

**ACGS**  
**MEETING OF THE BOARD OF DIRECTORS**  
**8 January 1998**

.....

✓ **CALL TO ORDER**

✓ **ROLL CALL** J. Nash, excused

✓ **RECORDING SECRETARY** (MINUTES)

✓ **TREASURER'S REPORT** (Gerry L.)

✓ **VICE-PRESIDENT** (Bob P.) Workshops

✓ **PRESIDENT** Renovations; State Contract; Jette CD; Parchemin;

✓ **CORRESPONDING** ( MAP)  
**SECRETARY**

✓ **COMMITTEE**  
**REPORTS**

- ✓ **Acquisitions:** ( Bob M.) Quebec Bishops
- ✓ **Buildings & Grounds** Maurice Duval on board
- ✓ **Computers** (Roland M.) FTM v 4.0
- ✓ **Conferences** (Bob P.) Workshops
- ✓ **Editorial** ( AMP)
- ✓ **LIBRARY** (MaryJean C.) See report
- ✓ **MEMBERSHIP** See reports
- ✓ **PUBLICITY** (None)
- ✓ **PUBLICATIONS** ( PGC)
- ✓ **RESEARCH** (Constance H) see report
- ✓ **INTERNET** ( Don C.)
- ✓ **INVENTORY**
- ✓ **OBITUARY REPORT** (AMP)

**OLD BUSINESS** ✓ New Vac.? ✓ FGS membership ? ✓ VISA ? ✓ Lenses for Dukanes ?

**NEW BUSINESS** ( Parchemin)

**ADJOURNMENT**

Next meeting \_\_\_\_\_

**ACGS  
MEETING OF BOARD OF DIRECTORS  
08 JANUARY 1998**

**CALL TO ORDER** A regular meeting of the Board of Directors was held on Thursday 08 January 1998 in the library. The meeting was called to order by president Albert Hamel at 18:33.

**ROLL CALL** A quorum was present. Gerry Nash was excused; Bob Maurier was absent.

**RECORDING  
SECRETARY** To be filed with corrections.

**TREASURER'S  
REPORT** \$31,805 in net income in calendar 1997. Bob Paquette questioned the apparent loss in the candy and soda fund. Gerry Lalonde said that some of it is in inventory. We probably break even. Bob Paquette said that we run the compressor only for the soda .... we may be running a bit in the red. Consensus seems to be that we're breaking even. Mary Anna Paquette asked if PSCoNH could monitor the compressor to see how much electricity it uses. Gerry Lalonde estimated about \$150/year. Report to be filed for audit. Gerry Lalonde mentioned that he was going to add 2 subitems to item 7, viz., grants and bequests. [See attachment 1.]

**VICE-PRESIDENT** Bob Paquette said that he got a list of mini-workshops from Anne-Marie Perrault (Will be discussed later)

**PRESIDENT** Al Hamel invited us upstairs after the meeting to see the construction progress. The contract with the state did not make today's Governor & Council meeting .... it should make next one.  
Al Hamel said that there is no possibility of Jetté coming out on CD. The rights to the property are in the hands of the Université de Laval, which is not interested in such a project. Al Hamel also talked to them about extending the PRDH ..... again, no interest. Parchemin: Al Hamel distributed a sample contract. He has a book on Parchemin, which he picked up in Montréal. There are various matrixes in the work. The cost is 2,500\$ CAN (about \$1,750 US). We can charge our clients appropriately to recoup the annual cost. Al Hamel doesn't think that there can be an honor system .... everyone who accesses and produces reports must pay. Anne-Marie Perrault asked Al Hamel if he had changed his mind about having the Research Department handle this. He has not .... he's still open to suggestions. Research Dept would have to be augmented. Roland Marchand said we have 2 choices .... do it in the library or do it at home. The consensus is that it's a good idea. Don Chaput suggested that the question be set before the Research Dept and let it come up with a plan. Roland Marchand noted that there are research sites on the Web where one can request such data. Mary Jean Colburn suggested that there be (at least) 2 people trained to do the Parchemin research. Al Hamel restated that we have a member who guarantees that we won't lose money the first year. **Roger Lawrence moved** that we engage Parchemin; **Bob Paquette seconded**; Don Chaput asked if we should wait until it's been discussed with Constance Hébert. Gerry Lalonde pointed out that we have to either engage Parchemin before setting up our infrastructure or the other way around. Al Hamel noted that Parchemin would train a couple of people. Many felt we should get going on this.  
**Motion carried.**

**CORRESPONDING  
SECRETARY**

[See attachment 2.]

**COMMITTEE  
REPORTS****Acquisitions:** No report.

**Buildings and Grounds:** Bob Paquette reported that Maurice Duval is on board .... works one day a week. Ray Desfosses is feeling better and will be back soon to work with Mo. Bob Paquette mentioned the "overload" on the north wall of the second floor where all the PCs are. Old bids to fix this will be resurrected. Roger Lawrence asked about janitorial services for the 3rd floor. Bob Paquette said the contract is being renegotiated. Gerry Lalonde has researched prices on the backpack vac and will purchase soon.

**Computers:** Roland Marchand had no formal report. FTM 4.0 has been installed. He also has an FE file for Hartford CT obituaries (over 10 years' worth). Mary Anna Paquette reported that someone has monkeyed with the research computer .... cannot access the HDM menu. Roland Marchand suggested taking games off the PCs. Al Hamel asked if we had sufficient printers for our PCs. Roland Marchand doesn't think we're that short on printers. Eventually we may be able to network the printers (and the PCs). Anne-Marie Perrault suggested that we could purchase another \$200 inkjet printer. We could perhaps use an A/B switchbox, but she's concerned that use of a switchbox would negate that warranty on the HP printer. **Roland Marchand moved** that we buy a fast b/w inkjet (price up to \$300); **Anne-Marie Perrault seconded; motion carried.**

**Conferences:** Bob Paquette said that Anne-Marie Perrault has given him a list of (previously done) mini-conferences. Question on date(s). Tentative dates are Fri/Sat 01/02 May 1998. Bob Paquette will continue to work w/Anne-Marie Perrault on this.

**Editorial:** Anne-Marie Perrault didn't send out a report. 75 should be ready for the printer in about 4 weeks. She is going to be overwhelmed with articles for 76.

**Library:** [See attachment 3.] Mary Jean Colburn reported that we have no one to open the library tomorrow .... any volunteers? She distributed articles on detection systems for book protection. [See attachment 4.] The Gaylord system will detect down to the floor; with the 3M, supposedly someone could "slip a book under the door". She suggested that we read these at our leisure.

**Membership:** Al Hamel reported that last month there were 39 new members, 124 renewals, and \$307.50 in donations to the building fund.

**Publicity:** [No one assigned.]

**Publications:** Bob Paquette reported that Pauline Côté said that Notre Dame de Victoire is ready .... she will bring it in tomorrow for sale. Al Hamel reported that Richard Fortin said that there is an inventory of Manchester cemeteries (a WPA project, a listing by plot) ..... is trying to negotiate for a copy (there are only 3 in existence).

**Research:** [See attachment 5.] Don Chaput questioned the number of "NOs" ..... what do they really mean? Also questioned was the "aging list" .... what does it mean? Gerry Lalonde said that the total income (\$4,012) agreed well with his \$4,080 figure.

**Internet:** Don Chaput will double up next month ..... no report this month.

**Inventory:** Gerry Lalonde aid he was going to continue working with Eileen Daley on this. He suggested that we have a uniform cost per page. He also noted that we charge the same for repertoires purchased at the library as we do for those we mail out. Perhaps we should adjust the prices to recoup postage. Anne-Marie Perrault asked if there were any reason why the treasurer couldn't adjust prices on books and postage. Most felt that he should but that he work with Pauline Côté on this.

**Obituary:** Anne-Marie Perrault reported that work is really progressing on this .... lots of volunteers working on the project.

**Bylaws:** [See attachment 6.] Jack Stanton distributed a list of proposed amendments to the ACGS bylaws. He noted that, in Article IX, Section 1. b., there was a choice in language and that it should be up to the Board to decide which one will be presented to the general membership later this year. No decision was made at this time. Anne-Marie Perrault noted that we had a deadline (defined in the bylaws) for getting these proposed changes to the membership.

#### **OLD BUSINESS**

New vac OK; Anne-Marie Perrault will study FGS membership; Gerry Lalonde will report on VISA next month; Mary Jean Colburn reported on 2 different lenses for the Dukane readers. Gerry Lalonde asked about us getting an 800 number for accepting VISA orders; Bob Paquette will research; Mary Anna Paquette said we don't need the 800 number, rather that we should let the buyer pay for the phone call.

#### **NEW BUSINESS**

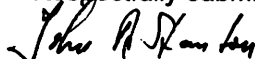
Last meeting Al Hamel mentioned a meeting he was going to have on 18 Dec 1997 re bettering our Web site. Ron Niquette had a conflict and couldn't make it. Al Hamel held the meeting anyway but no one came. He later met with Ron Niquette and Pauline Cusson to discuss this. Ron Niquette said that he could tack some of our stuff onto his homepage. Roland Marchand asked if Ron Niquette would be willing to update this on a continuing basis. Sam Harris would be interested in participating. Al Hamel said that the next meeting would be on 09 February 1998 (tentative). Don Chaput asked who decides what gets sold by the Society. There appears not to be one. The form Don Chaput was questioning was one that someone had donated to the Society. Most seemed to feel that there should be some degree of quality control on what is sold by the Society. Al Hamel suggested that there be a review board to do this. He will set up.

**Gerry Lalonde moved** that Al Hamel (the new president) and Gerry Lalonde (the new treasurer) be authorized to sign checks for the account with the Bank of Montréal (replacing the former president (Anne-Marie Perrault ) and treasurer (Don Chaput)); **Anne-Marie Perrault seconded; motion carried.**

#### **ADJOURNMENT**

Meeting adjourned at 20:31. Next meeting at the library on Thursday, 12 February 1998 at 18:30.

Respectfully submitted,



John R Stanton  
Recording Secretary

Profit & Loss Statement  
12/ 1/97 Through 12/31/97

**Attachment 1**

94-96-All Accounts  
3/98

Category Description	12/ 1/97- 12/31/97
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	5,095.50
TOTAL 1.0 MEMBERSHIP	5,095.50
2.0 PUBLICATION:	
2.1 Repertoires	337.00
2.4 Jette	1,600.00
TOTAL 2.0 PUBLICATION	1,937.00
3.0 GENEALOGIST:	
3.1 Back Issues	56.50
TOTAL 3.0 GENEALOGIST	56.50
4.0 LIBRARY:	
4.1 Photocopy	280.39
4.2 Maps-Charts	337.45
4.3 Guest Fees	160.00
4.5 Can Soda	36.15
4.6 Candy	50.55
4.8 Fiche Copie	1.25
TOTAL 4.0 LIBRARY	865.79
5.0 RESEARCH:	
5.1 Income	166.00
TOTAL 5.0 RESEARCH	166.00
7.0 SOCIETY:	
7.2 Bldg Fund	1,183.00
7.5 Sav Act Int	1.35
7.6 Bld Fnd Int	32.93
7.8 Ckg Act Int	12.56
TOTAL 7.0 SOCIETY	1,229.84
TOTAL INCOME	9,350.63
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	100.00
TOTAL 11.0 MEMBERSHIP	100.00
12.0 PUBLICATIO:	
12.1 Postage	33.34
12.3 Print Reps	214.40
TOTAL 12.0 PUBLICATIO	247.74
13.0 GENEALOGIS:	
13.1 Postage	805.46

