



# Agenda: Board of Directors

American-Canadian Genealogical Society  
P. O. Box 6478, Manchester, N. H. 03108-6478

April 9, 1997

- ✓ 1. President's Letter of Resignation & Vice president
  - ✓ a. Consult with Parliamentarian
  - ✓ b. No policy changes
  - c. Storage of records and new file cabinets
  - ✓ d. Committee Chairs on BOD
  - ✓ e. Limit of BOD meetings to 2 hours or motion to continue
  - f Making decisions
  - ✓ g. written reports and use of forms
  - ✓ h. Finance Committee
- ✓ I. Renewed building fund for special purposes
- ✓ j. Feeding library patrons
2. Treasurer's Report
  - a. Finance Committee
  - b. Courses for Non-profits
  - c. Accountant for IRS
- ✓ 3. Minutes of Last Meeting
- ✓ 4. Report of Corresponding Secretary
- ✓ 5. Acquisitions: inc. Acadian; Charlevoix postage, etc
- ✓ 6. Buildings & Grounds: heat reduction, windows, etc.; assistance for Ray
- ✓ 7. Computer: quotes from Nashua & Manchester, get approval for price range.
- ✓ 8. Conferences: All-research weekend; Fall 1997; 25<sup>th</sup>, Fall 1998
- ✓ 9. Editorial Board, forms, status of #72
- ✓ 10. Library
- ✓ 11. Cromwell
- ✓ 12. Membership: Survey by Don; Judy's proposal for permanent cards
- ✓ 13. Publicity
- ✓ 14. Publications: Reporting form
- ✓ 15. Research: Reporting form
- ✓ 16. WWW
- ✓ 17. Inventory; shipping; room; coat room, etc.
- ✓ 18. Obituary Project
- ✓ 19. Guidelines: take-home; special meeting; autonomy for Boards and Committees
- ✓ 20. Nominating Committee and Volunteers
- ✓ 21. Parliamentarian
- ✓ 22. Other

# American-Canadian Genealogical Society

## Meeting Agenda

<b>Meeting Title</b>	ACGS Board of Directors	<b>Start Time</b>	6:30 PM
<b>Results Desired</b>		<b>Est. Stop Time</b>	8:30 PM
<b>Date</b>	10 APR 1997	<b>Place</b>	ACGS Library

## PERSONS ATTENDING

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

## Reports Expected

1	President/Vice President	
2	Treasurer	
3	Minutes of last meeting	
4	Corresponding Secretary	
5	Acquisitions including Acadian resources	
6	Buildings & Grounds	
7	Computer	
8	Conferences: Research Weekend; Fall, 1997; 25 <sup>th</sup> , Fall of 1998	
9	Editorial Board	
10	Library	

## More Reports expected

1	Membership	
2	Publicity	
3	Publications	
4	Research	
5	WWW	
6	Inventory; Shipping	
7	Obituary Project	
8	Guidelines	
9	Nominating Committee	
10	Parliamentarian	

		AMERICAN CANADIAN GENEALOGICAL SOCIETY												
		OCTOBER 1996 THROUGH SEPTEMBER 1997												
						ROLL CALL								
		[P = PRESENT				E = EXCUSED				A = ABSENT]				
		<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	
Pauline Cusson	Pres	P	P		P	P	P							
Anne-Marie Perrault	Pres/Dir	P	P		P	P	P	P						
Roger Lawrence	VPHCoFndr	P	P	N	A	P	P	P						
Jack Stanton	RecSec'y	P	P	O	P	P	P	P						
Mary Anna Paquette	CorSec'y	P	P		P	P	E	P						
Donald Chaput	Treas	P	P	M	P	P	P	P						
Larry Autotte	Dir 96-1	P	E	E	A									
Mary Jeanne Colburn	Dir 96-1													
Robert Decoteau	Dir 96-1	P	E	E										
Ray Desfosses	Dir 97-1	P	E	T	P	P	P	E						
Al Hamel	Dir 97-1	P	P	I	P	P	P	P						
Pauly Labbe	Dir 97-1	P	P	N	P	P	P	P						
Roland Marchand	Dir 97-A	P	P	G	P	P	P	P						
Gerald Nash	Dir 97-A	P	P		A	P	P	P						
Bob Neveux	Dir 97-1	P	E		P	P	A	P						

**CORRESPONDING**  
**SECRETARY**

[See attachment from Mary Anna Paquette.]

