

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
MEETING OF BOARD OF DIRECTORS
APRIL 12, 1999**

Call to Order

President Al Hamel opened the meeting at 6:07 p.m. A quorum was present.

Roll Call

Present:

President Al Hamel
Treasurer Gerry Lalond
Director Craig Donais
Director Sam Harris
Assistant Librarian Pauly Labbe
Vice President Roland Marchand
Mrs. Mary-Jean Chaput
Director Robert Maurier
Director Anne-Marie Perrault
Recording Secretary Carol A. Belmain
Research Department - Constance Hebert
Ms. Marie Anna Paquette

Excused from the meeting:

Honorary President Roger Lawrence
Director Charles Martel

Recording Secretary's Report

The Recording Secretary presented a written report of the March 8, 1999, meeting. A motion to accept the minutes as corrected was made by Sam Harris. Craig Donais seconded the motion. Motion carried.

The minutes were to be corrected as follows:

On Page 2, Vice-President's Report, "equal to 240 students should be changed to read "115 adults."

On Page 3, President's report, paragraph 4, sentence to read: "He indicated that the priest would come for a visit to discuss the matter; . . . "

On Page 3, President's report, regarding Ms. Tuttle: The sentence should read, in part: . . . "could use some help to finish the project."

On Page 5, Membership, "Genealogist" should read "American-Canadian Genealogist." Also on Page 5, Publications, Constance Hamel should read Constance Hebert under Publications.

On Page 6, Internet, the name Duquette to be changed to Niquette.

On Page 7, New Business, Family Origins should be identified as a CD software program instead of a book.

Treasurer's Report - Gerry Lalond

Mr. Gerry Lalond presented his financial report, and then a revised financial reports for those months affected. See attached reports. Mr. Lalond explained that some "rent" funds had been posted incorrectly and correcting entries had been made to adjust the rent account.

Mr. Lalond also reported that item 15.3 represented checks in the amount of \$300 which had not been cashed after they had been issued. On item 13.3, Printing, Mr. Robert Maurier requested information regarding the cost of printing each publication of the American-Canadian Genealogist.

Mr. Lalond indicated that all tax returns, federal and state, had been prepared and copies would be filed with the IRS and the Secretary of State's office.

He also reported that he would be unable to attend the May Board of Director's meeting because of a planned vacation.

Mr. Maurier asked whether the Society had heard from the USPS's office in Memphis regarding our non-profit status since the paperwork had been mailed in since February 1999. President Hamel indicated that there had been no response to date.

Shike

Vice-President's Report - Roland Marchand

Mr. Roland Marchand reported that the public address system was in the process of being installed. Once the second floor is painted, the system will be completed. Gerard Duval, the painter, has guaranteed that the project would be completed prior to the workshop weekend.

President's Report - Al Hamel

President Hamel requested that a copy of our insurance policy for the parking lot be given to the parish for their information.

Corresponding Secretary - Marie Anna Paquette

A written report for March 1999 was presented for review by the board. See attached report.

COMMITTEE REPORTS

Acquisitions - Robert Maurier

Mr. Robert Maurier reported that two boxes of books had been sent for rebinding, and that there were enough books left to fill another box. Marie Anna Paquette requested a copy of the yellow book binding slips so that she could know which books were out for binding. Mr. Maurier reported that some thin books were not appropriate for binding and would be put on the shelves in three-ring binders.

During the discussion on the five-year plan, Mr. Maurier requested guidance in outlining the goals of the committee. It was determined that the five-year plan would be more generalized, but that the committee goals should be more specifically outlined by the acquisition committee members.

Buildings & Grounds - Gerald Lalond

Mention was made by Mr. Craig Donais and another member that they were having trouble with their access code to the building. Mr. Donais indicated that his password did not work once.

Mr. Lalond indicated that in order to clean up the building for the workshop week-end, he would need help to carry obsolete material from the third floor so he could clean up that area. Ms. Anne-Marie Perrault indicated that the rest of the building should be spruced up prior to the conference. Repair and installation of locks on the bathroom doors and other small items should be completed prior to the workshop.

President Hamel inquired whether someone would be hired to do the outside ground work for the summer. Mr. Lalond indicated that he had already spoken with someone about that matter.

Computers - Roland Marchand

Ms. Anne-Marie Perrault indicated that Ms. Barbara Fairfield had indicated that her computer was not working correctly because the monitor fades out. Ms. Marie Anna Paquette indicated that her computer was working well. Mr. Roland Marchand indicated that the equipment was getting quite used and consideration should be given to replacing some of the monitors. He also indicated that he would look at Ms. Fairfield's computer.

It was reported that the LDS upgrade had been received, free of charge and that the social security disks dated through 1997 were included in the update. Mr. Marchand indicated that the LDS databases are now on line.

Conferences

Ms. Anne-Marie Perrault presented a finalized schedule for the Spring Workshop. She indicated that she would check the public address system on Wednesday morning to make sure it was in place for the three-day workshop. She also wondered whether alcoholic beverages would be allowed during the Friday night sing along. The board discussed the matter and decided that no alcohol should be allowed on the premises.

Ms. Perrault indicated to Ms. Constance Hebert that they should discuss how to handle the hourly Parchemin drawings and that they should get together to discuss this matter.

Mr. Craig Donais indicated that he would load his software package for his workshop program prior to the workshop weekend to make sure it was in place and working.

Editorial - Anne-Marie Perrault

A written report was presented by Ms. Anne-Marie Perrault. See attached report. Ms. Perrault indicated that the Editorial Board had had an emergency meeting and reviewed the membership list, mailing list, and orphan publications. She indicated that the index to articles has been proofread and is ready for printing.

Library - Mary Jean Chaput

The Librarian's report was presented by Ms. Mary Jean Chaput. See attached

report. Ms. Chaput requested two computer tables to make the computer area more conducive to space for writing or putting materials beside a console while working. A discussion was had and it was decided that she would look into pricing and a place to purchase them. Craig Donais made a motion so that Ms. Chaput could purchase the two tables. Motion seconded by Ms. Marie Anna Paquette. Motion carried.

Bulletin Board

Pending installation.

Membership - Judy Arsenault

A written report was presented by Ms. Judith Arsenault. See attached report. Ms. Anne-Marie Perrault distributed a "problem list" with emboldened recommendations for solutions to the problems. The material was to be distributed this month for discussion at the next meeting.

*at the request
of the Treasurer,
Mr. Lalond.*

Ms. Perrault indicated that the mailing list had errors in data entry that could not be corrected on site because the updating was being done off-site.

Publicity

President Hamel presented a packet of brochures from the Manchester Chamber of Commerce and indicated that for \$210. per year, \$25 enrollment fee, the Society would get more publicity by enrolling as a member. He also indicated that an invitation had been extended to the Society for April 28, to go to the Chamber of Commerce presentation to be held at one of the law firms in the city.