Profit & Loss Statement  
12/ 1/97 Through 12/31/97

94-96-All Accounts  
8/98

Category Description	12/ 1/97- 12/31/97
13.2 Supplies	14.29
13.3 Printing	5,488.00
TOTAL 13.0 GENEALOGIS	6,307.75
14.0 LIBRARY:	
14.1 Postage	3.72
14.3 Equip Main	244.91
14.6 Candy	175.32
TOTAL 14.0 LIBRARY	423.95
17.0 SOCIETY:	
17.2 Supplies	169.68
17.4 Telephone	49.38
17.7 Bank Chg	52.45
TOTAL 17.0 SOCIETY	271.51
18.0 BLDG&GRNDS:	
18.1 Heat	1,097.52
18.2 Electric	312.48
18.3 Water&Sewe	46.00
18.5 Maint-Rep.	291.56
18.9 Interest	349.83
TOTAL 18.0 BLDG&GRNDS	2,097.39
TOTAL EXPENSES	9,448.34
TOTAL INCOME/EXPENSE	-97.71

Balance Sheet  
As of 12/31/97

94-96-All Accounts  
8/98

Acct	12/31/97 Balance
<hr/>	
ASSETS	
Cash and Bank Accounts	
BLDG FUND BNH	37,534.79
CASH ON HAND	50.00
CHECKING BNH	9,246.42
CHEQUING	1,744.22
PETTY CASH	100.00
SAVINGS SMB 07	707.76
	<hr/>
Total Cash and Bank Accounts	49,383.19
Assets	
BOOK INVENTORY	150,359.07
FURN. & EQUIP.	57,850.03
GAS CO. DEPOSIT	575.01
LIBRARY BLDG.	179,782.24
PUBLICATIONS	21,000.00
	<hr/>
Total Assets	409,566.35
	<hr/>
TOTAL ASSETS	458,949.54
	<hr/> <hr/>
LIABILITIES & EQUITY	
LIABILITIES	
Liabilities	
BUILDING LOAN	41,859.33
	<hr/>
Total Liabilities	41,859.33
	<hr/>
TOTAL LIABILITIES	41,859.33
EQUITY	417,090.21
	<hr/>
TOTAL LIABILITIES & EQUITY	458,949.54
	<hr/> <hr/>

Profit & Loss Statement  
1/ 1/97 Through 12/31/97

94-96-All Accounts  
8/98

Category Description	1/ 1/97- 12/31/97
INCOME/EXPENSE	
INCOME	
1.0 MEMBERSHIP:	
1.1 Dues	61,184.60
TOTAL 1.0 MEMBERSHIP	61,184.60
2.0 PUBLICATION:	
2.1 Repertoires	7,001.88
2.2 Indexes	693.95
2.3 Video S & R	44.00
2.4 Jette	7,630.00
TOTAL 2.0 PUBLICATION	15,369.83
3.0 GENEALOGIST:	
3.1 Back Issues	1,837.60
3.2 Adv Sales	175.00
TOTAL 3.0 GENEALOGIST	2,012.60
4.0 LIBRARY:	
4.1 Photocopy	3,572.75
4.2 Maps-Charts	3,856.83
4.3 Guest Fees	2,416.60
4.5 Can Soda	634.06
4.6 Candy	850.03
4.7 Hats	75.49
4.8 Fiche Copie	219.35
4.9 Other	65.59
TOTAL 4.0 LIBRARY	11,690.70
5.0 RESEARCH:	
5.1 Income	4,547.05
TOTAL 5.0 RESEARCH	4,547.05
6.0 CONFERENCE:	
6.1 Attend. Fee	2,604.00
6.2 Raffle	2,905.03
6.3 Other	540.00
TOTAL 6.0 CONFERENCE	6,049.03
7.0 SOCIETY:	
7.1 Gen Fund	430.25
7.2 Bldg Fund	4,706.56
7.3 Book Fund	687.30
7.5 Sav Act Int	43.22
7.6 Bld Fnd Int	108.78
7.8 Ckg Act Int	120.62
7.9 Other	900.17
TOTAL 7.0 SOCIETY	6,996.90
8.0 BUILDING:	



Profit & Loss Statement  
1/ 1/97 Through 12/31/97

94-96-All Accounts  
8/98

Category Description	1/ 1/97- 12/31/97
8.1 Rental Inc	5,250.00
8.9 Other	-7.98
TOTAL 8.0 BUILDING Income - Other	5,242.02 757.31
TOTAL INCOME	113,850.04
EXPENSES	
11.0 MEMBERSHIP:	
11.1 Postage	1,449.43
11.2 Supplies	492.82
11.3 Maine	1,343.00
11.9 Other	284.47
TOTAL 11.0 MEMBERSHIP	3,569.72
12.0 PUBLICATIO:	
12.1 Postage	560.28
12.2 Supplies	757.87
12.3 Print Reps	4,664.29
12.5 Jette	6,845.57
12.9 Other	36.00
12.0 PUBLICATIO - Other	0.00
TOTAL 12.0 PUBLICATIO	12,864.01
13.0 GENEALOGIS:	
13.1 Postage	3,933.20
13.2 Supplies	80.97
13.3 Printing	23,190.00
TOTAL 13.0 GENEALOGIS	27,204.17
14.0 LIBRARY:	
14.1 Postage	194.87
14.2 Supplies	603.73
14.3 Equip Main	340.97
14.4 Print Info	438.84
14.5 Can Soda	199.00
14.6 Candy	1,226.68
TOTAL 14.0 LIBRARY	3,004.09
15.0 RESEARCH:	
15.1 Postage	263.00
15.3 Returns	458.50
15.4 Other	-15.00
TOTAL 15.0 RESEARCH	706.50
16.0 CONFERENCE:	
16.1 Postage	855.75
16.2 Prt Broch	369.50
16.4 Refreshmen	231.67

Profit & Loss Statement  
1/ 1/97 Through 12/31/97

94-96-All Accounts  
8/98

Category Description	1/ 1/97- 12/31/97
16.5 Other	2,116.20
TOTAL 16.0 CONFERENCE	3,573.12
17.0 SOCIETY:	
17.1 Postage	686.20
17.2 Supplies	1,909.52
17.4 Telephone	752.90
17.5 Oth Insur	2,482.00
17.6 Bad Checks	50.50
17.7 Bank Chg	242.92
17.8 Other	3,867.63
17.9 Fund Exp.	330.92
TOTAL 17.0 SOCIETY	10,322.59
18.0 BLDG&GRNDS:	
18.1 Heat	7,306.38
18.2 Electric	2,701.57
18.3 Water&Sewe	490.52
18.5 Maint-Rep.	4,688.71
18.6 Fire Pro.	480.00
18.7 Snow Remov	3,270.00
18.9 Interest	1,713.60
TOTAL 18.0 BLDG&GRNDS	20,650.78
Expenses - Other	150.53
TOTAL EXPENSES	82,045.51
TOTAL INCOME/EXPENSE	31,804.53

**FUND BALANCES DEC. 31, 1997**

**ARCHIVIST FUND**

	<i>Beginning Balance</i>			<b>\$19,260.45</b>
<i>Plus:</i>	<i>Membership</i>	<b>\$5,095.50</b>	<b>20.00%</b>	<b>\$1,019.10</b>
	<i>Border Crossing Income</i>			
	<i>Donations to Book Fund</i>			
<i>Less:</i>	<i>Books Purchased/Binding, etc.</i>			
	<i>Ending Balance</i>			<b><u>\$20,279.55</u></b>

**RESEARCH FUND**

	<i>Beginning Balance</i>			<b>\$5,924.73</b>
<i>Plus:</i>	<i>Current Month Receipts</i>			<b>\$166.00</b>
<i>Less:</i>	<i>Current Month Refunds</i>			
	<i>Postage &amp; Misc. Expenses</i>			
	<i>Purchase of Research Equip.</i>			
	<i>Ending Balance</i>			<b><u>\$6,090.73</u></b>

**BUILDING FUND**

	<i>Beginning Balance</i>			<b>\$2,747.68</b>
<i>Plus:</i>	<i>Current Month Receipts</i>			<b>\$1,183.00</b>
<i>Less:</i>	<i>Principal Payment on Loan</i>			
	<i>Interest Payment on Loan</i>			
	<i>Engraving Exp.</i>			
	<i>Other (Fund Raising, Etc.)</i>			
	<i>Ending Balance</i>			<b><u>\$3,930.68</u></b>

<b><u>TOTAL PLEDGED TO FUNDS</u></b>				<b><u>\$30,300.96</u></b>
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FROM: INTERNET:mapaquette@grolen.com, INTERNET:mapaquette@grolen.com  
TO: (unknown), cw3jack\_stan  
DATE: 05/01/1998 16:50

2

## Attachment 2

Re: Corresponding Sec Report

Sender: mapaquette@grolen.com

Received: from news.grolen.com (news.grolen.com [205.247.203.72])  
by arl-img-5.compuserve.com (8.8.6/8.8.6/2.9) with ESMTP id QAA15614  
for <cw3jack\_stan@compuserve.com>; Mon, 5 Jan 1998 16:50:29 -0500 (EST)

From: mapaquette@grolen.com

Received: from wg.grolen.com (205.247.203.67) by news.grolen.com  
(Rockliffe SMTPRA 1.2.2) with SMTP id <B0000519258@news.grolen.com>;  
Mon, 05 Jan 1998 17:01:03 -0500

Message-ID: <B0000519258@news.grolen.com>

To: cw3jack\_stan@compuserve.com

Date: 5 Jan 1998 16:48:58 EDT

Subject: Corresponding Sec Report

January 5, 1998

FROM: Corresponding Secretary

SUBJECT: Report for Month of December 1997

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The following correspondence was sent during the month of December:

19 "Thank yous" for donations of money to either the building fund or  
library fund.

There was 1 for \$200.00, 2 for \$100.00, 2 for \$50.00, 6 for \$25.00.

The remainder  
were \$20.00 or less.

5 "Thanks yous" for donations of books or equipment.

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

27 Total

For the full year 1997, total 342: 184 money donations, 83 other  
donations, 75 inquiries.

Respectfully submitted,  
Mary Anna Paquette

to: IN:hamellot@worldnet.att.net  
cc: IN:102475.2260@compuserve.com  
IN:mcolburn@christa.unh.edu  
IN:MalbaiePQ@juno.com  
IN:rwmlawrenc@aol.com  
IN:ram31@ix.netcom.com  
IN:AMPerrault@aol.com  
IN:cw3jack\_stan@compuserve.com  
IN:robpaq@banet.net  
IN:chrysler@nh.ultranet.com

FROM: Mary Jean Colburn, INTERNET:mj.colburn@unh.edu  
TO: (unknown), INTERNET:hamellot@worldnet.att.net  
CC: (unknown), INTERNET:robpaq@banet.net  
(unknown), INTERNET:relawrence@aol.com  
(unknown), INTERNET:ram31@ix.netcom.com  
(unknown), INTERNET:mapaquette@grolen.com  
(unknown), INTERNET:malbaiepq@juno.com  
(unknown), INTERNET:chrysler@nh.ultranet.com  
(unknown), INTERNET:amperrault@juno.com  
Donald Chaput, [102475,2260]  
(unknown), cw3jack\_stan  
DATE: 06/01/1998 17:38

Re: Library board report

Sender: mcolburn@christa.unh.edu  
Received: from christa.unh.edu (christa.unh.edu [132.177.137.10])  
by hil-img-4.compuserve.com (8.8.6/8.8.6/2.9) with ESMTP id RAA08407;  
Tue, 6 Jan 1998 17:36:51 -0500 (EST)  
Received: from localhost (mcolburn@localhost)  
by christa.unh.edu (8.8.8/8.8.8) with SMTP id RAA07195;  
Tue, 6 Jan 1998 17:36:48 -0500 (EST)  
Date: Tue, 6 Jan 1998 17:36:48 -0500 (EST)  
From: Mary Jean Colburn <mj.colburn@unh.edu>  
To: hamellot@worldnet.att.net  
cc: Donald Chaput <102475.2260@compuserve.com>, amperrault@juno.com,  
chrysler@nh.ultranet.com, cw3jack\_stan@compuserve.com,  
hamellot@worldnet.att.net, malbaiepq@juno.com, mapaquette@grolen.com,  
ram31@ix.netcom.com, relawrence@aol.com, robpaq@banet.net  
Subject: Library board report  
Message-ID: <Pine.OSF.3.96L.980106172406.5572B-100000@christa.unh.edu>  
MIME-Version: 1.0  
Content-Type: TEXT/PLAIN; charset=US-ASCII

1. Discussed collection development and establishing a formal policy and committee. Samples of policies will be distributed to L.B. members as soon as possible for ideas on formulating our own.
2. Reviewed books donated by Gerry Lalond and decided which ones to add to our collection.
3. Library Holdings is ready to print. Mary Anna did some good work!
4. Library Board meetings will be held the last Monday of the month at 6 PM; however, there will be no meeting in Jan.
5. Discussed the assignment of book numbers and decided that Mary Anna will do this as she enters them.
6. Bob M. gave us an update on what he has been buying and what he would like to get in the future.

