

ACGS BOARD OF DIRECTORS' MEETING
Sunday, February 9, 1997

AGENDA

✓ **Call to Order -** 9:15 a.m. in Society's Library

✓ **Roll Call -**

✓ **Treasurer's Report -** Don Chaput (January)

✓ **Recording Secretary's Minutes -** January 12, 1997 Jack Stanton

✓ **Corresponding Secretary -** Mary Anna Paquette

✓ **President's Report:**

- ✓ ● Salle Gagnon - Clarification on restrictions for non-residents
- ✓ ● Downstairs room - Feb 22-23??
- ✓ ● Quebec Family History Conference June 6,7,8, 1997 Montreal. Do we want to participate in book fair on Sat. (vendor booth). 9:00 a.m.-4:30p.m.

✓ **Vice President's Report:** Anne-Marie Perrault

- ✓ ● Spring Conference - approval for cleaning fee
- ✓ ● 25th Anniversary - approval for deposit on Hotel

✓ **Committee Reports:**

- | | |
|-----------------------------------|---------------------------------------|
| ✓ Bldgs/Grounds - Ray Desfossés | ✓ Inventory/Sales - Bob Neveux |
| ✓ Computer - Roland Marchand | ✓ Library Board - Mary Jeanne Colburn |
| ✓ Editorial - Anne-Marie Perrault | ✓ Research Coordinator - Connie Hamel |
| ✓ Internet - Don Chaput | |

✓ **Unfinished Business**

✓ **New Business:**

Do you want another Sunday meeting or do you want to go back to the second Thursday evening of the month?

✓ **Adjournment:** Next meeting **March 9, 1997 at 9:15 a.m.** or **March 13 at 6:30p.m.?**

ACGS
MEETING OF BOARD OF DIRECTORS
09 FEBRUARY 1997

CALL TO ORDER A regular meeting of the Board of Directors was held on Sunday 09 February 1997 in the library. The meeting was called to order by president Pauline Cusson at 09:24.

ROLL CALL A quorum was present. Mary Jeanne Colburn and Connie Hamel were also in attendance.

TREASURER'S REPORT Fund activity in January is in error; Don Chaput will redo. Don will also get a fund activity for the board for December. Roger Lawrence remarked on item 18.1 (heat); Don Chaput said it was correct it seldom changes from month to month. Report to be filed for audit. Don Chaput said we have received a bill from the Manchester Fire Department for \$480 for the fire box out front. We received 2 shelves and would like to retain unspent dollars. General agreement on this.

RECORDING SECRETARY Corrections were offered. Bob Neveux asked about references to attachments. It was pointed out that these were presented at the meeting and are to be filed with the minutes. **Anne Marie Perrault moved** that the minutes be accepted as corrected; **seconded by Bob Neveux; motion carried.**

CORRESPONDING SECRETARY [See attachment.] There was some discussion about closing our old post office box. Divided opinion on this item. We can wait for renewal and perhaps have 1st class mail forwarded.

PRESIDENT'S REPORT Salle Gagnon will be changing their rules for using microfilm reader - not closing. Downstairs room - Bob St Cyr no longer available to help us problem is getting rid of oil and soot. Would take us about 3 hours to paint it. Peter Morency may be helping us. Someone will have to be here to supervise him. Gerry Lalonde was mentioned as a supervisor. Could cap the sink. Would like to have this done 22-23 February. We will use this room for the coat room. Québec Family Society wants to know if we want to have a booth at their book fair (\$35 registration fee). Question as to whether it would be worthwhile. It is an Anglo/non-Catholic group. General feeling was no.