Mr. Gerald Lalond made a motion for the Society to join the Chamber of Commerce. Ms. Anne-Marie Perrault seconded the motion. Motion carried.

Publications - Pauline G. Cote

A written report was presented by Pauline G. Cote. See attached report. Ms. Anne-Marie Perrault indicated that there was a problem with her having refused to publish a repertoire under a certain name, but that the center yellow pages of publication #79 had had the incorrect name listed for purchase. President Hamel took the opportunity to indicate that all workers were volunteers who worked at the best of their capacity, that each volunteer had their area of expertise, and that other members should do the work in their given area of assignment, and that volunteers should learn

to cooperate, get along, and work in their designated area of interest.

Research - Constance Hebert

A written report was presented by Ms. Constance Hebert. See attached report. Ms. Hebert indicated that her computer document for the Parchemin report has been removed completely from the computer she uses to prepare the report. She indicated that the problem of destroying her work had begun last fall and that it was not the first time that she had her work destroyed.

Mr. Sam Harris indicated that he would look at her computer to try to figure out how her work had been deleted and whether it had been "hidden" by the computer.

Internet - Al Hamel

President Hamel indicated that the Society's web site was very busy and indicated that he could use some help with responses. Mr. Craig Donais presented a plan for adding mailing list services to the web site and the board members agreed that Mr. Donais' suggestions would be well taken by the public, the board, and the members. Mr. Donais is to notify all when the material has been added to the site. Mr. Donais was requested by Ms. Anne-Marie Perrault to write an article on the new addition and he indicated that he could have it completed in about a week. Mr. Marchand indicated that it might be a good idea to have the web available on site at the Society.

Obituary Report

Discussion concerning the "burner" for preparing CD's from the net on obituaries was discussed. Again, infringement of copyright laws was a concern in this matter, and copyright laws would be researched by Craig Donais.

Inventory

No report presented.

Old Business:

President Hamel reported that the grant request for an elevator for the building had been turned down because of the ADA classification of our request. The grant funds would be raided by so many other entities if a grant was granted for an access elevator for the handicapped. He reported that they would not give up and would look for other grant sources such as the Community Development Fund. He indicated that the Society met their requirements for grant money. A discussion ensued about the Society borrowing funding for the elevator and the different approaches which could be used. A suggestion that a chairlift might be installed was received and discussion of the OSHA standards for stairs and widths indicated that the chairlift would be a poor choice.

Mr. Craig Donais reported that he had received a response from the Commissioner of Labor which indicated that the Society would not have to pay for workers' compensation insurance since the Society does not have employees as such.

Mr. Donais made a motion to require any individuals or companies who contract to do work for the Society to file a copy of their workers' compensation rider with us prior to beginning any kind of work for the Society. Mr. Sam Harris seconded the motion. Motion carried.

Mr. Craig Donais made a motion to cancel the current workers' compensation insurance which the Society presently has. Mr. Sam Harris seconded the motion. Motion carried.

Ms. Carol Belmain questioned whether the bulletin board would be in place for the workshop weekend so that members could post their sales notices. Mr. Lalond indicated that he would locate the board and install it.

Ms. Anne-Marie Perrault requested that the board review the five-year plan which had been presented previously. After a lengthy discussion it was decided that a committee would be set up to focus on studying operation of the society, its structure and its set up. President Hamel requested that Mr. Craig Donais be chairman of a by-laws study committee. He accepted the appointment. President Hamel suggested that Craig Donais approach Jack Stanton on joining the committee.

Mr. Sam Harris made a motion to accept the five-year plan as presented, to be used in conjunction with the recommendations from the By-Laws Committee chaired by Mr. Craig Donais. Motion seconded by Ms. Constance Hebert. Motion carried.

New Business

Mr. Craig Donais reported that the American-French Genealogical Society of Rhode Island had donated a CD of Red Drouin for our use.

Adjournment

A motion to adjourn was made by Ms. Anne-Marie Perrault. Mr. Sam Harris seconded the motion.

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol A. Belmain".

Carol A. Belmain
Recording Secretary

ACGS
MEETING OF THE BOARD OF DIRECTORS
12 April 1999

CALL TO ORDER

ROLL CALL

RECORDING SECRETARY (MINUTES)

TREASURER'S REPORT (Gerry L.)

VICE-PRESIDENT (Roland M.)

PRESIDENT

CORRESPONDING (MAP)
SECRETARY

COMMITTEE
REPORTS

Acquisitions: (Bob M.)

Buildings & Grounds (.)

Computers (Roland M)

Conferences

Editorial (AMP) see report

LIBRARY (MJC) see report

MEMBERSHIP (JA & MM) see report

PUBLICITY (Roger)

PUBLICATIONS See report

RESEARCH (Constance H.) See report

INTERNET

INVENTORY

OBITUARY REPORT

✓ **OLD BUSINESS**

✓ **NEW BUSINESS** Manchester Chamber

ADJOURNMENT

Next meeting: 1800 hours, 10 May 1999

**AMERICAN CANADIAN GENEALOGICAL SOCIETY
OCTOBER 1998 THROUGH SEPTEMBER 1999**

**ROLL CALL
(P = PRESENT, E = EXCUSED, A = ABSENT)**

Name	Office	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P
Al Hamel	President		P	P	P	P	P	P					
Roland Marchand	Vice President		P	P	E	P	P	P					
Roger Lawrence	Honorary President		E	A	P	P	P	E					
Gerry Lalonde	Treasurer		P	P	P	E	P	P					
Mary Anna Paquette	Corresponding Secretary		E	P	P	P	P	P					
Carol A. Belmain	Recording Secretary		P	P	P	E	P	P					
Craig Donals	Director 00		P	P	P	P	E	P					
Mary Jean Chaput	Director 99		P	P	E	P	P	P					
Charles Martel	Director 99		P	P	P	P	P	E					
Sam Harris	Director 99		P	P	P	P	P	P					
Pauly Labbe	Director 99		P	P	P	P	P	P					
Bob Maurier	Director 99		P	P	P	P	P	P					
Anne-Marie Perrault	Director 99		P	P	P	P	P	P					