7. Anne-Marie is working on a guide to the library. She proposed a floor plan which would label locations of circulating books, etc. and making these into small handouts for the desk. Roland said he would work on these after he finishes up some of his projects.

8. Some discussion on starting a vertical file of specific events/articles relating to Francos.

9. Dates have been set for training/refreshing library volunteers. Feb. 8 at 2 PM and Feb. 16 at 6 PM.

10. Al asked if Parchemin (if we subscribe) should be part of the library or research. The Library Board agreed that it belongs with the Research Dept.

MJ Colburn

Mary Jean Colburn  
Oudens Memorial Library  
UNH at Manchester  
220 Hackett Hill Road  
Manchester, NH 03102

mcolburn@christa.unh.edu

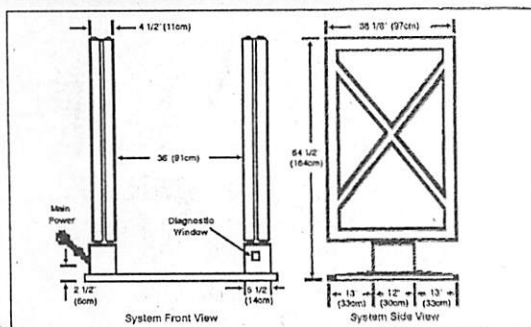
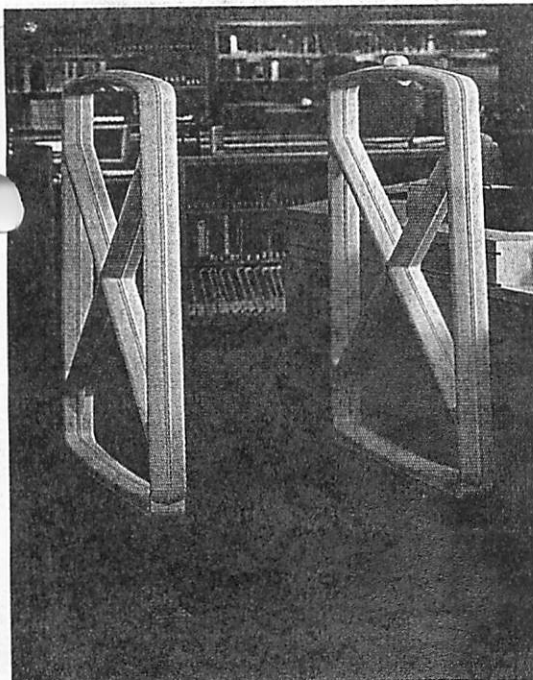
# 3M Detection System

## Model 2300

### For use with 3M Tattle-Tape™ Strips

*Highly effective and reliable way to safeguard library materials*

Designed to accommodate various patron traffic requirements, the 2300 Detection System may be configured to protect a single or multiple entrance or exit door. Corridor width conforms to the Americans with Disabilities Act (ADA) Guidelines for Buildings and Facilities. The corridor is 36 inches wide and will comfortably accommodate most wheelchairs. Computerized electronic design ensures consistently accurate response to sensitized 3M Tattle-Tape™ Strips. Non-continuous operation conserves electrical power. Exiting through Detection System is completely safe for all types of non-magnetic or magnetic media (even computer diskettes). 3M Model 2300 complies with occupational safety and health guidelines to avoid adverse effects on hearing aids, pacemakers or other sensitive electronic devices. The standard detection system consists of two detection panels mounted in a ramp-style base plate and an accompanying floor mat. The alarm and system status indicator is located in the base of the unit. Another option is to mount the detection system permanently to the floor. (Call for more details.) **Installation by 3M technician. Pricing quoted separately.** System can be hard-wired or used with a 10' power cord. Power requirement is a dedicated single-phase electrical circuit. UL listed. 90-day warranty. Service agreement for system is available from 3M in annual or 9-month terms. Please call for information. Ships from manufacturer.



| Cat.#      | Description               | Price      |
|------------|---------------------------|------------|
| 30 253 001 | Standard Detection System | \$5,200.00 |
| 30 253 002 | Dual Corridor             | 6,800.00   |

| Cat.#      | Gray Mat  | Price    |
|------------|-----------|----------|
| 30 229 002 | 42" x 44" | \$195.00 |
| 30 229 003 | 72" x 44" | 195.00   |
| 30 229 004 | 42" x 42" | 195.00   |
| 30 229 005 | 60" x 42" | 195.00   |



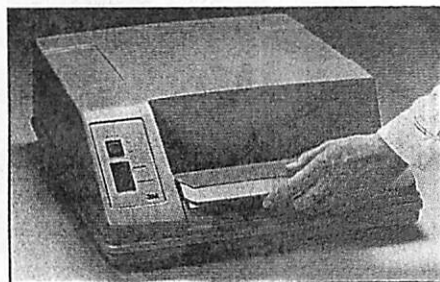
3M MODEL 764 RESENSITIZER

#### 3M MODEL 764 RESENSITIZER

An economical and high-productivity electric circulation accessory to resensitize non-magnetic materials – books, magazines and other print media, plus CDs. At 2.6" high, its sensitizing "zone" allows for multiple books to be stacked and resensitized in one pass. Green light signals item being resensitized. Unit is 4.3"H x 12.2"W x 5 1/2"D. Beige. (17 lbs.) Ships from manufacturer.

| Cat.#      | Description | Price    |
|------------|-------------|----------|
| 30 300 101 | Model 764   | \$675.00 |

**NEW**



3M MODEL 955 BOOKCHECK

#### 3M MODEL 955 BOOKCHECK

Easy to operate, desensitize/resensitize non-magnetic materials at the flip of a switch. Optical trigger unit emits an audible signal when material has been processed. Indicator light identifies protected materials. Model 955 Bookcheck sits on the counter and is 7 1/4"H x 17 1/2"W x 20"L. Unit has a 6' connecting cord. Color is Steel Gray with brushed aluminum control panel faceplate. UL listed. 90-day warranty. Service agreement for system is available in annual or 9-month terms. Please call for information. (60 lbs.) Ships from manufacturer.

| Cat.#      | Description | Price      |
|------------|-------------|------------|
| 30 300 001 | Model 955   | \$1,885.00 |

#### 3M MODEL 930 DESENSITIZER

Non-electric desensitizer may be used for fast and efficient high-volume (checkout only) operations for non-magnetic materials. Textured Gray case with brushed stainless steel faceplate. Unit is 1 1/2"H x 5"W x 10"L. 90 day warranty. (6 lbs.) Ships from stock.

| Cat.#      | Description | Price    |
|------------|-------------|----------|
| 30 300 002 | Model 930   | \$175.00 |



3M MODEL 930  
DESENSITIZER



3M MODEL 951  
RESENSITIZER

#### 3M MODEL 951 RESENSITIZER

Make check-ins of non-magnetic materials fast and efficient with handheld resensitizer. Handheld unit is ideal for checking in non-magnetic materials in stacks or on book carts or trucks. Unit has 6' power cord and is lightweight. 90-day warranty. (2.7 lbs.) Ships from stock.

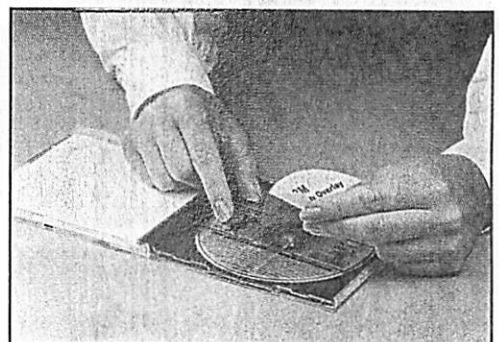
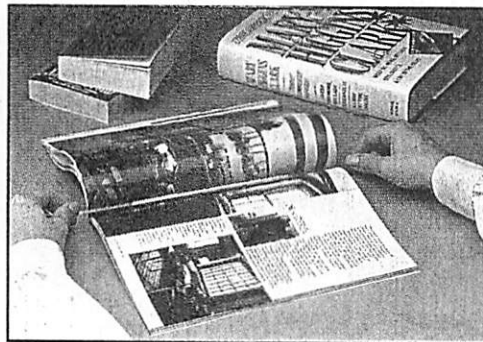
| Cat.#      | Description | Price    |
|------------|-------------|----------|
| 30 300 003 | Model 951   | \$155.00 |

## Attachment 4



# LOW PRICES - QUICK SERVICE!

## 3M Tattle-Tape™ Security Strips for Non-Magnetic Media



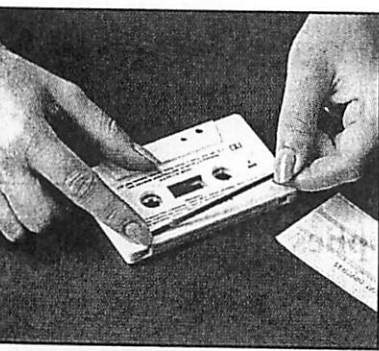
### BOOKS, PERIODICALS AND CDs

Strips may be used repeatedly and will never lose their effectiveness or strength. Designed specifically for use with 3M Library Security Systems, 3M Tattle-Tape™ Security Strips cannot be shielded by briefcases, backpacks or the human body. Choose from two styles for printed materials. Beige, thin 3M Security Strip with adhesive on one side is easily applied (with bayonet) into the spine of **books** for total concealment. A second style (strip is 6.5"L) with adhesive on both sides and on extra long liner eases application of strip between **book or periodical** pages. The thin, stiff strip fits snugly and deeply into the gutter to be virtually undetectable.

Compact disc protection is also available. A smaller strip is placed on the front of the CD and a film overlay prevents removal of 3M Tattle-Tape™ Strip to fully protect CDs. Book Strips are packaged in boxes of 1,000 each (minimum order: one box). CD Protection Strips and overlays are packaged in boxes of 200 each (minimum order: one box). Ships from stock.

| Cat.#      | Description                                    | Weight | Price        |
|------------|------------------------------------------------|--------|--------------|
| 30 225 001 | .....Strips for Spines of Books (1,000/bx.)    | 2.0    | \$140.00/bx. |
| 30 225 002 | .....Strips for Periodicals (1,000/bx.)        | 2.0    | 140.00/bx.   |
| 30 225 003 | .....Bayonet for Strip insertion               | 1      | 1.50/ea.     |
| 30 225 004 | .....CD Protector Strips and Overlay (200/bx.) | 2.0    | 217.00/bx.   |

## 3M Strips, Desensitizers and Resensitizers for Magnetic Media



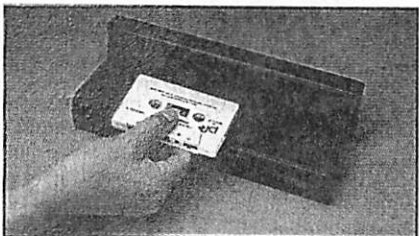
### AUDIO AND VIDEOCASSETTES

Full protection for **audio or videocassettes** may also be achieved through the use of 3M Tattle-Tape™ Strips. Strips, available in two sizes, are applied to the tape edge of the cassette. A cover-up label (provided) is then placed over security strip to hide the marker. The cover-up label may also be used for information specific to library or other information. Both styles are packed 200 labels and cover-up labels per box (minimum order: one box). Magnetic media require specialized desensitizers and resensitizers to deactivate or reactivate cassettes with no damage to the recorded materials. Desensitizer and Resensitizer each require only one pass of cassette to deactivate protection strip at check out and reactivate at check in. All ship from stock.