**COMMITTEE**  
**REPORTS**

**Acquisitions:** No report.

**Buildings & Grounds:** (Ray Desfosses was out sick.) Roger Lawrence brought up the subject of filling the ditch outside. He has a construction person who could help fix it. Al Hamel said that we have to address the wiring problems. We have about 100' of extension cord on the floor to power, among other things, a PC in the administration area. We need a new box. We also need outlets for people who bring in their own PCs. Roger Lawrence has plans; he will have quotes by the next meeting. Bob Neveux will assist him. Don Chaput reported that we generally spend almost \$1,500 a month on heating. After paying off the loan (later this year), we could consider modernizing this floor to conserve energy. Gerry Nash pointed out that we would also need to fix the ceiling upstairs as well to effect any real savings. Al Hamel said that a dropped ceiling in this room might make it feel too close.

**Computers:** [See Roland Marchand's attached report on a new PC purchase.] Al Hamel asked if extended service would be available. Roland Marchand said yes. **Al Hamel moved** we purchase from White Mountain (upon Roland Marchand's recommendation); **Bob Neveux seconded**; Don Chaput questioned some of the high specs of both quotes; **Al Hamel amended motion** to add a ZIP drive; **Gerry Nash seconded**; **motion carried (Don Chaput abstained)**.

**Conferences:** 25th anniversary is set; contract has been signed; speakers are set. Al Hamel noted that he had heard a speaker called André Gousse and asked if he could speak at ours. The fall conference will be at St Anselm. The research weekend is all set. We've already received over \$1,000 in raffle donations. Anne-Marie Perrault outlined the events that would take place at the research weekend. There will be a sign in sheet for attendees as they arrive. When 2 or 3 are signed up (for a workshop), the person who agreed to present would do so.

**Editorial:** Anne-Marie Perrault noted that issue 72 (of the American Canadian Genealogist) has one more week before proofreading.

**Library:** Pauly Labbe read the report from Mary Jeanne Colburn. The history section was reviewed to see if any books were missing. Lockers will be moved into the coat room. [See attachment.] Would like to levy a cost for lost or damaged books. Recommend purchasing the female Drouin in microfilm. **Al Hamel moved** that we buy the female Drouin in fiche form (up to \$5,000); **Roland Marchand seconded**; **motion carried**. Mary Anna Paquette noted that, at a library board meeting, she was asked to purchase the newest version of

To: The Board of Directors

From: Pauline Cusson

*Pauline Cusson*

Date: March 20, 1997

Subject: Termination

It has become increasingly apparent to me that the Society will function much more efficiently without my presence. I honestly do not see any real good reasons for me to finish my term as President.

I will turn in what records I have at home along with my key this Sunday, March 23rd. I'm sure the Society will function more efficiently without my interference.

I will finish the Drouin book plates and you can do with them as you please.

If Pauline Cote wishes to continue using my services for the repertoires after this Sunday, then we can make arrangements for those occasions.