VICE-PRESIDENT'S REPORT

Spring Conference (2-4 May 1997) will be a research weekend. There could be mini conferences on, say, the PRDH. We will have videos of previous conferences available need a color TV. Workshops for beginners, intermediate, and advanced. Presentation by Frank Binette. Vendors will be here. Plan to have an "Ask the Experts" session on Sunday. Perhaps one on use of PCs. We are going to have a raffle. First prize will be Jetté; second will be issues 1-50 of the American Canadian Genealogist; third will be videos of past conferences. Anne Marie Perrault will accept any other ideas we may have. (Regarding the Fall Conference, St Anselm will now need a \$100 cleaning fee.) We're also going to have to pay a fee for cleaning our upstairs and downstairs for the Spring Research weekend need approval for this expense. Pauline Cusson will get an estimate and get approval by phone. Regarding our 25th anniversary, we have a tentative agreement with the Wayfarer. \$99/night [see attachment]. Need a \$750 non refundable deposit to hold the dates of 25-27 September 1998. Dana Center was booked. Josée Vachon on Friday night. Banquet and Friday night soirée will be optional. **Roland Marchand moved we approve the deposit; Bob Neveux seconded; motion carried.**

COMMITTEE REPORTS

Building: Ray Desfosses had no report. There was report from our insurance carrier with a recommendation for improvement. Ray Desfosses will take care of it. Anne Marie Perrault still thinks that the coat rack blocking the stairs should be moved. Pauly Labbe noted that the front door should have been cleared of snow.

Computer: Roland Marchand has submitted a list of CDs to be purchased to Bob Maurier. Some PCs have been moved. We still need a fast PC.

Editorial: [See attachment.] Anne Marie Perrault noted that the last meeting was productive. Issue #71 of the American Canadian Genealogist should be out during the second week in March. Jack Stanton submitted a draft of the parliamentary guidelines.

Internet: There were 80 query requests in January back to normal. Mary Anna Paquette has received forms from the net. Anne Marie Perrault has our web site ready in french. Jack Stanton donated his web site home page space on CompuServe.

Inventory: Bob Neveux [See attachment.] We're down to 5 copies of Jetté. We should order another 20 copies. Don Chaput said we can afford. **Roland Marchand moved we do; Anne Marie Perrault seconded; motion carried.** Pauline Cusson noted that Drouin has purchased the "Institute". There are 100 sets of the red book. The Pawtucket society has bought them all on consignment and will offer them for sale throughout the US. Roland Marchand asked about the female Drouins Pauline Cusson said she thinks they are still

MEMORANDUM
TO: [REDACTED]

Being contacted (2-4 May 1997) will be a reasonable estimate. There could be
 mini-conferences on any of the FROD. We will have a series of pre-
 conference events... need a solid... We think for designers
 materials, and advanced. Presented by Frank... We think we can
 here. Plan to have an "Ask the Experts" session on Saturday. Perhaps one on
 use of POC. We are going to have a table. That one will be left. We are
 the future. 1/50 of the American Chemical Society that will be...
 past conferences. Anne Marie... We think we can...
 (during the Fall Conference in Austin will need a 100...
 while also going to have to pay a fee for... and...
 for the Spring Research weekend... need approval for the expense. Perhaps
 the school will get an estimate and get approval by phone. Reporting on 20th
 anniversary we have a tentative agreement with the Vesper... \$100,000 fee
 agreement. Need a \$250 non-refundable deposit to hold the case of 25-27
 September 1998. David... was booked. David... on Friday night
 24th and Friday night... will be optional. David... moved to
 approve the proposal, Bob... motion carried.

COMMITTEE
REPORT

Building. Ray... has no... There was... on...
 can... with a... for... The... will...
 if... Anne... will... that the... of...
 be... Party... noted... that... have...
 show.

Computer. Roland... has submitted a list of... to be...
 Bob... Some... have been... We still need a... POC.

Editorial. [See attachment]. Anne... noted... that the...
 was... issue... of the American Chemical Society...
 during the... week in... Jack... advised a... of the
 participation guidelines.

Internet. There were... query... in January... back to normal. Why
 Anne... has... from the... Anne... has...
 web... ready in... Jack... has...
 on...
 inventory. Bob... [see attachment]. We're... to...
 We... order... 20... Don... said...
 literature... we... Anne...
 Pauline... noted... that...
 sets of... The... society...
 consideration and will offer them for...
 asked about the... Pauline... said... they will

available on fiche and film not books. Roland Marchand thought we could consider purchasing them. Pauline Cusson noted that the Pawtucket society has begun scanning their holdings.