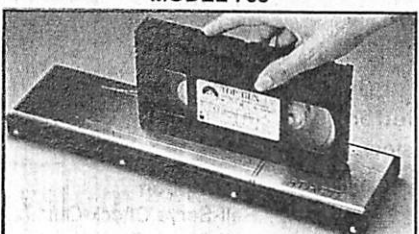
**Model 763** Magnetic Media Desensitizer for fast and efficient check out. It is small (2 1/8"H x 5 1/2"W x 3 1/4"D) and lightweight (.9 lbs.). Color is Wood Grain base with a Black faceplate.

**Model 2011** Magnetic Media Resensitizer for efficient and speedy check in operations is 1 1/2"H x 13 1/2"W x 3 1/2"D and has stainless steel top with Black side rails. (4.1 lbs.)

Also available for deactivating cassettes is a handheld **Model 766**. Check out "Books-on-Tape" without removing them from their cases with no harm to the recorded material. Small and portable (1.0 lb.).



MODEL 763



MODEL 2011



MODEL 766

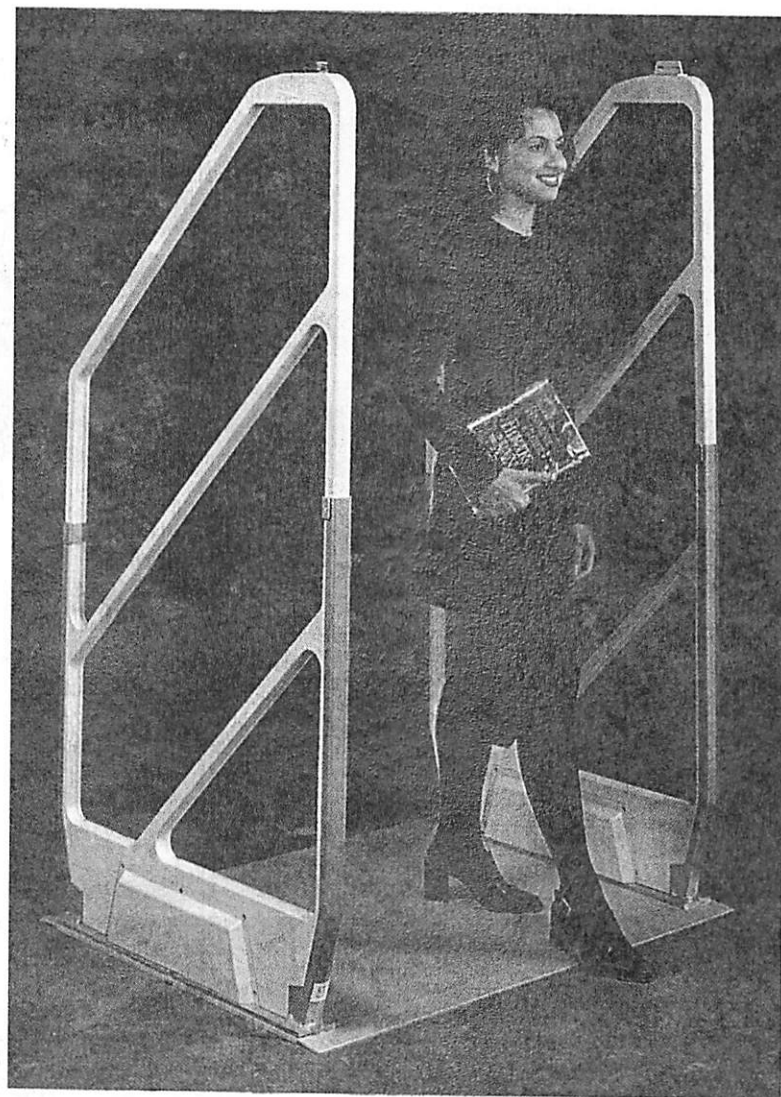
| Cat.#      | Description                              | Weight | Price   | Cat#       | Description                          | Price    |
|------------|------------------------------------------|--------|---------|------------|--------------------------------------|----------|
| 30 225 005 | .....Strips for Videocassettes (200/box) | 2.0    | \$38.00 | 30 226 101 | .....Model 763 Desktop Desensitizer  | \$270.00 |
| 30 225 006 | .....Strips for Audiocassettes (200/box) | 2.0    | 38.00   | 30 226 002 | .....Model 2011 Resensitizer         | 270.00   |
|            |                                          |        |         | 30 226 003 | .....Handheld Model 766 Desensitizer | 145.00   |

## GUARDIAN® Series 1300 EM Security System

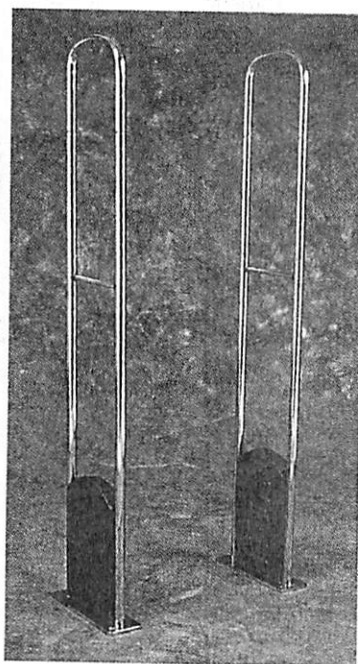
GUARDIAN® electromagnetic technology detects all brands of EM tags. This means you can upgrade your security system without retagging your collection. GUARDIAN® utilizes the industry's most sensitive EM detection, verified by independent testing. Yet, it is so discriminating that it is not triggered by electronic "noise", deactivated tags, or items like keys, belt buckles, and wheelchairs. The attractive, open-design GUARDIAN® screens allow 36" spacing while complying with the Americans with Disabilities Act guidelines. Screens are 63H x 32"D and operate on standard 100.120 VAC. The system generates very little electronic "noise" that might affect nearby computers or other equipment. Dust-free electronic modules are a snap to update, modify or repair. Twelve-month warranty on parts and labor and optional extended warranty. System comes with complete "Loss Prevention Training Program" manual and video.

### GUARDIAN® BASE PLATES

You now have the option of relocating your security system without tearing up the floor. GUARDIAN® base plates fit comfortably under the system. If you prefer, carpeting can also be applied to the base plate to match your decor. Made of aluminum these base plates shield unwanted "noise" coming from wiring, cables, heat or air conditioning ducts, and steel in the floor.



Gaylord Series 1300 EM  
Security Systems allow  
36" spacing to comply  
with ADA requirements



technical  
**TIP**

### Security Systems

For best detection keep the security system 6-8' from copiers, computers and 3' from metal objects.

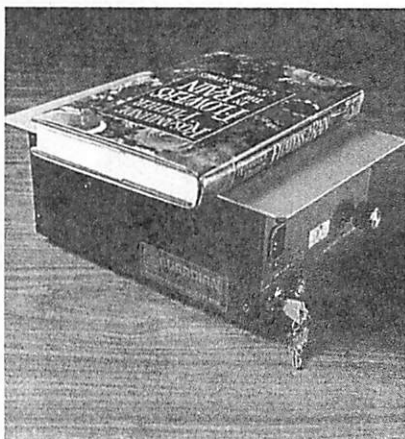
## Protect Books and Expensive Media Collections From Theft or Unauthorized Use

*Need Special Security for an  
important collection?*

*GUARDIAN® Radio Frequency  
is the ideal solution.*



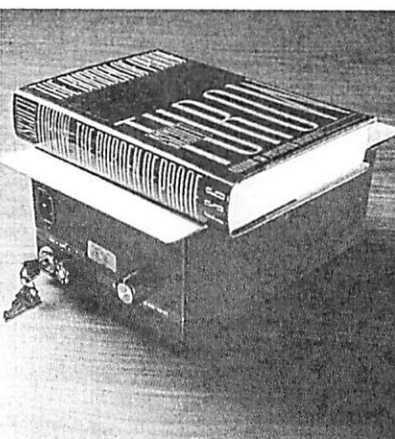
## REACTIVATOR



Pass book across in either direction—you will hear the unit "HUM" which will indicate the book is reactivated.

No. GR1

## DEACTIVATOR



Pass book across unit in either direction—you will hear a "THUMP" which will indicate the book is deactivated.

No. GD1

## Electronic Security Tag Deactivator/Reactivator

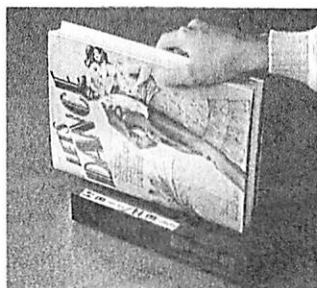
Passing book within 1 1/2" of target plate automatically turns on electric eye which reactivates or deactivates chip security tags. Unit can sit atop counter (synthetic rubber feet protect surface) or flush mount (requires 7 x 10" opening) and allows electronics box, 4 1/2"H x 6 1/2"W x 9 1/2"L, to hang below counter surface. Not to be used with pre-recorded magnetic media. Power requirements: 110V, 50-60Hz, 1200W.

| No. | Description                 | Lbs. | Price Each |
|-----|-----------------------------|------|------------|
| GR1 | Single Function Reactivator | 25.0 | \$978.50   |
| GD1 | Single Function Deactivator | 25.0 | 978.50     |

Permanent Magnetic  
Deactivator

Counter-top unit disables chip deactivatable security tags placed in book spines or gutter. Simply slide across deactivator surface. Rubber feet protect countertop. No installation or power requirements. Overall dimensions: 1 1/2"H x 7W x 10"L.

|      |          |          |
|------|----------|----------|
| GMD2 | 2.2 lbs. | \$204.75 |
|------|----------|----------|



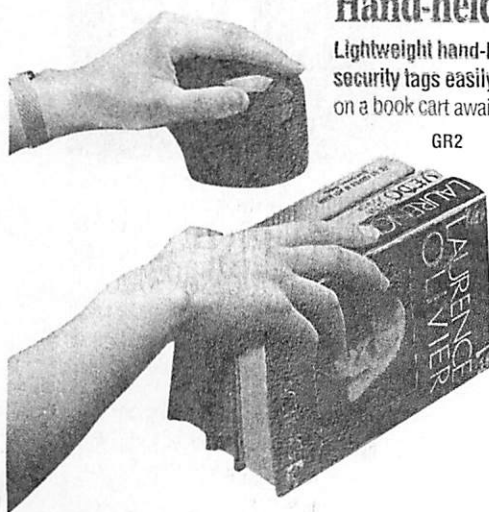
## Hand-held Unit

Lightweight hand-held reactivator allows you to reactivate the EM security tags easily. Reactivate books away from the processing area or on a book cart awaiting re-shelving. Operates on 110V standard outlet.

GR2

1.5 lbs.

\$157.50/each

technical  
TIP

**Non-magnetic Media**—Includes books, magazines and compact discs.

**Magnetic Media**—Includes audiocassettes and videocassettes.

**Deactivators**—Turns security tags "off" during the circulation process, so that materials can pass through the detection system.

**Reactivators**—Turns security tags back "on" after circulation, so that materials can be detected when leaving an area without being checked out.