Balance Sheet  
As of 3/31/97

94-96-All Accounts  
4/ 8/97

Acct	3/31/97 Balance
<hr/>	
ASSETS	
Cash and Bank Accounts	
BLDG FUND BNH	1,177.30
CASH ON HAND	35.00
CHECKING BNH	2,900.55
CHEQUING	278.67
PETTY CASH	177.18
SAVINGS SMB 07	694.66
	<hr/>
Total Cash and Bank Accounts	5,263.36
Assets	
BLDG FUND PLEDG	0.00
BOOK INVENTORY	139,769.14
FURN. & EQUIP.	56,100.03
GAS CO. DEPOSIT	2,100.00
LIBRARY BLDG.	179,782.24
PUBLICATIONS	21,000.00
	<hr/>
Total Assets	398,751.41
	<hr/>
TOTAL ASSETS	404,014.77
	<hr/> <hr/>
LIABILITIES & EQUITY	
LIABILITIES	
Liabilities	
BUILDING LOAN	14,500.00
	<hr/>
Total Liabilities	14,500.00
	<hr/>
TOTAL LIABILITIES	14,500.00
EQUITY	389,514.77
	<hr/>
TOTAL LIABILITIES & EQUITY	404,014.77
	<hr/> <hr/>

ACGS Statement of Income & Expense  
3/ 1/97 Through 3/31/97

94-96-All Accounts  
4/ 8/97

Category Description	3/ 1/97- 3/31/97
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	4,997.00
TOTAL 1.0 MEMBERSHIP	4,997.00
2.0 PUBLICATION:	
2.1 Repertoires	485.18
2.2 Indexes	45.00
2.4 Jette	600.00
TOTAL 2.0 PUBLICATION	1,130.18
3.0 GENEALOGIST:	
3.1 Back Issues	30.40
TOTAL 3.0 GENEALOGIST	30.40
4.0 LIBRARY:	
4.1 Photocopy	180.45
4.2 Maps-Charts	194.75
4.3 Guest Fees	100.00
4.6 Candy	249.16
4.8 Fiche Copie	7.25
TOTAL 4.0 LIBRARY	731.61
5.0 RESEARCH:	
5.1 Income	298.00
TOTAL 5.0 RESEARCH	298.00
6.0 CONFERENCE:	
6.2 Raffle	676.00
TOTAL 6.0 CONFERENCE	676.00
7.0 SOCIETY:	
7.1 Gen Fund	46.00
7.2 Bldg Fund	84.00
7.3 Book Fund	150.00
7.5 Sav Act Int	27.33
7.6 Bld Fnd Int	2.06
7.9 Other	12.80
TOTAL 7.0 SOCIETY	322.19
8.0 BUILDING:	
8.1 Rental Inc	875.00
TOTAL 8.0 BUILDING	875.00
TOTAL INCOME	9,060.38
EXPENSES	
11.0 MEMBERSHIP:	



ACGS Statement of Income & Expense  
3/ 1/97 Through 3/31/97

94-96-All Accounts  
4/ 8/97

Category Description	3/ 1/97- 3/31/97
11.1 Postage	149.62
11.2 Supplies	52.16
11.3 Maine	155.00
<b>TOTAL 11.0 MEMBERSHIP</b>	<b>356.78</b>
12.0 PUBLICATIO:	
12.1 Postage	96.22
12.2 Supplies	111.17
12.3 Print Reps	78.90
<b>TOTAL 12.0 PUBLICATIO</b>	<b>286.29</b>
13.0 GENEALOGIS:	
13.1 Postage	665.55
13.2 Supplies	14.79
13.3 Printing	4,980.00
<b>TOTAL 13.0 GENEALOGIS</b>	<b>5,660.34</b>
14.0 LIBRARY:	
14.1 Postage	5.29
14.2 Supplies	17.95
14.6 Candy	0.00
<b>TOTAL 14.0 LIBRARY</b>	<b>23.24</b>
15.0 RESEARCH:	
15.1 Postage	23.00
15.3 Returns	15.00
<b>TOTAL 15.0 RESEARCH</b>	<b>38.00</b>
16.0 CONFERENCE:	
16.1 Postage	286.24
<b>TOTAL 16.0 CONFERENCE</b>	<b>286.24</b>
17.0 SOCIETY:	
17.1 Postage	29.00
17.2 Supplies	316.98
17.4 Telephone	46.05
17.8 Other	729.34
<b>TOTAL 17.0 SOCIETY</b>	<b>1,121.37</b>
18.0 BLDG&GRNDS:	
18.1 Heat	1,174.97
18.2 Electric	193.75
18.3 Water&Sewe	30.50
18.5 Maint-Rep.	310.27
18.7 Snow Remov	765.00
<b>TOTAL 18.0 BLDG&amp;GRNDS</b>	<b>2,474.49</b>
Expenses - Other	25.53
<b>TOTAL EXPENSES</b>	<b>10,272.28</b>