Library: Mary Jeanne Colburn. Reviewed circulation policies at last library meeting. Use of lockers no longer mandatory. Contacted Roger Hastings about end panels. Will cost \$900 for 6. **Gerry Nash moved we buy; Anne Marie Perrault seconded; motion carried.** Proposal to buy films [see attachment] cost \$2,014. **Al Hamel so moved; Don Chaput seconded;** Al Hamel noted that these are films of original documents; **motion carried.** Pauly Labbe talked about Lynn (from Blessed Sacrament) concerning seniors using the parking lot on certain days (some of them Fridays). We could consider putting cones and/or signs. Who should police this **ACGS or Blessed Sacrament?** Considerable discussion on conditions of the lease. We "own" 15 parking places along the fence. Don Chaput said that we should mark our spots.

Research: Connie Hamel asked Don Chaput if he always reports Research separately he does. If his and her figures don't agree, it may be Connie's arithmetic. [See attachment.]

Acquisitions: No report.

Membership: No report.

**UNFINISHED
BUSINESS**

Al Hamel noted that last month we talked about a fax machine. We could get a second line for \$23.88 per month. It could be restricted or unrestricted. We could also have 2 numbers on one line. There is a setup charge and a modest monthly charge (about \$6). Anne Marie Perrault noted that we might not be able to continue to use our answering machine with a fax machine connected to the same line. Don Chaput suggested a splitter (a one time purchase). Don asked how frequently we receive messages on the answering machine Anne Marie Perrault said about 3-4 per week. Don asked if we could dispense with the answering machine. Consensus seemed to be that we use it but only put an announcement on it and not ask that a message be left. We could consider only using the fax by disconnecting the phone when we need to use the fax. Ringmate for \$6 per month would probably be the best solution. **Roland Marchand moved we do it; Bob Neveux seconded; motion carried.**

**NEW
BUSINESS**

Should we move meetings back to Thursday evenings? Consensus was yes. Bob Neveux noted that the town of Hooksett is having a 175th anniversary celebration on 31 July 1997. Are we interested in participating? Let's consider under old business next meeting

available on the and for ... not looks ...

meeting. Use of letters to inform ...

Reason: Don't have asked ...

Additional ...

RECEIVED

At ... we ...

RECEIVED

Should we move ...

ADJOURN

Mary Anna Paquette moved adjournment; **Bob Neveux** seconded; meeting adjourned at 11:33. Next meeting will be held in the Library beginning at 18:30 on Thursday 13 March 1997.

Respectfully submitted,



John R Stanton

Recording Secretary

ACGS Statement of Income & Expense
1/ 1/97 Through 1/31/97

94-96-All Accounts
2/ 4/97

Category Description	1/ 1/97- 1/31/97
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	5,474.75
	5,474.75
TOTAL 1.0 MEMBERSHIP	5,474.75
2.0 PUBLICATION:	
2.1 Repertoires	979.00
2.2 Indexes	175.95
2.4 Jette	1,200.00
	2,354.95
TOTAL 2.0 PUBLICATION	2,354.95
3.0 GENEALOGIST:	
3.1 Back Issues	307.50
	307.50
TOTAL 3.0 GENEALOGIST	307.50
4.0 LIBRARY:	
4.1 Photocopy	317.56
4.2 Maps-Charts	249.98
4.3 Guest Fees	174.80
4.6 Candy	61.91
4.7 Hats	9.50
4.8 Fiche Copie	39.50
4.9 Other	2.88
	856.13
TOTAL 4.0 LIBRARY	856.13
5.0 RESEARCH:	
5.1 Income	659.50
	659.50
TOTAL 5.0 RESEARCH	659.50
7.0 SOCIETY:	
7.2 Bldg Fund	1,004.00
7.3 Book Fund	166.00
7.5 Sav Act Int	2.79
7.9 Other	9.56
	1,182.35
TOTAL 7.0 SOCIETY	1,182.35
8.0 BUILDING:	
8.1 Rental Inc	875.00
	875.00
TOTAL 8.0 BUILDING	875.00
TOTAL INCOME	11,710.18
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	100.00
11.3 Maine	410.00
	510.00
TOTAL 11.0 MEMBERSHIP	510.00