Security  
Activators/  
DeactivatorsPRODUCT  
GROUP  
EM

Use to turn "on" or "off" any EM Tag used.



No. GMDR1

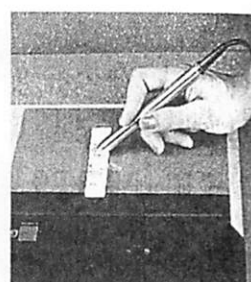
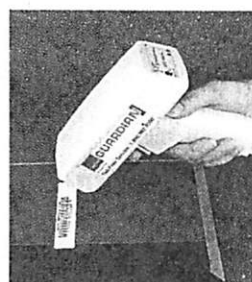


No. GMDR5

Magnetic Media  
Tag Deactivator/  
Reactivator

Easy-to-Use! Low strength continuous deactivator field will not harm magnetic media. Reactivate Deactivate strip security tags applied to media such as audio or video tapes. No installation or power requirements. Overall dimensions: 1 1/2"H x 3W x 10L. Also available in GMDR5 hand stamp model.

| No.   | Lbs. | Price Each |
|-------|------|------------|
| GMDR1 | 1.5  | \$288.75   |
| GMDR5 | 0.5  | 78.75      |

OnePass™ Bar Code Reader  
& Tag Activator/Deactivator

Streamline your checkout system by requiring only "OnePass" of a scanner. Deactivation/Reactivation occurs only when a valid bar code is read. OnePass can be read with almost every circulation system available. Not to be used with magnetic media. Power Requirement: 110V, 50-60Hz, 1200W. Scanner or light pen not included. Per con wedge is required.

| No.  | Lbs. | Price Each |
|------|------|------------|
| GD1P | 25.0 | \$1,500.00 |
| GR1P | 25.0 | 1,500.00   |

Gaylord

TOLL-FREE ORDERING 1-800-448-6160 8am to 7pm EST

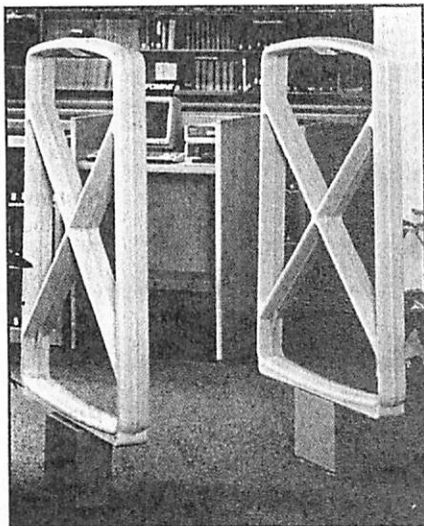
# Secure library materials with 3M Tattle Tape Strips

Library Supplies

## 3M Tattle-Tape™ Security System

Protect your collections with the 3M Tattle-Tape Security System—the system more libraries use than all other library security systems combined! At the heart of the system is the 3M Tattle-Tape Security Strip, a thin metallic strip placed in library materials which is turned “on” or “off” at checkout. As exiting patrons pass through the detection panels, the system electronically searches them for sensitized security strips placed in library materials. An alarm sounds when materials go through the detection system that have not been turned “off”. System is safe for magnetic media such as videotapes, audio tapes or computer diskettes and poses no risk to patrons with hearing aids, pacemakers, or other sensitive electronic devices.

Security System models in both the 3M Series 2300 and the 3M Series 3800 are available. Units listed below are the basic models in these series. Please call for information on the additional features and options available. All units are UL listed.



| Product No. | Description                   | Weight Lbs. | Price Each |
|-------------|-------------------------------|-------------|------------|
| P148-4360   | 3M Model 2301 Security System | 262         | \$4,999.99 |
| P153-5242   | 3M Model 3801 Security System | 186         | 7,779.99   |
| P149-8145   | Installation Fee              | —           | 300.00     |

## ✓ Guaranteed Best Value! 3M Tattle-Tape™ Strips

Strips never lose their effectiveness and strength, even after repeated desensitizing and resensitizing. Cannot be shielded and are virtually undetectable. Lifetime warranty. Use bayonets for inserting strips into book spines.

| Product No. | Description                | 3M Part No. | Weight Lbs. | Strips Per Box | Price Per Box |
|-------------|----------------------------|-------------|-------------|----------------|---------------|
| P153-5235   | Books (single-sided)       | B1          | .8          | 1,000          | \$138.89      |
| P153-5236   | Periodicals (double-sided) | B2          | 1.3         | 1,000          | 138.89        |
| P153-5243   | CDs/CD-Rom                 | DCD-2       | 1.1         | 200            | 215.99        |
| P153-5238   | Audio Cassettes            | DAC-1       | .3          | 200            | 36.99         |
| P153-5239   | Videos                     | DVM-1       | .6          | 200            | 41.99         |
| P153-5306   | Bayonets                   | —           | .3          | 10             | 13.99         |



## 766 Hand-held Magnetic Media Desensitizer

Desensitize audio cassettes without removing them from their cases with this hand-held desensitizer. Simply pass the 766 over the security strips on the cased cassettes and they're ready for check out.

|           |                           |        |              |
|-----------|---------------------------|--------|--------------|
| P153-5246 | 766 Magnetic Desensitizer | .8 lb. | \$144.99 Ea. |
|-----------|---------------------------|--------|--------------|



## 763 Magnetic Media Desensitizer

This portable, non-electric unit provides continuous desensitization of security strips with just a single pass along its surface.

|           |                           |        |              |
|-----------|---------------------------|--------|--------------|
| P153-5245 | 763 Magnetic Desensitizer | .8 lb. | \$269.99 Ea. |
|-----------|---------------------------|--------|--------------|



## 2011 Magnetic Media Resensitizer

Resensitize your video and audio cassettes in a single pass with this non-electric, portable Resensitizer. Protects cassettes so they're back on the shelf quickly.

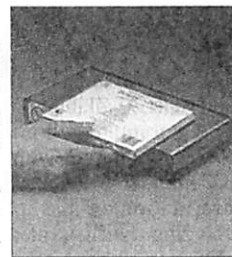
|           |                            |          |              |
|-----------|----------------------------|----------|--------------|
| P153-5244 | 2011 Magnetic Resensitizer | 3.9 lbs. | \$269.99 Ea. |
|-----------|----------------------------|----------|--------------|



## 930 Counter-top Non-magnetic Desensitizer

Desensitize your non-magnetic materials during checkout with this fast and efficient Desensitizer. Non-electric for easy portability.

|           |                               |          |              |
|-----------|-------------------------------|----------|--------------|
| P153-5249 | 930 Non-magnetic Desensitizer | 6.6 lbs. | \$174.99 Ea. |
|-----------|-------------------------------|----------|--------------|



## 951 Hand-held Non-magnetic Resensitizer

Resensitize your non-magnetic materials during check-in with this hand-held Resensitizer. Ideal for resensitizing books in stacks or on book trucks. Lightweight unit weighs less than 3 pounds. 6-foot power cord.

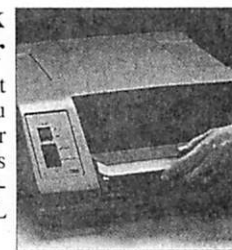
|           |                               |          |              |
|-----------|-------------------------------|----------|--------------|
| P153-5248 | 951 Non-magnetic Resensitizer | 2.7 lbs. | \$154.99 Ea. |
|-----------|-------------------------------|----------|--------------|



## 955 Non-magnetic Bookcheck Desensitizer and Resensitizer

Desensitize and resensitize materials with just the flip of a switch. Audible signal lets you know when materials have been desensitized or resensitized. Indicator light identifies protected materials. Handy on-off switch conserves energy when not in use. 6' power cord. UL listed. Ships UPS from MN.

|           |               |         |                |
|-----------|---------------|---------|----------------|
| P153-5247 | 955 Bookcheck | 60 lbs. | \$1,884.99 Ea. |
|-----------|---------------|---------|----------------|



# Attachment 5

## Research Department - Activity Report - as of 6 Jan

| DATE REC'D | NAME                    | LINE                | RS DONE? Y/N | DATE MAILED | AMOUNT BILLED | DATE BILLED |
|------------|-------------------------|---------------------|--------------|-------------|---------------|-------------|
| .          | .                       | .                   | .            | .           | .             | .           |
| 1/3/97     | Mignon E.,Steiner       | Whitney             | N            | 2/12/97     | 0.00          |             |
| 1/7/97     | Stephen,La Barge        | La Barge            | N            | 2/12/97     | 0.00          |             |
|            | David,Voudle            | Croteau/Hammond     | N            | 2/24/97     | 0.00          |             |
| 1/17/97    | David W.,Flagg          | Rouleau             | N            | 1/20/97     | 0.00          |             |
|            | Corky,Wheeler           | Biathrow            | N            | 1/20/97     | 0.00          |             |
|            | Corky,Wheeler           | Biathron            | N            | 1/20/97     | 0.00          |             |
|            | Jan L.,Lavonway         | La Vonway           | N            | 1/20/97     | 0.00          |             |
| 1/20/97    | James J.,Leathem, Sr    | Leathem             | N            | 1/20/97     | 0.00          |             |
|            | Carol,L'Heureux         | Kery/Vadeboncoeur   | N            | 1/20/97     | 0.00          |             |
|            | Richard,Lawton          | Rafferty            | N            | 1/20/97     | 0.00          |             |
| 1/23/97    | Joan Lajoie,Bellanti    | Lajoie              | N            | 3/20/97     | 0.00          |             |
| 1/24/97    | Bernie,Nixon            | Petro/Tetreault     | N            | 1/28/97     | 0.00          |             |
|            | Cheryl,Damasky-Dempster | Tenoncourt          | N            | 1/27/97     | 0.00          |             |
| 1/28/97    | Donald W.,Rosico        | Rocicot             | N            | 1/28/97     | 0.00          |             |
|            | Michel,Flibotte         | Flibotte            | N            | 2/11/97     | 0.00          |             |
|            | Jos (Rev),Coté          | Coté                | N            | 1/28/97     | 0.00          |             |
| 2/4/97     | Shirley M.,Pizziferri   | Levesque            | N            | 4/19/97     | 0.00          |             |
|            | Fred,Corbett            | Vachon - death      | N            | 2/17/97     | 0.00          |             |
|            | Bryan,Smith             | Smith               | N            | 3/20/97     | 0.00          |             |
| 2/9/97     | Michael,Kiraly          | Tupille             | N            | 2/10/97     | 0.00          |             |
|            | Paul E.,Normand         | Normand; Duval      | N            |             | 0.00          |             |
| 2/12/97    | Robert,Lemieux          | Tardiff             | N            | 10/12/97    | 0.00          |             |
|            | Jeanne,Thiberge         | Handley             | N            | 4/26/97     | 5.00          | 4/26/97     |
|            | Elizabeth,Deuel         | Desrosiers          | y            |             | 5.00          | 12/30/97    |
| 2/14/97    | Philip,Tessier          | Tessier             | N            | 2/24/97     | 0.00          |             |
| 2/16/97    | Linda,Porter            | Dalairé             | N            | 6/22/97     | 0.00          |             |
|            | Barbara,Durkee          | Duhaime             | N            | 3/20/97     | 0.00          |             |
|            | Patricia M.,Akkad       | Robins/Whitley      | N            | 3/20/97     | 0.00          |             |
|            | Ruth,St Laurent         | Gagnon/St laurent   | N            | 3/20/97     | 0.00          |             |
|            | Barbara,Durkee          | Duhaine; Desrochers | N            | 3/20/97     | 0.00          |             |
|            | Patricia M.,Akkad       | Robins; Whitely     | N            | 3/20/97     | 0.00          |             |
| 2/27/97    | Catherine,Combs         | Guilmette           | Y            | 5/8/97      | 40.00         | 4/10/97     |