ACGS Statement of Income & Expense  
3/ 1/97 Through 3/31/97

94-96-All Accounts  
4/ 8/97

Category Description	3/ 1/97- 3/31/97
TOTAL INCOME/EXPENSE	-1,211.90

## FUND ACTIVITY FEBRUARY 1997

### ARCHIVIST FUND

	Beginning Balance	\$17,341.74
Plus:	Current Month Allowance	
	Membership           \$5,599.00 x 20%	1119.80
	Border Crossing Income	0.00
	Donation for Memorial Fund Books	0.00
Less:	Books Purchased/Binding/etc.	-2735.48
	Ending Balance	<u>\$15,726.06</u>

### RESEARCH FUND

	Beginning Balance	\$7,988.33
Plus:	Current Month Receipts	218.50
Less:	Current Month Refunds	-73.50
	Postage & Misc. Expenses	(\$32.00)
	Purchase of Film//Fische/CDs/RS Equip.	0.00
	Ending Balance	<u>\$8,101.33</u>

### BUILDING FUND ACCOUNT

	Beginning Balance	\$5,030.34
Plus:	Current Month Receipts	235.00
	Other (Adjustments) adj.of prior month's int.	
Less:	Principal Payment on Loan	(5,000.00)
	Interest Payment on Loan	(166.57)
	Building Improvements	
	Other (Interest, Bank Adj., Engraving)	
	Ending Balance	<u>\$98.77</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	\$4,443.00

April 10, 1997

FROM: Corresponding Secretary

SUBJECT: Report for Month of March 1997

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The following correspondence was sent during the month of March:

14 "Thank yous" for donations of money to either the building fund or library fund. One donation was in the amount of \$50.00, the rest were \$25.00 or less.

15 "Thank yous" for donations of books to the library.

7 Application packets were sent in response to inquiries about ACGS.

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36 Total

Respectfully submitted,

*Mary Anna Paquette*  
Mary Anna Paquette

# Memorandum

**DATE:** April 9, 1997  
**TO:** Executive Board and Directors  
**FROM:** Roland A. Marchand  
**RE:** Purchase of new computer proposal.  
**CC:** [Names]

Lately we have purchase numerous CD-ROMs for research. Those of us who have used the system have become frustated due to the fact that the computer is too slow fot this application. I am therefore proposing one of the the following systems.

## UMA COMPUTERS

A 686-P166 PCI System  
Mid Tower case  
32 MB RAM  
2 Gig Hard Drive  
2 MB Video Card  
16k Internal & 512k External Cache  
1.44 MB (3.5) High Density Floppy Drive  
12x Speed CD Rom Drive  
16 Bit sound Card  
104 Win. 95 Keyboard  
Mouse  
Windows 95  
33.6 Fax Modem  
15" Super VGA Monitor

Total price = \$1899.00

## WHITE MOUNTAIN COMPUTERS

Pentium 166 CPU  
Mid Tower Case  
32 MB RAM  
2.5 Gig Hard Drive  
2 MB Video Card  
256k cache  
1.44 MB (3.5) Floppy  
16 x Multimedia kit  
  
101 keyboard  
Mouse  
Windows 95  
33.6 fax Modem  
15" Monitor

Total price = \$1826.00

I would also like to purchase a ZIP drive and 100mb cartridge for about \$ 200.