AMERICAN CANADIAN GENEALOGICAL SOCIETY

BOARD OF DIRECTORS & CHAIRS

Name, Title and Position	Address	Telephone/Fax/E-Mail
Al Hamel #2513 President	71 Haverhill Road Chester, NH 03036-4207	Home: (603)887-3154; E-mail: hamellot@worldnet.att.net
Roland Marchand #144 Vice President	3 Lorraine Street Hudson NH 03051-4829	home: (603)882-739; E-mail: RAM31@ix.netcom.com
Roger Lawrence #1 Honorary President	67 Lawrence Road Merrimack, NH 03054-2404	home: (603)424-2332; E-Mail:rwmlawrence@aol.com
Gerry Lalonde #3312 Treasurer	PO Box 172 W Nottingham NH 03291-0172	home: (603)942-7448; E-mail: Lalo@worldpath.
Mary Anna Paquette #2378 Corresponding Secretary	PO Box 4146 Manchester NH 03108-4146	home: (603)483-5457; E-mail: mapaquette@worldnet.att.net
Carol A. Belmain #5941 Recording Secretary	PO Box 320 Auburn NH 03032-0320	home: (63)483-8479; E-mail: cbelmain@aol.com; work: 271-2646
Craig S. Donalds Director 00	15 Warren Ave., Chelmsford, MA 01824-3008	home: 978-256-8370, cdonalds@usa.net
Mary Jean Chaput #3047 Director 00		home: (603)669-0641; (603)629-4173; voice mail: (603)629-4183; E-mail: mcolburn@christa.unh.edu
Charles Martel Director 00	231 Bridge Street, Manchester, NH 03104	Home: (603)647-4527; (603)669-3614
Sam Harris #5996 Director 99	4 Martin Road Fremont NH 03044	home: (603)679-4663; cell: (603)566-7688; E-mail: chrysler@nh.ultranet.com
Pauly Labbe #4261 Director 99	418 Boynton Street Bedford NH 03110-6421	home: (603)622-5493; E-mail: malbalepq@aol.com
Bob Maurier #2068 Director 99	479 Laurel Street Manchester, NH 03103-3429	home: (603)622-3824; work: (603)644-4021
Anne-Marie Perrault #2238 Director 99	131 Danis Park Road Goffstown NH 03045-6601	home: (603)622-1591; fax: (603)626-9812; cell phone/voice mail: (603)493-1676; E-mail: amperrault@aol.com
Judy Arsenault #3131 Membership	15 Happy Hollow Lane Kingston NH 03848-3506	home: (603)642-7133; E-mail: judya8047@aol.com; work: 800-311-9664
Pauline Cusson #2472 Publications (data Entry); Conferences; 25th Anniversary	12 Auclair Avenue Manchester NH 03102-3703	home: (603)647-6521; work: (617)539-7933; E-mail: pcusson@worldnet.att.com
Arthur "Bud" Paquin #4556	9 Day Street, Dracut, MA 01826-2531;	Home: (978) 957-3474
Richard Fortin #254 Conferences; 25th Anniversary; Acadian acquisitions	22 Adeline Street Manchester, NH 03102-3201	home: (603)641-3450; E-mail: rfortinnh@aol.com
Pauline Genest-Cote #2923 Publications	515 Stark Lane Manchester NH 03102-8977	home: (603)622-7055; E-mail: geco2@juno.com
Constance Hebert #5175 Research Director 00	313 Elgin Avenue Manchester NH 03104-1435	home: (603)622-4250; E-mail: cl-hebert@worldnet.att.net

ACGS BOARD MEETINGS 1998-1999 (Oct. 98-Sep 99)

Date:	Motion subject:	Moved by:	Seconded by:	Result
11/12/98	Network system implementation	Mary-Jean Colburn	Craig Donais	Carried
11/12/98	Expand Editorial Board	Anne-Marie Perrault	Mary-Jean Colburn	Carried
11/12/98	Bulletin Board	Anne-Marie Perrault	Charles Martel	Carried
11/12/98	Conflict of Interest Policy	Craig Donais	Anne-Marie Perrault	Carried
12/10/98	Accept recording secretary's report	Craig Donais	Robert Maurier	Carried with corrections
12/10/98	Donation of \$150 to Friends of the Archives	Robert Maurier	Mary Jean Chaput	Carried
12/10/98	Accept corresponding secretary's report	Mary Jean Chaput	Gerald Lalond	Carried
12/10/98	Window shading	Anne-Marie Perrault	Craig Donais	Carried as amended
12/10/98	Public address system	Roland Marchand	Gerald Lalond	Carried
1/11/99	Internal Audit	Roger Lawrence	Pauly Labbe	Carried
1/11/99	Accept recording secretary's report as amended	Constance Hebert	Craig Donais	Carried

1/11/99	Accept Mr. Lalond's membership drive recommendation	Anne-Marie Perrault	Sam Harris	Carried
1/11/99	Internal audit of books	Roger Lawrence	Pauly Labbe	Carried
2/8/99	Recording secretary's minutes	Craig Donais		Held in abeyance
2/8/99	Anti-glare shading on windows	Mary Jean Chaput	Pauly Labbe	Carried
2/8/99	Upgrade 486 computers	Roland Marchand	Anne-Marie Perrault	Carried
2/8/99	Advertising	Charles Martel	Roger Lawrence	Carried
2/8/99	Adjournment	Sam Harris	Marie Jean Chaput	Carried
3/8/99	Motions to accept minutes of recording secretary's January and February reports	Charles Martel Charles Martel	Roger Lawrence Sam Harris	Carried
3/8/99	To pursue "burner" for obituary CD's	Roland Marchand	Sam Harris	Carried
3/8/99	To investigate joining the Chamber of Commerce	Anne Marie Perrault	Pauly Labbe	Carried
3/8/99	Adjournment	Mary Jean Chaput	Robert Maurier	Carried
4/12/99	To accept 3/8/99 minutes	Sam Harris	Craig Donais	Carried, as corrected

04/02/99

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

March 1999

	Mar '99	Jan - Mar '99
Income		
1.0 MEMBERSHIP		
1.1 Dues	7,985.00	17,047.40
Total 1.0 MEMBERSHIP	7,985.00	17,047.40
2.0 PUBLICATIONS		
2.2 AFGS Income	140.00	340.00
2.3 Repertoires	309.65	2,636.53
2.4 Index & Holdings	20.00	82.00
2.5 Jette	200.00	580.00
2.6 Video S & R	0.00	5.00
Total 2.0 PUBLICATIONS	669.65	3,643.53
3.0 GENEALOGIST		
3.1 Back Issues	63.50	80.50
Total 3.0 GENEALOGIST	63.50	80.50
4.0 LIBRARY		
4.1 All Copies	395.85	773.50
4.2 Maps-Charts-Guides	333.10	724.40
4.3 Guest Fees	180.00	505.00
4.5 Beverages	74.65	206.85
4.6 Candy/Snacks	80.77	381.17
4.7 Hats	0.00	18.00
Total 4.0 LIBRARY	1,064.37	2,608.92
5.0 RESEARCH		
5.1 RS Income	507.00	1,137.00
5.2 Parchemin	25.00	134.00
Total 5.0 RESEARCH	532.00	1,271.00
6.0 CONFERENCE		
6.1 Attend Fees	0.00	25.00
6.3 Raffle	84.00	84.00
Total 6.0 CONFERENCE	84.00	109.00
7.0 SOCIETY		
7.2 Bldg Fund	322.00	709.50
7.3 Book Fund	310.00	541.50
7.4 Currency Exchange	475.45	475.45
7.5 Cash Over/Short	3.69	3.88
7.6 Ckg Act Int	0.00	16.87
7.7 Bld Fnd Int	2.23	2.49
7.8 Sav Act Int	1.30	4.24
Total 7.0 SOCIETY	1,114.67	1,753.93
8.0 BUILDING		
8.1 Rental Inc	875.00	2,625.00
Total 8.0 BUILDING	875.00	2,625.00
Total Income	12,388.19	29,139.28