Research Department - Activity Report - as of 6 Jan 1998

| DATE REC'D | NAME                     | LINE                 | RS DONE? Y/N | DATE MAILED | AMOUNT BILLED | DATE BILLED |
|------------|--------------------------|----------------------|--------------|-------------|---------------|-------------|
| 2/27/97    | Ben R.,Londeree          | Londeree             | N            | 7/8/97      | 0.00          |             |
|            | Richard L.,Rouillard     | Belair               | N            | 5/20/97     | 0.00          |             |
|            | Patricia,Curtis          | Hildreth             | N            | 5/13/97     | 0.00          |             |
| 3/3/97     | Joan,Colgan              | Coté - in R.I.       | N            | 3/4/97      | 0.00          |             |
| 3/4/97     | Margaret,Maloney         | Emard                | N            | 7/8/97      | 0.00          |             |
|            | Carol,L'Heureux          | Cauchy               | N            | 3/5/97      | 0.00          |             |
|            | Margaret,Pritchett       | Smith/Dickson        | N            | 5/20/97     | 0.00          |             |
| 3/13/97    | Lu H.,Turner             | Gody                 | N            | 3/25/97     | 0.00          |             |
| 3/18/97    | Florine S.,Lapointe      | Laramée              | N            | 6/25/97     | 0.00          |             |
|            | Florine S.,Lapointe      | Paquette             | N            | 6/25/97     | 0.00          |             |
|            | Margaret,Kolenda         | Island Pond records  | N            | 5/13/97     | 0.00          |             |
|            | Florine S.,Lapointe      | Laflamme             | N            | 6/25/97     | 0.00          |             |
| 3/19/97    | Ronald A.,Audet          | L'Allemagne          | N            | 4/3/97      | 0.00          |             |
| 3/25/97    | Stephen J.,La Barge      | LaBarge              | N            | 6/23/97     | 0.00          |             |
| 3/26/97    | Larry,Brooks             | Morrison             | N            | 4/3/97      | 0.00          |             |
|            | Maureen,Ward             | Ltr of Inquiry       | Y            | 6/3/97      |               | N/A         |
|            | James,McDermott          | Matthews             | N            | 4/3/97      | 0.00          |             |
|            | Leslie,Reum              | Goodno               | N            | 4/3/97      | 0.00          |             |
|            | Susan A.,Schlosser       | Boos                 | N            | 4/3/97      | 0.00          |             |
| 3/29/97    | Olivier,Sentenne         | Gadonas              | N            |             | 0.00          |             |
| 4/3/97     | Trevor M.,Jette          | Pelletier            | N            | 5/20/97     | 0.00          |             |
| 4/4/97     | Edgar L.,Pitts           | Peitpas              | N            | 2/15/97     | 0.00          |             |
| 4/8/97     | Ellen,Paul               | St Denis             | N            | 4/10/97     | 0.00          |             |
| 4/10/97    | John A.,Letourneau       | Brideau              | N            | 7/29/97     | 0.00          |             |
|            | Sr Emmanuel,Riel         | Riel                 | N            | 4/30/97     | 0.00          |             |
| 4/15/97    | Rita,Levesque            | Lepine               | N            | 6/3/97      | 0.00          |             |
|            | Cecile,Goral             | Durand/Theroux       | N            |             | 0.00          |             |
| 4/20/97    | Shirley,Walker           | Bousquet             | N            | 7/15/97     | 5.00          | 7/15/97     |
| 4/28/97    | Patricia,Matters         | Poroers              | N            | 5/20/97     | 0.00          |             |
| 4/30/97    | Denise M.,Carozzi        | Germaine/Archambault | N            | 6/23/97     |               |             |
|            | Louis-Philippe,Frechette | Frechette            | N            |             | 0.00          |             |
| 5/1/97     | Margaret,Hayes           | Hayes                | N            | 11/6/97     | 0.00          |             |
|            | Donnabel,Cummings        | Critendon            | N            | 5/20/97     | 0.00          |             |
| 5/8/97     | Margaret,George          | Farrell              | N            | 5/13/97     | 0.00          |             |

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| DATE REC'D | NAME                 | LINE                | RS DONE? Y/N | DATE MAILED | AMOUNT BILLED | DATE BILLED |
|------------|----------------------|---------------------|--------------|-------------|---------------|-------------|
| 5/19/97    | Dorothy,Haskell      | Dufresne            | N            | 5/20/97     | 0.00          |             |
| 6/2/97     | James A.,Poulette    | Deshayes            | N            | 7/15/97     | 0.00          |             |
|            | Catherine,Combs      | White               | N            | 7/15/97     | 0.00          |             |
|            | Catherine,Combs      | Lapre               | Y            | 6/20/97     | 0.00          |             |
| 6/5/97     | L.J.,Braun           | Stoutenburg         | N            | 7/8/97      | 0.00          |             |
|            | Louis,Houde          | Houde               | N            | 7/8/97      | 0.00          |             |
| 6/10/97    | Bob,Zimmerman        | Michaud             | N            | 6/11/97     | 0.00          |             |
|            | Mildred,Abernathy    | McHaney/Cameron     | N            | 6/23/97     | 0.00          |             |
| 6/12/97    | Kenneth R.,Jones     | Jones               | N            | 6/17/97     | 0.00          |             |
| 6/20/97    | Jackson,Hull         | Hull                | N            | 7/8/97      | 0.00          |             |
| 6/27/97    | Gale Thomas,Cornwell | How/Howe            | N            | 7/8/97      | 0.00          |             |
| 6/29/97    | Trefton A.,Soucy     | Charpentier/Landron | N            | 7/15/97     | 0.00          |             |
| 7/5/97     | Ann,Marcille         | Marcille            | N            | 7/29/97     | 0.00          |             |
|            | Janet,Moorhead       | Lafleur             | N            | 7/17/97     | 0.00          |             |
| 7/10/97    | Lise,Messier         | Messier             | N            | 8/6/97      | 0.00          |             |
| 7/15/97    | Catherine,Gomm       | Ward                | N            |             |               |             |
| 7/20/97    | Annette,Hardenbugh   | Bertault/Banne      | N            |             | 0.00          |             |
| 7/21/97    | Lucien P.,Peltier    | Peltier             | N            | 8/19/97     | 0.00          |             |
|            | Eugene,Moreau        | King, Fred A.       | N            | 7/29/97     | 0.00          |             |
|            | Eugene,Moreau        | King, Raymond       | N            | 7/29/97     | 0.00          |             |
| 7/24/97    | Alfred,Yelle         | Fontaine            | N            |             | 5.00          | 9/16/97     |
| 8/12/97    | John A.,Letourneau   | Lebreton            | N            | 9/16/97     | 0.00          | 9/16/97     |
|            | John A.,Letourneau   | Despres             | N            | 9/16/97     | 0.00          |             |
| 8/20/97    | Martha Jean,Kulstad  | Searles             | N            | 9/5/97      | 0.00          |             |
| 8/22/97    | Irene,Tremblay       | Tremblay            | N            | 9/16/97     |               |             |
| 8/26/97    | Alma W.,Scalise      | Stackhouse          | N            | 9/12/97     | 0.00          |             |
|            | Alma W.,Scalise      | Mitchell            | N            | 9/12/97     | 0.00          |             |
| 8/29/97    | Collette P.,Johnson  | Kayer/Gagnon/LaHair | N            | 9/5/97      | 0.00          |             |
| 8/30/97    | David,Germain        | Gilbert             | N            |             | 0.00          |             |
|            | David,Germain        | Ducharme            | N            | 9/30/97     | 0.00          |             |
| 9/9/97     | Jean-M,Simoneau      | Elie                | N            | 9/12/97     | 0.00          |             |

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|------------|--------------------------|------------------------------|--------------|-------------|---------------|-------------|
| 9/12/97    | Eleanor, Reynolds        | Martell                      | Y            |             | 10.00         | 5/1/98      |
|            | Norman, Paul             | Thibeault                    | Y            |             |               |             |
| 9/15/97    | Larry, Brooks            | Morrison                     | y            | 9/30/97     | 1.85          | 9/30/97     |
| 9/23/97    | Ralph E., Moote          | Choquet dit Lobonte          | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Vigneadt                     | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Choquet Genev.               | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Biset dit Lapensee           | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Leonard                      | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Doutre                       | N            | 10/11/97    | 0.00          |             |
|            | Ralph E., Moote          | Paradis                      | N            | 10/11/97    | 0.00          |             |
| 9/26/97    | Viola, Robitaille        | Dina Poulin                  | n            |             | 0.00          |             |
|            | Joanne, Koch             | LeMere                       | N            | 10/21/97    | 0.00          |             |
|            | Nancy, Brown             | Ducat                        | N            |             | 5.00          | 10/21/97    |
|            | Louis F., Schleuger, Jr. | Charbonneau                  | N            |             | 0.00          |             |
| 10/11/97   | H. Andre, East           | Pierre Chartier/Adeline Godu | N            |             | 5.00          | 10/21/97    |
| 10/13/97   | Robert C., Dube          | Dube                         | N            | 10/13/97    | 0.00          |             |
| 10/25/97   | Robert T., Bond          | Giroux                       | N            |             |               |             |
|            | Robert T., Bond          | Alexander Giroux             | N            |             | 0.00          |             |
| 10/27/97   | David, Yelle             | Yelle/Diel                   | Y            |             | 20.00         | 11/5/97     |
| 10/29/97   | Carmen M., Proulx        | Benoit                       | N            | 11/25/97    | 0.00          |             |
| 11/2/97    | Claudette G., Truchon    | Champagne                    | Y            |             | 44.00         | 5/1/98      |
|            | Richard M., Snow         | Snow/Chouinard               | Y            |             |               |             |
|            | John, Bolduc             | LaFramboise                  | N            |             | 5.00          | 11/25/97    |
| 11/10/97   | Marilou, Crohan          | Ward                         | N            | 11/26/97    | 0.00          |             |
| 11/17/97   | Mary, Buntenbach         | Chesnay/Chene                | N            |             |               |             |
|            | Armand, Lemay            | Lemay                        | N            |             | 2.00          | 12/10/97    |
|            | Mary, Buntenbach         | Brazeau/Brousseau            | N            |             |               |             |
|            | Anita, Downing           | DeGrand                      | N            |             | 0.00          |             |
|            | Mary, Jacobs             | Comptois                     | Y            |             | 40.00         | 9/12/97     |
|            | Jennifer, Scott          | Clarke                       | N            | 11/25/97    | 0.00          |             |
| 11/21/97   | Carmen, Westwater        | Labatt                       | Y            | 12/30/97    | 0.00          |             |
|            | Robert, Lenneville       | DeHornay                     | Y            |             |               |             |
|            | Robert, Lanneville       | Lanneville                   | N            | 5/1/98      | 0.00          |             |
|            | Lisa, Hardman            | Bouiller                     | N            |             |               |             |
|            | Dana, Tigani             | Chapman                      | N            |             | 0.00          | 12/10/97    |
|            | Shirley, Gwynn           | Paquette                     | Y            | 12/30/97    | 5.00          | 12/30/97    |
|            | Dana, Tigani             | Duchatel                     | N            |             | 0.00          |             |
|            | Pamela, Ellington        | D'Amour                      | Y            |             | 40.00         | 9/12/97     |