This would facilitate the tranfer of large file between computers, and can be the backup medium for important files.

White Mountain Computer  
11 Caldwell Dr.  
Amherst, NH 03031  
(603)889-0800

Q U O T E  
No. IN-72266

Page: 1

Sold To: Amer. Genalogical Society  
Roland Marchand  
3 Lorraine St.  
Hudson, NH 0351  
(603)882-7339

Ship To: SAME

Invoice Date: 04/08/97  
Ship Date : 04/08/97  
Shipped Via :  
Order Number: Verbal

Customer No.: 46259  
Sales Person: PAT  
Terms :  
FOB : NASHUA, NH

ID NUMBER	QTY	DESCRIPTION	PRICE	TOTAL
52744	1	PENTIUM ASUS P55TVP4 256	165.00	165.00
52294	1	INTEL PENTIUM 166 CPU	340.00	340.00
52721	1	COOLING FAN 150-200 PENT	20.00	20.00
52272	2	4X32 60NS 16MB EDO SIMM	103.00	206.00
52620	1	HD 2.5GB IDE WEST DIG	310.00	310.00
1975	1	LITE-ON 101 KEYBOARD/WIN	30.00	30.00
2997	1 EA	M/S MOUSE OEM	30.00	30.00
51800	1	CASE MINI-TWR CS55A 250W	75.00	75.00
1051	1 EA	1.44 FLOPPY DRIVE	30.00	30.00
53027	1	C-MORE 16X MULTIMEDIA KI	230.00	230.00
51725	1	VIDEO TRIDENT PCI 1MB	30.00	30.00
52093	1	VIDEO UPGRADE TO 2MB	15.00	15.00
51950	1	WINDOWS 95 OEM CDROM	110.00	110.00
52712	1	USROBOTICS 33.6 INT OEM	115.00	115.00
52819	1	CTX 15" VL500 .28 MONITO	340.00	340.00
DISC	1	SYSTEM DISCOUNT	-220.00	-220.00

ALL NON-STOCK ITEMS SUBJECT TO 20% RESTOCKING FEE  
ALL RETURNS MUST HAVE SALES SLIP & ORIGINAL PACKAGING

Sub Total:	1,826.00
Tax :	0.00
Shipping :	0.00
COD Fees :	0.00
Total :	1,826.00

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- 16 Bit Sound Card
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- Mouse
- Windows '95
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Report - Library Board Meeting

April 7, 1997

The Library Board will take an old wooden book shelf down to the first floor for storage of duplicate titles.

We shelf-read the history section and determined which books were "lost". Each title will be considered for replacement, at the discretion of the Library Board.

Lockers will be moved into the coatroom.

Book borrowing and related problems were discussed. We would like to charge replacement costs for lost or damaged books.

We recommend purchasing the female Drouin. We have no information at this time about cost.

*Library Directors Report.*

*Mary Jean Calhoun*  
*Paula Laine*



## PROPOSAL FOR PERMANENT MEMBERSHIP CARDS

### POSTAGE:

U.S. MEMBERSHIPS:	2045 @ \$ .32	=	\$820.00
CANADIAN MEMBERSHIPS:	50 @ \$ .42	=	23.00
MEMBERSHIP CARDS:	2500	=	300.00
ENVELOPES:	2500	=	425.00
MEMBERSHIP LETTERS			
Paper & Printing:	2500	=	75.00
TOTAL:			\$ 1643.00

## PROPOSED PERMANENT MEMBERSHIP CARDS

LAMINATING MACHINE:		\$50.00
LAMINATING MATERIAL:		85.00
POSTAGE:	500 @ \$ .32	160.00
MEMBERSHIP CARDS:	500	60.00
ENVELOPES:	500	80.00
MEMBERSHIP LETTERS:	500	15.00
TOTAL:		\$ 450.00
APPROXIMATE DIFFERENCE:		\$1193.00