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

March 1999

	<u>Mar '99</u>	<u>Jan - Mar '99</u>
Gross Profit	12,388.19	29,139.28
Expense		
11.0 MEMBERSHIP		
11.1 Postage	144.00	289.02
11.2 Supplies	56.00	77.98
11.3 Maine	220.00	1,105.00
Total 11.0 MEMBERSHIP	420.00	1,472.00
12.0 PUBLICATIONS		
12.1 Postage	20.00	33.58
12.2 Supplies	4.39	50.34
12.3 Print Reps	686.25	1,239.85
Total 12.0 PUBLICATIONS	710.64	1,323.77
13.0 GENEALOGIST		
13.1 Postage	1,152.62	1,156.89
13.2 Supplies	159.99	435.79
13.3 Printing	5,542.00	5,542.00
Total 13.0 GENEALOGIST	6,854.61	7,134.68
14.0 LIBRARY		
14.2 Supplies	58.29	279.15
14.3 Equip Maint	0.00	129.00
14.4 Print Maps & Info	981.00	981.00
14.6 Candy/Snacks	23.39	221.54
Total 14.0 LIBRARY	1,062.68	1,610.69
15.0 RESEARCH		
15.1 Postage	0.00	55.00
15.2 Supplies	2.50	2.50
15.3 Returns	-212.50	-162.50
15.4 Parchemin	1,515.00	15.00
Total 15.0 RESEARCH	1,305.00	-90.00
17.0 SOCIETY		
17.1 Postage	99.00	326.00
17.2 Supplies	270.94	806.95
17.3 Telephone	109.47	306.64
17.5 Content Ins.	1,276.00	1,376.00
17.6 Bad Checks	0.00	30.01
17.7 Bank Charge	5.88	14.88
17.8 Fund Expense	0.00	13.00
Total 17.0 SOCIETY	1,761.29	2,873.48
18.0 BUILDING		
18.1 Heat	1,162.09	3,438.47
18.2 Electricity	248.41	738.04
18.3 Water-Sewer	30.50	99.78
18.5 Maint-Repair	-2,889.90	1,658.78
18.6 Fire Protect	0.00	480.00
18.8 Loan Interest	645.52	892.97

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
INCOME & EXPENSE**

March 1999

	<u>Mar '99</u>	<u>Jan - Mar '99</u>
Total 18.0 BUILDING	-803.38	7,308.04
Uncategorized Expenses	<u>0.00</u>	<u>0.01</u>
Total Expense	<u>11,310.84</u>	<u>21,632.67</u>
Net Income	<u><u>1,077.35</u></u>	<u><u>7,506.61</u></u>

AMERICAN-CANADIAN GENEALOGICAL SOCIETY**Balance Sheet**

As of March 31, 1999

	<u>Mar 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
BUILDING FUND BNH	1,337.00
CHECKING BNH	9,885.08
CHEQUING (Can. Funds)	1,388.14
SAVINGS SMB	729.90
Total Checking/Savings	<u>13,340.12</u>
Accounts Receivable	
ACCOUNTS RECEIVABLE	155.00
Total Accounts Receivable	<u>155.00</u>
Other Current Assets	
CASH ON HAND	150.00
PETTY CASH	300.00
Total Other Current Assets	<u>450.00</u>
Total Current Assets	13,945.12
Fixed Assets	
LIBRARY BUILDING	220,406.66
Total Fixed Assets	<u>220,406.66</u>
Other Assets	
ACGS HOLDINGS	165,602.36
FURN & EQUIP	63,419.22
MDSE FOR RESALE	24,985.69
Total Other Assets	<u>254,007.27</u>
TOTAL ASSETS	<u>488,359.05</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
BUILDING LOAN	39,724.51
Total Long Term Liabilities	<u>39,724.51</u>
Total Liabilities	39,724.51
Equity	
OPENING BAL EQUITY	423,544.26
RETAINED EARNINGS	17,583.67
Net Income	7,506.61
Total Equity	<u>448,634.54</u>
TOTAL LIABILITIES & EQUITY	<u>488,359.05</u>

Subj:
Date: 4/9/99 5:46:10 PM Eastern Daylight Time
From: mapaquette@att.net
To: hamellot@worldnet.att.net (Al Hamel)
CC: AMPerrault@aol.com (Anne-Marie Perrault), RHMAU479@aol.com (Bob Maurier), Imartel@mediaone.net (Charlie Martel), ram31@ix.netcom.com (Roland Marchand), rwmlawrenc@aol.com (Roger Lawrence), lalo@worldpath.net (Gerry Lalonde), MalbaiePQ@aol.com (Pauly Labbe), cl-hebert@worldnet.att.net (Constance Hebert), chrysler@nh.ultranet.com (Sam Harris), cdonais@usa.net (Craig Donais), mcolbum@christa.unh.edu (Mary Jean Chaput), cbelmain@aol.com (Carol Belmain)

April 9, 1999

TO: Board of Directors

FROM: Corresponding Secretary

SUBJECT: Report for Month of March 1999

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The following correspondence was sent during the month of March:

16 "Thank yous" for donations of money to either the building fund or library fund. One was in the amount of \$100, the rest were \$25.00 or less.

7 "Thanks yous" for donations of books.

Application packets were sent in response to inquiries about ACGS.

3 Miscellaneous, including a sympathy card to Lucille Lagasse.

29 Total

Respectfully submitted,  
Mary Anna Paquette

TOTALS - SEPTEMBER 1998 TO AUGUST 1999

|           | MONTH MONEY<br>DONATIONS |   | BOOKS and<br>Other Donations |    | MONTH<br>INQUIRIES |
|-----------|--------------------------|---|------------------------------|----|--------------------|
| MISC      | TOTAL                    |   |                              |    |                    |
| September | 29 5                     | 3 | 1                            | 38 |                    |
| October   | 214                      | 5 | 2                            | 32 |                    |
| November  | 17 9                     | 3 | 2                            | 31 |                    |
| December  | 8 6                      | 2 | 1                            | 17 |                    |
| January   | 266                      | 5 | 6                            | 43 |                    |
| February  | 10 2                     | 2 | 4                            | 18 |                    |
| March     | 167                      | 3 | 3                            | 29 |                    |

