fische/CDs RS Equip	-348.45
	Ending Balance	<u>\$8,069.28</u>

BUILDING FUND ACCOUNT

	Beginning Balance	\$1,857.57
Plus:	Current Month Receipts (including pledges)	430.00
	Other (Adjustments)	
Less:	Principal Payment on Loan	
	Interest Payment on Loan	-294.69
	Building Improvements	
	Other (Interest, Bank Adj., Engraving)	
	Ending Balance	<u>\$1,992.88</u>

BUILDING FUND PLEDGES

	Beginning Balance	\$54,131.00
Plus:	New Pledges	
	Pledge Receipts	125.00
	Ending Balance	<u>\$54,256.00</u>

Dollar Sales

Sales by Month
Jun - Aug '96

\$ in 1's

2,000

1,500

1,000

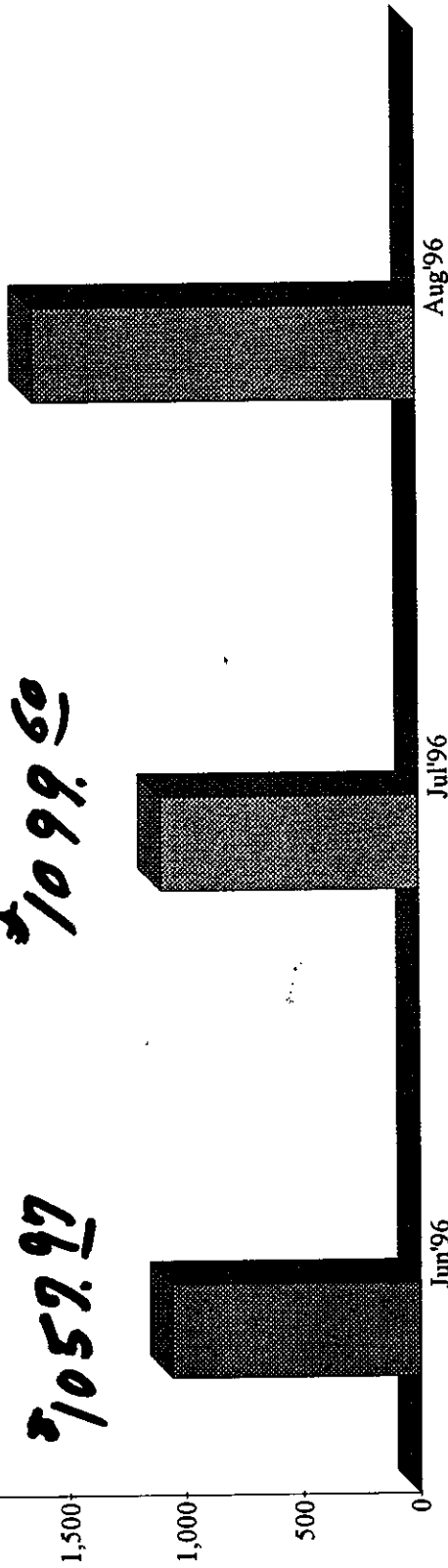
500

0

7637.00

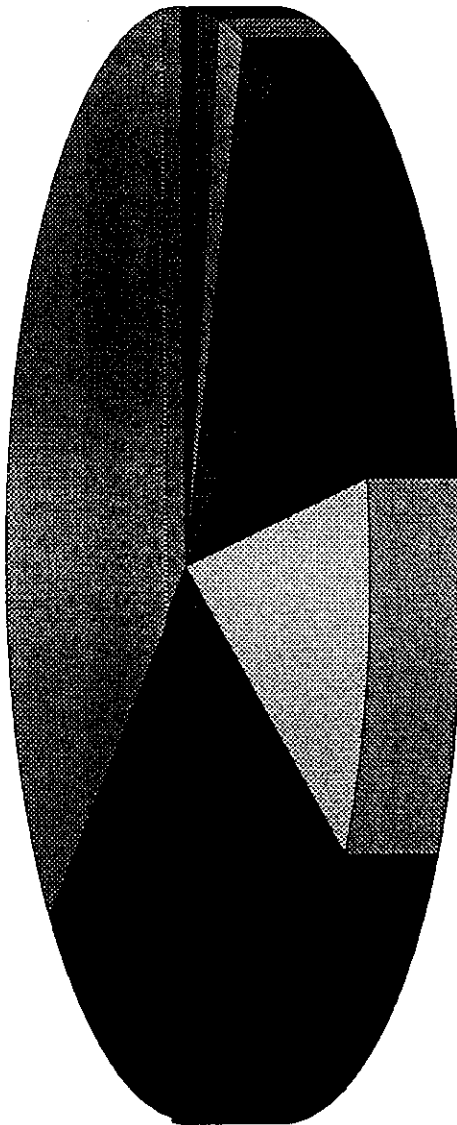
7099.60

7052.97



Sales Summary
Jun - Aug '96

REPERTOIRES	%36.24
BOOKS	30.85
GENEALOGIST	11.30
CHARTS	8.84
ACGS HATS	5.46
MAPS	3.03
XCB002	2.35
DISCOUNTS	\$-30.00
SHIPPING	0.74
MAILING TUBES	0.72
Other	0.46
Sub-Total	\$3,794.57



YTD 10,954.29