ACGS Statement of Income & Expense
1/ 1/97 Through 1/31/97

94-96-All Accounts
2/ 4/97

Category Description	1/ 1/97- 1/31/97
12.0 PUBLICATIO:	
12.2 Supplies	290.14
12.3 Print Reps	839.49
	1,129.63
TOTAL 12.0 PUBLICATIO	1,129.63
13.0 GENEALOGIS:	
13.1 Postage	125.00
13.3 Printing	3,712.00
	3,837.00
TOTAL 13.0 GENEALOGIS	3,837.00
14.0 LIBRARY:	
14.2 Supplies	119.90
	119.90
TOTAL 14.0 LIBRARY	119.90
15.0 RESEARCH:	
15.3 Returns	165.00
	165.00
TOTAL 15.0 RESEARCH	165.00
17.0 SOCIETY:	
17.1 Postage	55.00
17.4 Telephone	138.05
17.6 Bad Checks	50.50
17.7 Bank Chg	5.68
17.8 Other	175.00
	424.23
TOTAL 17.0 SOCIETY	424.23
18.0 BLDG&GRNDS:	
18.1 Heat	1,295.00
18.2 Electric	211.22
18.5 Maint-Rep.	44.35
18.7 Snow Remov	780.00
18.9 Interest	166.57
	2,497.14
TOTAL 18.0 BLDG&GRNDS	2,497.14
TOTAL EXPENSES	8,682.90
TOTAL INCOME/EXPENSE	3,027.28

Balance Sheet
As of 1/31/97

94-96-All Accounts
2/ 4/97

Acct	1/31/97 Balance
ASSETS	
Cash and Bank Accounts	
BLDG FUND BNH	5,867.77
CASH ON HAND	50.00
CHECKING BNH	9,403.86
CHEQUING	201.84
PETTY CASH	177.18
SAVINGS SMB 07	692.86
Total Cash and Bank Accounts	16,393.51
Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	136,056.63
FURN. & EQUIP.	54,627.15
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	179,782.24
PUBLICATIONS	21,000.00
Total Assets	393,566.02
TOTAL ASSETS	409,959.53
LIABILITIES & EQUITY	
LIABILITIES	
Liabilities	
BUILDING LOAN	19,500.00
Total Liabilities	19,500.00
TOTAL LIABILITIES	19,500.00
EQUITY	390,459.53
TOTAL LIABILITIES & EQUITY	409,959.53

FUND ACTIVITY JANUARY 1997

ARCHIVIST FUND

	Beginning Balance	\$17,720.16
Plus:	Current Month Allowance	
	Membership \$5,474.75 x 20%	1094.95
	Border Crossing Income	54.00
	Donation - damaged loaned books	166.00
Less:	Books Purchased/Binding/etc.	<u>1527.37</u>
	Ending Balance	<u>\$20,562.48</u>

RESEARCH FUND

	Beginning Balance	\$7,488.83
Plus:	Current Month Receipts	659.50
Less:	Current Month Refunds	-165.00
	Postage & Misc. Expenses	\$0.00
	Purchase of Film//Fische/CDs/RS Equip.	<u>0.00</u>
	Ending Balance	<u>\$7,983.33</u>

BUILDING FUND ACCOUNT

	Beginning Balance	(\$3,039.92)
Plus:	Current Month Receipts	1,004.00
	Other (Adjustments) adj. of prior month's int.	
Less:	Principal Payment on Loan	
	Interest Payment on Loan	(166.57)
	Building Improvements	
	Other (Interest, Bank Adj., Engraving)	
	Ending Balance	<u>(\$2,202.49)</u>

BUILDING FUND PLEDGES

	Pledges	\$68,575.00
Plus:	New Pledges made	\$0.00
	Total Pledges	\$68,575.00
	Received on Pledges	\$64,132.00
	Balance due on Pledges	\$132,707.00