**Subj: Publication report for meeting 12 Apr 1999**

**Date: 4/10/99 5:47:40 PM Eastern Daylight Time**

**From: geco2@juno.com (Pauline G Cote)**

**: HAMELLOT@WORLDNET.ATT.NET, RAM31@IX.NETCOM.COM, lalo@worldpath.net, MAPAQUETTE@GROLEN.COM, cbelmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU, cdonais@usa.net, Chrysler@NH.ultranet.com, CL-Hebert@WORLDNET.ATT.NET, malbaiePQ@aol.com, RVMLawrenc@aol.com, Imartel@mediaone.net, AMPERRAULT@aol.com, judya80476@aol.com, tcbeau@juno.com, mpcote@juno.com, rfortinnh@aol.com, mivlem@juno.com, budp@m1.sprynet.com, PCUSSON@WORLDNET.ATT.NET**

To the Officers, Board members, Chairpersons & publication committee

>From Jaffrey comes the word that Father is happy, using his repertoires and all seems serene

David Bonitatibus from NY has submitted a financial summary along with a proposal. The dollar amounts are beyond the cap given department head to accept or deny. Consequently, I have sent David's letter to the President with a separate letter with my recommendations. I await your pleasure so I may advise David of the Board decision

Marriages of St Columba Schenectady NY are completed, published & now available

Copies of B-D & update (1979) of M of St Jean Baptiste Suncook NH are done. This parish dates back to 1873 & the copies are to current date. I calculate roughly that we have some 10,500 baptisms & 7,000 burials. My gratitude to Richard Fortin who paved our entrance, Lorraine Deschenes & Polly Labbe who spent numerous hours doing a superb job of copying

Have you heard about the Mission of Norton Mills VT? With all the under currents going on in this library, I am certain many of you are familiar with it

It started rather routinely when a cover & information for advertising in our Journal was sent to the Editor. This had been a normal procedure in the past.

An entire dossier is available on the of e-mail relating to this subject. They deal primarily with the Editor refusal to do a cover or advertise a repertoire title "Mission of Norton Mills". These communiques, sent to me with copies to the President, Richard Fortin & Pauline Cusson, They came primarily from the Editor with one from Mr Fortin saying he longer wanted mail sent to him on the subject, one, unsolicited by me, from Pauline Cusson & a second and last e-mail from me asking that reconsideration be given to the decision. After giving all the stat. available my final paragraph was "I wish this repertoire to be advertised by its name and no other name. Also, I do not anticipate any other exposure other than what has been accorded to any previous repertoires published by this department. This includes 1 large block to announce its availability, price, etc and adding it to the list of items we have for sale."

I anxiously awaited the arrival of our most recent issue. When it did arrive last Saturday, I quickly looked and accepted the add in the inside cover with its \*\*\* as a fair compromise. Unfortunately, my pleasure was short lived when a few days later I started reading what interest me

primarily.

The center fold list items ACGS has available for purchase. Much to my agrin new & inserted 8th from the top a repertoire called St Bernard, Norton Mills VT. WE DO NOT HAVE SUCH A REPERTOIRE! Also strangely enough the other repertoire, Sacred Heart Schenectady NY (marriages) requested at the same time as "Mission of Norton Mills VT" never found its way to the listing.

I truly believe that this was not a typo error but one where the Editor used her position unprofessionally to satisfy her will. THIS IS NOT THE EDITORIAL PAGE!

I do not claim to be a historian nor do I believe that any member of publication committee considers themselves as such. I wrote the "history" for this repertoires & Pauline Cusson polished it up & I accepted it. I further believe that if you read it you will find that the approach to the subject was done with candor and that my decision & action in no way is a source of embarrassment to this society.

Consequently, I would like immediately in writing from the Editor that this wrong will be corrected in the next issue without fanfare or notoriety.

Ladies & Gentlemen on this issue, do I have your support? Do I have your confidence? Do I have your faith? Do I have your help? I certain hope so. If not, I certainly need to reassess my value as coordinator of this department.

Respectfully submitted

Pauline Genest Cote  
Publication Coordinator

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or call Juno at (800) 654-JUNO [654-5866]

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----- Headers -----

Return-Path: <geco2@juno.com>

Received: from rly-zd01.mx.aol.com (rly-zd01.mail.aol.com [172.31.33.225]) by air-zd05.mail.aol.com (v59.4) with SMTP; Sat, 10 Apr 1999 17:47:40 -0400

Received: from m17.boston.juno.com (m17.boston.juno.com [205.231.100.191])  
by rly-zd01.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)  
with ESMTP id RAA24292;  
Sat, 10 Apr 1999 17:47:33 -0400 (EDT)

Received: (from gec02@juno.com)

by m17.boston.juno.com (queuemail) id D7VG4MZJ; Sat, 10 Apr 1999 17:46:57 EDT

To: HAMELLOT@WORLDNET.ATT.NET, RAM31@IX.NETCOM.COM, lalo@worldpath.net,  
MAPAQUETTE@GROLEN.COM, cbelmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU,  
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AMPERRAULT@aol.com, judya80476@aol.com, tcbeau@juno.com,  
mpcote@juno.com, rfortinnh@aol.com, miviem@juno.com,

Subj: **ACGS Membership Report**  
Date: 4/10/99 8:44:47 PM Eastern Daylight Time  
From: JudyA80476  
Cc: Cbelmain, mj.colburn@unh.edu, cddonais@usa.net  
To: hamellot@worldnet.att.net  
To: chrysler@nh.ultranet.com  
To: cl-hebert@worldnet.att.net, MalbaiePQ  
To: lalo@worldpath.net, RWMLawrenc  
To: RAM31@ix.netcom.com, mapaquette@worldnet.att.net  
To: Imartel@mediaone.net

**ACGS MEMBERSHIP REPORT FOR MARCH 1999**

Following is the membership report for March 1999.

New Members: 43

Renewals: 220

Donations to the Society: \$435.00

Total active members as of April 1, 1999: 2859

Submitted by Judy Arseneault #3131

=====

| Mem. Type               | Monthly | Reminder |
|-------------------------|---------|----------|
| US Individual (\$25)    | 129     | 53       |
| US Family (\$37.50)     | 12      | 5        |
| Canadian Indivd (\$30)  | 8       | 2        |
| International (\$50.00) | 1       |          |
| Total:                  | 150     | 60       |

Submitted by Michael B Melanson #2803

**Subj: Library Board report**

**Date: 4/6/99 8:25:22 AM Eastern Daylight Time**

**From: mj.colburn@unh.edu (Mary Jean Colburn)**

**To: hamellot@worldnet.att.net (Albert Hamel)**

**C: 102475.2260@compuserve.com (Donald Chaput), amperrault@aol.com, cbelmain@aol.com, cdonais@usa.net, chrysler@nh.ultranet.com, cl-hebert@worldnet.att.net, lalo@worldpath.net, malbaiepq@aol.com, mapaquette@grolen.com, ram31@ix.netcom.com, RWMlawrenc@aol.com, 102475.2260@compuserve.com (Donald Chaput)**

The Library Board met on 29 March 1999. Present: MaryAnna Paquette, Anne-Marie Perrault, Pauly Labbe, Roland Marchand, Robert Maurier, Donald Chaput, Mary-Jean Chaput, and Roger Lawrence.