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|------------|-------------------------|------------------|--------------|-------------|---------------|-------------|
| 11/25/97   | Thomas, Giroux          | Dubuc            | N            |             |               |             |
| 11/26/97   | Lloyd, Vanasse          | Vanasse          |              |             |               |             |
|            | Thomas, Cramton         | Rousseau         | Y            |             | 20.00         | 12/28/97    |
|            | Therese, Dion           | Langlois         | Y            |             | 20.00         | 12/28/97    |
|            | Therese, Dion           | Bonneau          | Y            |             | 20.00         | 12/28/97    |
|            | Donald, Hoffman         | Racine           | Y            |             | 20.00         | 12/30/97    |
| 12/11/97   | Christine, Pude         | RABY             |              |             |               |             |
|            | Gwen, Burkemper         | Kenney           | Y            | 11/26/97    | 0.00          |             |
| 12/16/97   | Michael, VanDyke        | Miquelon/Miclon  | Y            |             | 20.00         | 5/1/98      |
|            | Rod, Hoefert            | Comeau           |              |             |               |             |
|            | Rod, Hoefert            | Levron           | Y            | 12/30/97    | 24.00         | 12/30/97    |
| 12/28/97   | Diane, Brandon          | Martineau        |              |             |               |             |
|            | Annette, Hardenburgh    | Thibault         | Y            | 12/28/97    |               |             |
|            | Karen, Mazzola          | Dumas            | N            | 12/30/97    | 0.00          |             |
|            | C.C., Lussier           | Lussier          | Y            | 12/30/97    |               |             |
|            | Sharon, Durgin-Campbell | Willet/Ouellette | N            | 12/10/97    | 0.00          |             |
|            | L. S., Lee              | Talbot           | Y            |             | 40.00         | 5/1/98      |
|            | Leo, Marion             | Morin            | Y            |             |               |             |
|            | Trefton, Soucy          | Rousseau         | Y            |             | 5.00          | 5/1/98      |
|            | Thomas, Giroux          | Dubuc            |              |             |               |             |
|            | Trefton, Soucy          | Bohemier         | Y            |             | 6.00          | 5/1/98      |
|            | Trefton, Soucy          | Bon              | Y            |             | 5.00          | 5/1/98      |
|            | Trefton, Soucy          | Masson           | Y            |             | 5.00          | 5/1/98      |
|            | Trefton, Soucy          | Sylvain          |              |             |               |             |
|            | Dale, Jarvis            | Gervais          |              |             |               |             |
|            | Raymond, Belair         | Seyer            | Y            |             |               |             |
|            | Francis, Earnest        | Carpentier       |              |             |               |             |
|            | James, Morin            | Boulay           | Y            |             | 6.00          | 5/1/98      |
|            | Mary Kay, Dedousis      | Casey            |              |             |               |             |
|            | Raymond, Belair         | Arsenault        |              |             |               |             |

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| DATE<br>PAYMENT<br>RECEIVED | NAME                 | AMOUNT<br>PAID |
|-----------------------------|----------------------|----------------|
| 1/5/97                      | Albonese, Robert     | 20.00          |
| 1/7/97                      | Jennings, Susan      | 40.00          |
|                             | Voudle, David        | 20.00          |
|                             | Voudle, David        | 20.00          |
|                             | Voudle, David        | 20.00          |
| 1/17/97                     | Clark, Germaine      | 20.00          |
| 1/23/97                     | Blouin, Robert W.    | 20.00          |
| 1/26/97                     | Grigorenko, Irene    | 20.00          |
| 1/28/97                     | Corsino, Joan        | 60.00          |
| 1/31/97                     | St Jacques, Arthur   | 20.00          |
| Month Total:                |                      | 260.00         |
| 2/4/97                      | Gosselin, William R. | 20.00          |
| 2/6/97                      | Preston, Helen       | 20.00          |
|                             | Preston, Helen       | 40.00          |
|                             | Snowdon, David       | 2.00           |
| 2/9/97                      | Hultgren, Michelle   | 8.00           |
| 2/12/97                     | Teague, Karen        | 25.00          |
| 2/16/97                     | Bane, Peggy          | 20.00          |
|                             | Buntenbach, Mary     | 20.00          |
| 2/17/97                     | Poulette, James A.   | 60.00          |
| 2/18/97                     | Drouin, Frances      | 30.00          |
| 2/21/97                     | Laferriere, Virginia | 20.00          |
| 2/27/97                     | Audet, Ronald A.     | 1.50           |
|                             | Bouchee II, Fred     | 40.00          |
|                             | Lawrence, George     | 1.50           |
| Month Total:                |                      | 308.00         |
| 3/10/97                     | Lienard, Armand R.   | 5.00           |
| 3/11/97                     | Harvey, Robert       | 20.00          |
|                             | Soucy, Trefton       | 20.00          |
| 3/18/97                     | Lathrop, Alan        | 40.00          |
| 3/19/97                     | Hultgren, Michelle   | 20.00          |
|                             | Morin, James P.      | 20.00          |
| 3/26/97                     | Metivier, David      | 20.00          |
|                             | Robinson, Mary Alice | 20.00          |
| Month Total:                |                      | 165.00         |
| 4/3/97                      | Buntenbach, Mary     | 10.00          |
|                             | DeMase, Vivian       | 20.00          |
|                             | Levesque, Rita       | 20.00          |
| 4/7/97                      | Soucy, Trefton       | 30.00          |
| 4/8/97                      | Larivee, Bernard R.  | 20.00          |
|                             | Turner, Lu H.        | 20.00          |
| 4/10/97                     | Forgue, Jeanne       | 2.50           |
|                             | Ganley, Anne-marie   | 20.00          |
|                             | Hultgren, Michelle   | 20.00          |

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|-----------------------------|-----------------------|----------------|
| 4/10/97                     | Robichaud, Judith     | 20.00          |
|                             | St Pierre, Leonard    | 20.00          |
| 4/15/97                     | Thomas, Eugene P.     | 20.00          |
|                             | Thomas, Eugene P.     | 20.00          |
|                             | Wiltsie, Michael      | 20.00          |
|                             | Wiltsie, Michael      | 20.00          |
| 4/20/97                     | Hultgren, Michelle    | 20.00          |
|                             | Poulette, James A.    | 40.00          |
|                             | Soucy, Trefton        | 20.00          |
| 4/23/97                     | Greenwood, Charles    | 20.00          |
|                             | Jeffres, Stephan B.   | 20.00          |
| 4/29/97                     | Buntenbach, Mary      | 8.00           |
| Month Total:                |                       | 410.50         |
| 5/1/97                      | Price, Rochelle       | 5.00           |
| 5/8/97                      | Sample, Sewell V.     | 20.00          |
| 5/12/97                     | Yelle, David          | 20.00          |
| 5/15/97                     | Horton, Jacqueline    | 20.00          |
| 5/17/97                     | Mercier, William      | 20.00          |
| 5/20/97                     | Haynes, Geraldine     | 40.00          |
| 5/27/97                     | Beck, Marilyn         | 10.00          |
|                             | Flynn, Moira C.       | 27.50          |
|                             | Flynn, Moira C.       | 27.50          |
|                             | Hultgren, Michelle    | 20.00          |
| 5/29/97                     | Buntenbach, Mary      | 20.00          |
|                             | Buntenbach, Mary      | 20.00          |
|                             | Buntenbach, Mary      | 20.00          |
|                             | Cushing, Robert J.    | 5.00           |
|                             | Lasure, Beverly       | 10.00          |
| Month Total:                |                       | 285.00         |
| 6/2/97                      | Briggs-Lettich, Janet | 10.00          |
|                             | Harvey, Robert A.     | 20.00          |
|                             | Lemay, Armand         | 2.00           |
|                             | Lettich, Janet        | 10.00          |
|                             | Plante, George        | 20.00          |
|                             | Poulette, James A.    | 10.00          |
| 6/5/97                      | Carty, Joan M.        | 20.00          |
|                             | Holt, Carole R.       | 5.00           |
|                             | Robichaud, Judie      | 20.00          |
|                             | Smith, Elaine         | 5.00           |
| 6/7/97                      | Dubois, Roland        | 5.00           |
| 6/9/97                      | Scalise, Alma W.      | 20.00          |
| 6/12/97                     | Anderson, Shirley     | 42.50          |
|                             | Fitzgerald, Rose      | 20.00          |
|                             | Fitzgerald, Rose      | 20.00          |
| 6/17/97                     | Prunier, Gloria M.    | 40.00          |
| 6/20/97                     | Brunet, Etienne A.    | 5.00           |

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|-----------------------------|------------------------|----------------|
| 6/20/97                     | Harvey, Bob            | 20.00          |
|                             | Mazzola, Karen         | 3.00           |
|                             | Molinski, Adele        | 20.00          |
|                             | Yelle, David           | 20.00          |
| 6/21/97                     | Buntenbach, Mary       | 10.00          |
|                             | Buntenbach, Mary       | 10.00          |
|                             | Dickens, Claire N.     | 20.00          |
|                             | Dickens, Claire N.     | 20.00          |
|                             | Dickens, Claire N.     | 20.00          |
|                             | Dickens, Claire N.     | 20.00          |
|                             | Lemay, Armand          | 5.50           |
| Month Total:                |                        | 443.00         |
| 7/1/97                      | Bonner, Roy F.         | 40.00          |
|                             | Greenwood, Charles     | 20.00          |
|                             | Greenwood, Charles     | 20.00          |
|                             | Hardenburgh, Annette   | 2.00           |
|                             | Kohls, Yvonne          | 30.00          |
|                             | McGuire, Maxine M.     | 5.00           |
|                             | Walker, Shirley        | 20.00          |
| 7/5/97                      | Lemay, Armand          | 14.50          |
|                             | Moorhead, Janet        | 20.00          |
|                             | Nelson, Quentin        | 20.00          |
|                             | Poulette, James A.     | 20.00          |
|                             | Poulette, James A.     | 20.00          |
| 7/12/97                     | Buntenbach, Mary       | 20.00          |
|                             | Goudreault, Ferdinand  | 10.00          |
| 7/15/97                     | Combs, Catherine       | 20.00          |
|                             | Soucy, Trefton A.      | 5.00           |
| 7/18/97                     | Buntenbach, Mary       | 6.00           |
|                             | Buntenbach, Mary       | 8.00           |
|                             | Johnson, Roger P.      | 28.50          |
|                             | Letourneau, John       | 20.00          |
|                             | McPheeters, Phyllis M. | 5.00           |
|                             | McPheeters, Phyllis    | 5.00           |
| 7/19/97                     | Tetreault, Cecile      | 24.40          |
| 7/20/97                     | Labonte, Youville      | 5.00           |
| 7/21/97                     | Forcier, Ann G.        | 5.00           |
| 7/24/97                     | Plante, Marie H.       | 5.00           |
| 7/25/97                     | Laplante, Joseph N.    | 20.00          |
|                             | Laplante, Joseph N.    | 20.00          |
| 7/28/97                     | Harvey, Bob            | 20.00          |
|                             | Harvey, Bob            | 20.00          |
|                             | Harvey, Bob            | 20.00          |
|                             | Soucy, Trefton A.      | 20.00          |
|                             | Soucy, Trefton A.      | 4.00           |
| 7/30/97                     | Nichols, Janis C.      | 20.00          |
| Month Total:                |                        | 542.40         |