February 2, 1997

TO: Pauline Cusson, President

FROM: Mary Anna Paquette,
Corresponding Secretary

SUBJECT: Report for Month of January 1997

The following correspondence was sent during the month of January:

- 17 "Thank yous" for donations of money to either the building fund or library fund. One donation was in the amount of \$205., the rest were \$25.00 or less.
- 5 "Thank yous" for donations of books to the library, one was for the 386sx computer and monitor which was donated in November.
- 6 Application packets were sent in response to inquiries about ACGS.
- 2 Miscellaneous inquiries about resources of ACGS.

Respectfully submitted,

Mary Anna

Wayfarer Inn

A TARA® HOTEL

121 So. River Road • Bedford, New Hampshire 03110 • (603) 622-3766 • FAX: (603) 666-4444

PROPOSAL FOR
AMERICAN-CANADIAN
GENEALOGICAL SOCIETY
SEPTEMBER 25-27, 1998

Thank you for your interest in the Wayfarer Inn for your 25th anniversary celebration. We would be delighted to be your host site and are pleased to have the opportunity to submit the following proposal for your consideration.

OVERNIGHT ACCOMMODATIONS:

<u>Arrival:</u>	Thursday, September 24, 1998	10 rooms
	Friday, September 25, 1998	30 rooms
	Saturday, September 26, 1998	30 rooms
<u>Departure:</u>	Sunday, September 27, 1998	
<u>Rate:</u>	\$99.00 Single/Double per night, net non commissionable	
<u>Check-in time:</u>	3pm	
<u>Checkout time:</u>	Noon	

Guest rooms requested on dates other than those listed above will be accepted on an availability basis.

The above guest room rates are subject to the current New Hampshire State tax.

Baggage storage areas are also available for early arrivals and late departures.

RESERVATIONS:

It is our understanding that reservations will be made by each individual. For the participants to receive the room rates that have been established, it will be necessary for them to identify themselves as members of the American Canadian Genealogical Society.

All individuals will be asked to guarantee their rooms by credit card or deposit. After the individual room reservations have been given to the hotel, any changes should be directed to our Reservation Department.

PROGRAM AGENDA:

The following is our understanding of your function room requirements. As other groups may be using the same function rooms prior to or following your function, we request that you adhere to the times listed. Should any revisions and/or changes be required,

TARA HOTELS

Massachusetts: Braintree • Danvers • Framingham • Hyannis • Lexington • Newton • Lynnfield • Connecticut: Stamford
Maine: So. Portland • New Hampshire: Bedford • Merrimack • Nashua • New Jersey: Parsippany • Rhode Island: Warwick (Airport)
Owned and Operated by the Flatley Company

Board of Directors Meeting for February, 1997

I. Editorial Board

We met this month to review the last issue of *American-Canadian Genealogist*, to take steps to improve the overall quality of the journal and to discuss methods to bring each issue out closer to the middle of each season.

Issue 71 will go to the printer's either tomorrow or Wednesday.

II. The Obituary Project

I have gained a major new data entry person, a new member who is unemployed for the winter. I have two distant members who are receiving obituaries to index and return by mail. On the minus side, out of the goodness of my heart, and the recognition that there are more important data entry jobs than obits, I have given one of my two best data entry people to the Publications Committee. However, I am fully prepared to take that person back, should her efforts be less satisfying working with Latin and or handwritten French of the priestly persuasion.