1. Evaluation of Open House. It went well for our first time but could have used more time to prepare. Advertising was successful. We will keep a file in the library with suggestions on how to do an even better job. Also recommended a less formal "Free Day" for non-members to come in to research during regular library hours.

2. The next Acquisitions Committee meeting is scheduled for April 10 at 10 AM.

3. The library will be open for research for the Spring conference on Sunday 2 May from 10 AM to 4 PM.

4. A Safety/Disaster Committee has been established. Roger Lawrence, Anne-Marie Perrault, and Pauly Labbe.

5. The Library Board advised the Editorial Board that there was no need to update the holdings book at this time.

6. Roland Marchand would like 2 more computer-style tables for use in that area. There is not enough room on the table top for people to write. Surplus Office Equipment will be checked to see if there are any tables available.

7. Roland Marchand will install the LDS new release 2.26.

8. Some repertoire cards have outdated numbers on them. The cards will be read, the outdated ones pulled and replaced with the correct numbers. MaryAnna Paquette will do that.

9. There was a suggestion to package our journal for sale at the Spring Conference. It was decided that this was not a function of the Library Board.

Respectfully submitted,  
Mary-Jean Chaput

Mary Jean (Colburn) Chaput  
Oudens Memorial Library  
H at Manchester  
J Hackett Hill Road

Memo to the Board of Directors  
From Anne-Marie Perrault  
Re: Reports for March

### **I. Spring Workshop Weekend**

1. Program is set. See green copies in your mailboxes..
2. What remains to be done:
  - a. clean first floor for use of members attending Lucy Morency workshop all afternoon, both Friday and Saturday.
  - b. Get table for Lucy to use for her computer, scanner, etc.
  - c. clean bathroom and fix door so it will stay closed and locked
  - d. clean trash out of first floor
  - e. Clean trash out third floor
  - f. Presenters who will be using third floor auditorium should find out how to use the PA system. People doing the music program will need to know how to use the tape player and PA system.
  - g. Library Board has made decision about Sunday hours: 10 AM to 4 PM.
  - h. Board of Directors needs to make decision about liquid refreshments for the Sing-a-long. (BYOB?)
  - i. I Need to find out from Gerry Lalonde how much money is coming in for raffle tickets
  - j. Decide how we will handle the hourly raffle for Parchemin.
  - k. Ask Constance how she will do the hourly Parchemin.

### **II. Obituary Project**

1. Members are downloading to floppies.
2. Purchase of CD burner

### **III. 5-year Goals to be approved (I hope)**

#### **IV. Editorial Board**

1. Membership list and mailing list
2. Orphan Publications update
3. Issue #79
4. Progress Report on #80



## Spring Workshop Schedule: 1999

**Friday's Hostess:** Carole Belmain, #5941

**Friday, 10 AM:** Immigration: all you ever wanted to know (Kevin Jarvis, #6771; 3<sup>rd</sup> floor Auditorium

**Friday, 10 AM:** New Hampshire Vital Records and "pseudo-Soundex" (Barbara Fairfield, #2356) Viewer Area, Library.

**Friday, 10 AM:** Preserving Old Photographs (Denise Desruisseaux-Chassé, #7223, 3<sup>rd</sup> Floor Conference Room. This program is unstructured and you can drop in all morning.

**Friday, 11 AM:** Family Tree Maker Software (Roger Lawrence, #1), Computer Area.

**Friday, 11 AM:** Border Crossings and Soundex (Robert Neveux, #4604) 3<sup>rd</sup> Floor Auditorium

**Friday, Noon:** Reunion Software for the Mac (Robert Lemieux, #5997), Computer Area.

**Friday, Noon:** Parchemin (Constance Hebert, #5175) Research Service Computer

**Friday, 1 PM:** Documenting Sources (Gerald Lalonde, #3312) 3<sup>rd</sup> Floor Conference Room

**Friday, 1 PM:** Scanning Photos into your Family History (Lucie Morency, #4893), 1<sup>st</sup> Floor. This program is unstructured and you can drop in all afternoon.

**Friday, 2 PM:** Microfilms and Microfiches (Albert Hamel, #2513), Microfilm Area.

**Friday, 2 PM:** Acadian Research and Sources (Richard Fortin, #254), 3<sup>rd</sup> Floor Auditorium.

**Friday, 3 PM:** Fan charts and numbering systems (Gerry Lalonde, #3312), 3<sup>rd</sup> Floor Auditorium

**Friday, 3 PM:** ACA Collection, Family Files and Periodicals (Constance Hamel, #2514) Southwest corner of Library, 2<sup>nd</sup> Floor.

**Friday, 7 PM: Chansons à répondre/Sing-along (Fortin, #254 and Perrault, #2238) 3<sup>rd</sup> Floor Auditorium.**

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**Saturday's Hostess:** Claire Chase, #1779

**Saturday, 10 AM:** Immigration: all you ever wanted to know (Kevin Jarvis, #6771), 3<sup>rd</sup> Floor auditorium.

**Saturday, 10 AM:** Preserving old Photographs (Denise Desruisseaux-Chassé, #7223) 3<sup>rd</sup> Floor Conference Room. This is an unstructured program and you may drop in all morning.

**Saturday, 11 AM:** Using the Internet to Research; Websites, (Lucie LeBlanc-Consentino, #6781) 2<sup>nd</sup> Floor,

**Saturday, 11 AM:** Border Crossings (Robert Neveux, #4604) 3<sup>rd</sup> Floor Auditorium.

**Saturday, Noon:** Legacy Software (Craig Donais, #6242) Computer Area.

**Saturday, 1 PM:** PRDH: using the CDs (Roger Lawrence, #1), Computer Area.

**Saturday, 1 PM:** Scanning photos into your Family History (Lucy Morency, #4893), 1<sup>st</sup> Floor. This is an unstructured program and you can drop in anytime.

**Saturday, 2 PM:** Acadian Research and Sources (Richard Fortin, #254), 3<sup>rd</sup> Floor Conference room.

**Saturday, 2 PM:** Beyond the Fan Chart: Putting Flesh on the Bones (Gerry Lalonde, #3312, and Company) 3<sup>rd</sup> Floor Auditorium.

**Saturday, 3 PM:** Finding Elusive Ancestors: Round Table Discussion. 3<sup>rd</sup> Floor Auditorium.

**Saturday, 3 PM:** Notarial Acts (Robert Decoteau, #263), Southeast Corner, 2<sup>nd</sup> floor, Library.

## ACGS e-mail lists

April 12, 1999

Craig Donais

I have established three mailing lists. One list is intended for the society's officers and the board of directors, while the other two lists are intended for the society's general membership.