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|-----------------------------|-----------------------|----------------|
| 8/4/97                      | Bruce, James R.       | 0.00           |
| 8/5/97                      | Haynes, Geraldine     | 20.00          |
|                             | Haynes, Geraldine     | 20.00          |
|                             | Kohls, Yvonne         | 30.00          |
|                             | Myers, George         | 20.00          |
|                             | Myers, George         | 20.00          |
|                             | Myers, George         | 20.00          |
|                             | Roy, Eugene J.        | 20.00          |
|                             | Scalise, Alma W.      | 20.00          |
| 8/7/97                      | Vermette, Raymond     | 20.00          |
| 8/10/97                     | Goddu, Joan           | 5.00           |
|                             | Johnson, Treva B.     | 15.00          |
| 8/12/97                     | Despathy, Leatrice L. | 20.00          |
|                             | Lagueux, Richard      | 7.00           |
| 8/17/97                     | Swansburg, Mary       | 20.00          |
|                             | Thomas, Eugene P.     | 20.00          |
|                             | Zagarella, Sandy      | 8.00           |
| 8/19/97                     | Rondeau, Rene         | 20.00          |
|                             | Rondeau, Rene         | 20.00          |
| 8/22/97                     | King, Evelyn          | 5.00           |
|                             | Zuehl, Douglas        | 20.00          |
| 8/23/97                     | Shen, Sharon          | 10.00          |
| 8/26/97                     | Kohls, Yvonne         | 50.00          |
|                             | Soucy, Trefton A.     | 8.00           |
|                             | Soucy, Trefton A.     | 6.00           |
|                             | Soucy, Trefton A.     | 10.00          |
|                             | Soucy, Trefton A.     | 8.00           |
|                             | Soucy, Trefton A.     | 14.00          |
|                             | Soucy, Trefton A.     | 8.00           |
| 8/30/97                     | Gamble, David C.      | 5.00           |
|                             | Lisius, Barbara A.    | 20.00          |
|                             | Lisius, Barbara A.    | 20.00          |
|                             | Poulette, James A.    | 8.00           |
|                             | Poulette, James A.    | 10.00          |
|                             | Poulette, James A.    | 10.00          |
|                             | Poulette, James A.    | 6.00           |
|                             | Poulette, James A.    | 8.00           |
| 8/31/97                     | Buntenbach, Mary      | 2.50           |
|                             | Buntenbach, Mary      | 2.50           |
|                             | Dion, Therese H.      | 20.00          |
|                             | Rondeau, Rene         | 20.00          |
|                             | Rondeau, Rene         | 20.00          |
|                             | Rondeau, Rene         | 20.00          |
|                             | Yarnell, Kathleen     | 20.00          |
| Month Total:                |                       | 656.00         |
| 9/7/97                      | Lemay, Armand         | 7.50           |
| 9/9/97                      | Johnson, Roger P.     | 59.50          |
| 9/12/97                     | Cushing, Robert J.    | 20.00          |

Income Report - Research Department - as of 5 Jan 1998

| DATE<br>PAYMENT<br>RECEIVED | NAME                  | AMOUNT<br>PAID |
|-----------------------------|-----------------------|----------------|
| 9/12/97                     | Lemieux, Robert E.    | 20.00          |
| 9/15/97                     | Tetreault, Cecile     | 20.00          |
| 9/18/97                     | Brown, Nancy          | 5.00           |
| 9/21/97                     | Walkden, Hermine      | 5.00           |
| 9/23/97                     | Adams, Hebron E.      | 20.00          |
|                             | Grigorenko, Irene     | 20.00          |
|                             | Grigorenko, Irene     | 20.00          |
|                             | Labonte, Youville     | 5.00           |
|                             | Pepin, Louis O.       | 5.00           |
| Month Total:                |                       | 207.00         |
| 10/10/97                    | Germain, David        | 20.00          |
|                             | Germain, David        | 20.00          |
|                             | Mobbs, Noreen         | 5.00           |
| 10/15/97                    | Giroux, Thomas A.     | 20.00          |
| 10/16/97                    | Lienard, Armand R.    | 20.00          |
|                             | Morin, James          | 29.50          |
|                             | Poulette, James A.    | 40.00          |
|                             | Smith, Barbara B.     | 5.00           |
| 10/19/97                    | Tetreault, Cecile     | 17.00          |
| 10/20/97                    | Solowiej, Kathryn     | 5.00           |
| 10/22/97                    | Damiano, Valerie L.   | 15.00          |
|                             | Rondeau, Rene         | 76.00          |
|                             | Soucy, Trefton A.     | 8.00           |
|                             | Soucy, Trefton A.     | 12.00          |
|                             | Soucy, Trefton A.     | 6.00           |
|                             | Wescott Jr, Howard E. | 20.00          |
| 10/27/97                    | Letourneau, John A.   | 5.00           |
| 10/28/97                    | Gilbert, Arthur       | 20.00          |
| 10/29/97                    | Gorman, Lisa A.       | 5.00           |
|                             | Gregoire, Georgette   | 5.00           |
|                             | Murchie, Claire       | 10.00          |
|                             | Sweeney, John F.      | 24.00          |
| Month Total:                |                       | 387.50         |
| 11/2/97                     | Brown, Nancy          | 5.00           |
| 11/5/97                     | Boulrice, Albert R.   | 5.00           |
|                             | Carey, John F.        | 40.00          |
|                             | Sirois, John          | 20.00          |
| 11/17/97                    | Fournier, Paul R.     | 20.00          |
|                             | Lemay, Armand         | 1.50           |
|                             | Yelle, David          | 20.00          |
| 11/21/97                    | Brooks, Deborah       | 20.00          |
|                             | East, H. Andre        | 5.00           |
|                             | Millett, Edward C.    | 20.00          |
|                             | Smith, Diedre         | 28.00          |
| 11/25/97                    | Dion, Marilyn         | 20.00          |
|                             | Dion, Marilyn         | 20.00          |

Income Report - Research Department - as of 5 Jan 1998

| DATE<br>PAYMENT<br>RECEIVED | NAME                  | AMOUNT<br>PAID |
|-----------------------------|-----------------------|----------------|
| Month Total:                |                       | 224.50         |
| 12/11/97                    | LaRocque, Joan        | 10.00          |
|                             | Poulette, James       | 8.00           |
|                             | Poulette, James A.    | 10.00          |
|                             | Poulette, James A.    | 10.00          |
|                             | Rondeau, Rene         | 20.00          |
| 12/16/97                    | Downing, Anita        | 20.00          |
|                             | Newell, Constance     | 5.00           |
|                             | Overbagh, Theodore S. | 20.00          |
| 12/28/97                    | Gwynn, Shirley M.     | 20.00          |
| Month Total:                |                       | 123.00         |
| Total:                      |                       | 4011.90        |

B AGING LIST - RESEARCH DEPARTMENT  
as of 1/5/98

| DATE REC'D<br>----- | LINE<br>-----                                                                | SUBMITTED BY<br>-----                                                                                                    |
|---------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 11/25/97            | Lagasse                                                                      | Marilyn Dion                                                                                                             |
| 11/26/97            | Vanasse                                                                      | Lloyd Vanasse                                                                                                            |
| 12/11/97            | RABY                                                                         | Christine Pude                                                                                                           |
| 12/16/97            | Comeau                                                                       | Rod Hoefert                                                                                                              |
| 12/28/97            | Gervais<br>Dubuc<br>Martineau<br>Sylvain<br>Casey<br>Carpentier<br>Arsenault | Dale Jarvis<br>Thomas Giroux<br>Diane Brandon<br>Trefton Soucy<br>Mary Kay Dedousis<br>Francis Earnest<br>Raymond Belair |



Proposed amendments to clarify authority for excused absence  
ambiguity in definition of a quorum:

ARTICLE IV

OFFICERS

Section 3. Vacancies

- a. In the event of a vacancy occurring in the office of president, the vice-president shall become president.
- b. All other vacancies shall be filled by Board appointment.
- c. In the event an elected or appointed officer is absent without due cause from three meetings in a fiscal year, the position shall be declared vacant and the vacancy filled according to these bylaws. The president shall have sole authority to excuse an elected or appointed officer from a meeting.

ARTICLE V

BOARD OF DIRECTORS

Section 2. Term of office of elected Directors

b. Vacancies

- 1) vacancies to complete a Director's term shall be filled by the Board.
- 2) In the event that an elected or appointed Director is absent from three meetings in a fiscal year, the position shall be declared vacant, and the vacancy filled according to these bylaws. The president shall have sole authority to excuse an elected or appointed director from a meeting.

Section 4. Meetings

- a. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the president.
- b. Special meetings may be called at any time on order of the president, or on order of any three (3) officers and/or directors.
- c. Notice of regular or special meetings of the Board of Directors, stating time and place, shall be mailed or given in person to the members of the Board, not later than two weeks prior to the meeting.
- d. When all members of the Board are present at any meeting, any business may be transacted without prior notice.
- e. A quorum at any meeting shall be one more than half the [majority] number of officers and directors. An affirmative vote by a majority of those present shall be necessary to pass any resolution or to authorize any act for and by the Society.
- f. Where one person may hold two offices simultaneously, this person shall count as two for the purpose of a quorum, but such person shall be entitled to only one vote.

Proposed amendments to better define the duties of the Committee on  
Nomination and Elections:

ARTICLE IX

NOMINATION AND ELECTION OF OFFICERS

Section 1. Nominations

a. Nominations for officers and directors shall be, at the time of the annual meeting:  
[a] 1) presented by the Committee on Nomination and Elections; [b] 2) made  
from the floor.

b. Nominations presented by the Committee on Nomination and Elections .... shall  
be limited to one candidate per office OR .... may include more than one  
candidate per office.

Proposed amendments to make the name of the official publication the same in  
that publication and in the bylaws:

ARTICLE XII

OFFICIAL PUBLICATION

Section 1. Title

THE AMERICAN-CANADIAN GENEALOGIST shall be the official journal of this  
Society.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. Eligibility

a. Regular membership is open to any person, upon submission of application for  
membership, agreement to the ACGS ethics, and payment of dues.

b. There shall be eight (8) classes of membership:

1) Individual member (regular).

2) Family member: The first person in family shall pay regular dues and each  
individual additional person from the same household shall pay 50% of the  
individual membership dues.

a) only the full-payment member shall receive The American-Canadian  
Genealogist and other correspondence.

b) all members shall have equal voting rights.

3) Lifetime member: shall be fifteen (15) times the annual membership dues.

4) Life-Associate member: the first lifetime member in a family shall pay lifetime  
dues, and each additional person from the same household shall pay 50% of  
the lifetime dues:

a) only the full-paying member shall receive The American-Canadian  
Genealogist and other correspondence.

b) All members shall have equal voting rights.

5) Institution membership: institution membership shall be twice the individual  
membership dues; only one delegated member of said institution shall be a  
voting member.

6) Sponsor: Annual membership as a Sponsor shall be ten (10) times individual  
membership dues.

- 7) Patron: Annual membership as a Patron shall be twenty-five (25) times individual membership.
- 8) Benefactor: Annual membership as a Benefactor shall be fifty (50) times individual membership.

Proposed amendment to clarify the fact that ARTICLE VII has no function at this time:

ARTICLE VII

[RESERVED]

**AMERICAN CANADIAN GENEALOGICAL SOCIETY  
OCTOBER 1997 THROUGH SEPTEMBER 1998  
ROLL CALL**

(P =PRESENT E = EXCUSED A =ABSENT)

|                     |                         | O<br>C<br>T | N<br>O<br>V | D<br>E<br>C | J<br>A<br>N | F<br>E<br>B | M<br>A<br>R | A<br>P<br>R | M<br>A<br>Y | J<br>U<br>N | J<br>U<br>L | A<br>U<br>G | S<br>E<br>P |
|---------------------|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Al Hamel            | President               | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Bob Paquette        | Vice President          | P           | E           | P           | P           |             |             |             |             |             |             |             |             |
| Roger Lawrence      | Honorary President      | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Gerry Lalonde       | Treasurer               | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Mary Anna Paquette  | Corresponding Secretary | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Jack Stanton        | Recording Secretary     | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Don Chaput          | Director 98             |             | P           | P           | P           |             |             |             |             |             |             |             |             |
| Mary Jean Colburn   | Director 98             | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Roland Marchand     | Director 98             | P           | P           | E           | P           |             |             |             |             |             |             |             |             |
| Gerry Nash          | Director 98             | P           | P           | P           | E           |             |             |             |             |             |             |             |             |
| Sam Harris          | Director 99             | P           | E           | P           | P           |             |             |             |             |             |             |             |             |
| Pauly Labbe         | Director 99             | P           | P           | P           | P           |             |             |             |             |             |             |             |             |
| Bob Maurier         | Director 99             | P           | P           | E           | A           |             |             |             |             |             |             |             |             |
| Anne-Marie Perrault | Director 99             | P           | P           | P           | P           |             |             |             |             |             |             |             |             |