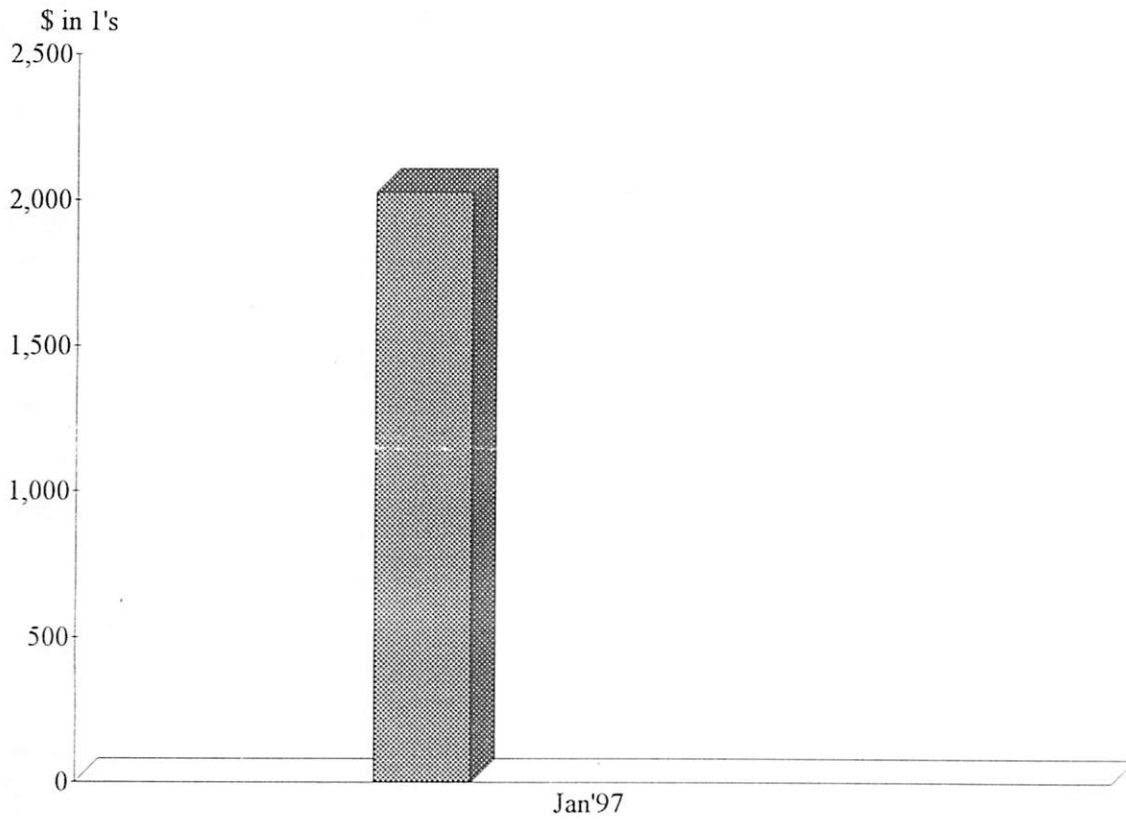
At least 3 new books of obits have been put on the shelf this month.

III. Guidelines

An innate sense of honesty forces me to say that I have done nothing for the Guidelines this month. Maybe next month will be productive.

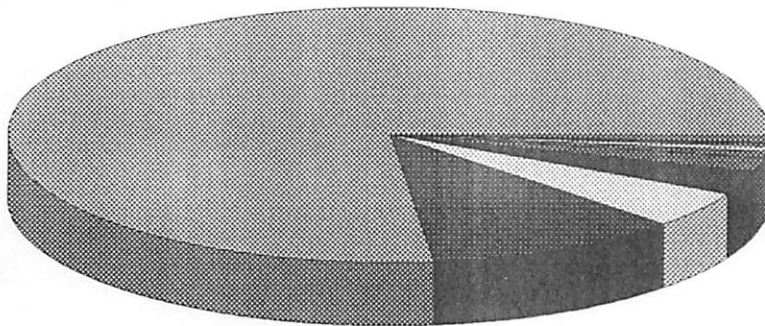
Sales by Month
Jan '97

Dollar Sales



Sales Summary
Jan '97

* BOOKS	%76.96
REPERTOIRES	11.08
CHARTS	4.60
GENEALOGIST	3.09
FAMILY GENEAL	1.82
MAPS	0.94
XCB002	0.74
ACGS HATS	0.47
MAILING TUBES	0.17
SHIPPING	0.12
Total	\$2,025.60



* INCLUDES 6 JETTES

By Item