### 1. [acgsboard@listbot.com](mailto:acgsboard@listbot.com)

This list is intended for general communication between and among the officers and board of directors. Rather than identifying each person who should be getting the mailing (and trying to keep each person's email address current) sending one message to this address will distribute the message to all persons subscribed to the list. By creating this list, each officer and director will be able to manage their own email address. When sending reports to the entire board, send one message to this address, and the entire board (that has signed up for the list) will get a copy.

To subscribe, send an email message to: [acgsboard-subscribe@listbot.com](mailto:acgsboard-subscribe@listbot.com)

If the board decides to use this tool, this address will not be widely publicized among the membership.

### 2. [acgsdiscuss@listbot.com](mailto:acgsdiscuss@listbot.com)

This list is intended as a discussion forum for all members of the society. It would operate similar to the Quebec-L list, except the list would be limited to discussions by and among the membership. Members would be able to reply to messages and respond to each other. This could be a useful tool for the membership to discuss genealogy, as well as general issues affecting the society.

To subscribe, send an email message to: [acgsdiscuss-subscribe@listbot.com](mailto:acgsdiscuss-subscribe@listbot.com)

### 3. [acgsnews@listbot.com](mailto:acgsnews@listbot.com)

This list is structured as an announcement list only. This list would be used for notices or announcements where quick dissemination is considered important. This could be used to announce closings during the winter, availability of repertoires, or other general interest topics to the membership. If there was enough interest, the list could be used as a monthly, bi-monthly or quarterly newsletter. Members would not be able to reply or respond to messages, although they always could use the [acgsdiscuss@listbot.com](mailto:acgsdiscuss@listbot.com) list if they wanted to start a discussion. This could be a useful tool for the board or a committee to get news out to the membership quickly.

To subscribe, send an email message to: [acgsnews-subscribe@listbot.com](mailto:acgsnews-subscribe@listbot.com)

Other lists could be established for other purposes, such as the library board, the editorial board, etc...

If the board decides that these lists would be beneficial to the society, I can provide the source code to the webmaster to add registration information on our webpage.



# State of New Hampshire

## Department of Labor

James D. Casey  
Commissioner of Labor

State Office Park South  
95 Pleasant Street  
Concord, NH 03301  
603/271-3176  
TDD Access: Relay NH  
1-800-735-2964  
FAX: 603/271-6149

March 17, 1999

David M. Wihby  
Deputy Labor  
Commissioner

Mr. Craig S. Donais, Director  
American-Canadian Genealogical Society  
PO Box 6478  
Manchester, NH 03108-6478

Dear Mr. Donais:

I am responding to your letter of March 12, 1999, inquiring as to whether or not your Society is an employer under the current provisions of the New Hampshire Workers' Compensation Law (NH RSA Chapter 281-A).

Based on the facts set out in your letter, the New Hampshire Department of Labor would conclude you are not at this time an employer, and not required to provide workers' compensation insurance coverage for your volunteers, officers or directors.

I would point out that the Society's tax exempt status has no bearing on this determination. The key question is whether or not the Society has any employees, as defined in RSA 281-A:2, VI, under the facts as they are stated in your letter the Society presently has no employees.

With respect to persons or companies hired to perform specific duties they are not employees so long as they meet the criteria for independent contractors set out in RSA 281-A:2, VI (b)(1). In such cases it is prudent to request the contractor provide you with a certificate of insurance showing it has in force workers' compensation insurance for its workers, as this avoids problems that can arise if no insurance is in force when a worker suffers an injury.

I hope this information is useful to you. If you need additional assistance on this subject, do not hesitate to write to me.

Very truly yours,

David M. Wihby  
Deputy Commissioner of Labor

DMW/jmb



## **Saint Bernard's of Norton Mills**

Fact Sheet: 12 APR 1999

1. Prior to publication of "Norton Mills", Pauline CÔTÉ asked me to typeset and print the cover as I usually did for her publications.
2. Pauline CÔTÉ gave me the information as "Mission of Norton Mills".
3. I questioned the title because I felt that if a church is a mission, that suggests another parish acting as a parent church.
4. Pauline CÔTÉ wanted the title as she gave it to me, without mention of the "parent" church which was Saint-James of Island Pond, Vermont.
5. I still believed I could convince Pauline CÔTÉ to give credit to Saint-James of Island Pond, the origin of the records. The records had been obtained at the same time that Richard Fortin had copied the Saint-James records.
6. I wrote to the diocesan newspaper to ask the years that Norton Mills had been a mission.
7. I wrote to John Fisher of the Vermont society to ask his help. He faxed me the Norton Mills history form his copy of the Vermont Diocesan History.
8. Both #6 and #7 above documented the existence of Saint-Bernard of Norton Mills. The years corresponded to the years Pauline CÔTÉ had given me for the cover of "Mission of Norton Mills". *The parish exists today.*
9. I gave that documentation to Pauline CÔTÉ and said that I really didn't want to typeset the cover based on what I believed was an incorrect name.
10. Pauline CÔTÉ continued to ask for the covers, so I typeset and printed a cover for her with the name, "Saint-Bernard of Norton Mills" which she rejected.
11. Pauline CÔTÉ typeset and printed her own cover, then asked me to advertize the repertoire for sale in *American-Canadian Genealogist* as I usually did.
12. I said I would, but with the correct name, "Saint-Bernard".
13. Al Hamel got involved because Pauline CÔTÉ asked him to intervene. Al asked me to compromise.
14. Pauline Cusson got involved and told me that my refusal to put in the ad was unprofessional and deprived our members of knowledge about a

publication. *I had not refused.*

15. I compromised and the results is the inside back cover of Issue #79 which Pauline CÔTÉ wrote all of you that she had accepted.

16. Pauline CÔTÉ then read the yellow insert pages and noticed that Norton Mills was listed for sale as "Saint-Bernard of Norton Mills" as it had been in the previous issue, #78. I had forgotten that it had been priced by the Treasurer and included in the last issue. That was my mistake. I should have recalled that the item had been listed, prior to publication, in the last issue, #78.

17. Unfortunately, the insert pages are type set by Donald Chaput who has become very busy, and doesn't even live with his computer any longer. Even if I had remembered the insert pages, I don't think I could have made the change without delaying the *American-Canadian Genealogist* for more days.

My motivation through all of this caper was **accuracy in the naming of books published by American-Canadian Genealogical Society**. Some of you may believe that my standards are ridiculous when my own work is riddled with typos. I can only tell you that I continue to try to improve and I am always open to your suggestions as this is **your** journal.

12 APR 99

## Membership Committee

The purpose of the of Membership Committee includes:

1. Maintain accurate records of membership

**Membership records are not accurate and corrections need to be made frequently in street addresses and/or zip codes. Membership numbers are duplicated or skipped (left empty). On occasion, family members are given different addresses. Exchange publications are dropped from the list for no apparent reason. Sometimes, the same membership number is used more than once.**

2. Update address, dues, receipt of *American-Canadian Genealogist* and similar information

**Because work is done at home, and then brought back to library to update the library's list, the library never has the most current files. There is never the most current files at the library, therefore it is not possible for addresses to be updated.**

3. Process new membership and update renewals

**New Members do not receive their membership cards but about 4 weeks after they have joined. Frequently, new members do not realize that they may come to research before they receive their membership cards and numbers. Often, members who have renewed their membership have not been renewed in the computer. This causes difficulties with the librarians who consult printed lists, in the absence of a current computer listing.**

4. Maintain list of exchange publications

**The list of exchange publications is not accurately maintained. Names are dropped with no explanation. Names of publications and/or societies are sometimes impossible to find because of the way the names are entered. Rather than placing the logical word for alphabetizing in the proper field, that is the surname, it will be placed in the first address field. The results of a search yields something like "société" rather than the correct word such as "Lanaudière" or "Nicolet".**

All work of the Membership Committee is done in-house. Membership documentation is done on the Research Service Computer, where the original files are stored. Membership mail and dues payments are kept in-house.

**Membership work is done away from the library, so that the master files are not in house. When the library's files are updated, this apparently results in lost records. How else to explain disappearing records, especially the exchange publications?**

### Membership Committee Procedures

1. Renewal notice cards are sent at least one month prior to expiration date.
2. Membership list is updated on the Society computer at least every 7 days.

**Membership lists are not updated weekly. Rather, it takes 2-3 weeks for an update to occur after mail has been received.**

3. All changes of address are updated at least every 7 days.

**Again, whatever changes of address are received do not find their way to the library's computer for 2 weeks.**

4. All new members are entered along with complete addresses at least every 7 days.
5. Membership cards and welcome or renewal letters are mailed within 7 days of receipt of dues.

**Members consistently state that they receive their membership cards 4-5 weeks after sending in money and application.**

6. A written membership report is provided for the previous month at each Board of Directors' meeting.

**Membership reports are not provided the Board of Directors with any regularity. Recently, bare-bones reports have been provided the President, but not the membership.**

**Responsibilities of Membership Chairperson.**

1. Opens membership mail and assigns numbers to all new members. Gets renewals and new memberships in gray box at Reception desk.  
Old numbers are not reused except when an old member rejoins.  
Old members are given their old numbers.
2. Data entry on all new memberships; update all renewals, listing new date, status (month and week: 8/1=AUG, first week); check number or cash, amount of membership paid and update renewal (AUG 97).
3. Maine memberships (old and new) are identified as such and recorded under the Maine category so that they can be picked up in a computer run for payment to Maine chapter.

**Maine memberships are not identified and recorded and given to the Treasurer on a regular basis. The Begin Chapter does not receive payment on a timely basis.**

4. Assigns Membership categories:
  - a. Single; \$25.00
  - b. Family: each additional member pays \$12.50; entered as F to denote family membership for the second member;
  - c. Canadian membership: \$30.00
  - d. Canadian family membership: \$15.00 each additional member living at same address.
  - e. Institutional and "Overseas" membership: \$50.00
  - f. Exchange membership: list as type E; no membership number; no expiration date; free; these result from Editor's request.

5. Makes photocopy of all checks and cash, along with receipts showing. Staple and label with status and the input date.

6. Print labels by status date for that week and print membership cards, found on desk by computer. (See blue, perforated 8.5x11 cards) Membership cards are printed with *Q&A Write*. Mailing labels are printed (   ?    ) (*Procedure will be written when we have converted to MS Access.*)

**Conversion to MS Access has been completed.**

7. Devise a system so that members are assured of receiving 4 issues of *American-Canadian Genealogist* for each year of dues paid.

**Members may join right after the mailing labels have been printed for a given issue. If the 4<sup>th</sup> issue of their membership year is late by one month, that member will receive only 3 issues for dues paid. This may not be meaningful to someone who intends to renew membership, and who is withing driving distance of the library. However, this is very important to someone who lives at a distance. To that person, the dues represents more of a paid subscription. Only receiving three issues rather than four represents a loss of value.**

Guidelines for entering data into MS Access by Membership Committee

1. Work is done at American-Canadian Genealogical Society.

**Work is not done at American-Canadian Genealogical Society. Work is taken away from the premises and is subject to loss.**

2. Correct spelling, punctuation and proper use of upper and lower case are used. **Spelling continues to be a problem as does proper use of upper and lower case. The use of upper case exclusively makes reading difficult for human eyes. In the early days of computers, printers were limited to upper case. This is no longer the case and proper use of upper and lower case should be used in the interest of appearance, ease of reading and good taste.**

3. Entries are done in a consistent manner:

a. If abbreviations are used, they should be consistently used. Postal Codes are used for States and Provinces.

b. If streets, avenues, etc. are to be abbreviated, then they must be consistently abbreviated. If not, then they should never be abbreviated.

**On occasion, street is abbreviated; on other occasion, street is written out. The same is true for every other conceivable abbreviation which might occur in an address label.**

c. The Exchange List is entered so that the surname field contains the obvious choice for alphabetizing the entry.

**This is an especially aggravating problem in that it is very difficult to find listings of societies in French Canada from our membership list. Knowledge of French language is sorely lacking, and the names of French-Canadian societies are entered in a way that makes sorting alphabetically hardly useful. Rather than entering the logical choice for sorting purposes in the surname field, it may end up in the "given name" field or even an address field.**

**Aside from interfering with the sorting process, this makes the mailing label difficult to**



**read.**

**With each mailing, I make a point of going through all mailing labels. Frequently, I have to insert hand-written labels for our exchange publications to correct labels which spill over more than one label. Proper abbreviations and correct information in the right fields would eliminate this.**

**4. New Members are entered each week.**

**If this were being done, members would probably receive their membership cards and letters and would not stay away from the library in the mistaken belief that they will not be admitted without a membership number.**

**5. Renewals are entered every week.**

**6. All data entry is proofread by comparing the data with the original document to eliminate errors.**

**As a "victim" of my own inaccurate data entry, I know how easy it is to make errors. There is no solution to this problem except to have someone else proofread one's work.**

**7. Labels are applied to envelopes and stuffed with membership letter for new members and membership letter for renewals. Other items may also be included, as directed by Board of Directors. Membership cards are enclosed and the envelopes are prepared for mailing.**

**8. Buy postage and submit receipts with statement to Treasurer, or get check, made out to Postmaster for desired amount.**

**9. On 3rd week of each month, run labels for renewal notices. Labels are run one month in advance and reminder labels for renewal reminders are run two months after lapsed renewal date.**

**Sending renewal notices are being done by a second person. What are the benefits of having this done by another?**